



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

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No: I-11011(11)/5/2016-ERS

Date : 04/08/2016

Tender Document

The Coir Board, MG Road, Kochi invites sealed tenders in two bid system for the procurement of the following items.

SLNo	Items	Qty Required
1	Supply & installation of Digital Signage Solution System	2 nos

Pre-bid meeting : 24/08/2016

Due date and time for receipt
of completed Tender : Till 14.30 hrs. on 30.08.2016

Due date for opening of Tender
Technical Bid (First stage) : 1500 hrs. on 30.08.2016

Financial Bid (Price Bid) second stage : (Will be informed at the time of
opening of the technical bid.)

1. Scope

Offers are invited for supply and installation of 2 nos of digital signage system for displaying news, website, videos, images, advertisement, etc which will be uploaded/controlled through a centralised PC installed at Coir Board, Head Office at Cochin. The proposed system shall be working on 24 x 7 x 365 basis. Necessary software components, including server management software are to be provided and installed by the supplier. The electrical points, UPS Power, LAN Ports etc required for the installation of digital signage system shall be provided by Coir Board. However installation and configuration of LED Display / Media Player and configuration of central PC are covered under the scope of the supplier. The supplier shall further impart onsite training regarding entire operations of central PC such as scheduling, data uploading; generating logs and reports, etc to Board's authorized personnel/s.

1. Submission of the Bid

(i)The bid shall be written in English only.

(ii)The bid prepared by the bidder shall comprise of

- a) **Technical bid** : Duly filled and Signed tender document (every page) with technical details, price details should not be mentioned anywhere in the technical bid.
- b) **Financial bid**: Only financial details as per the prescribed form (See Sl. No 7 below)
- c) **EMD** : Only Demand Draft in favour of "The Secretary, Coir Board" payable at Kochi.

(iii)The bids shall be submitted in separate covers

The Tenderer shall submit Technical Bid, Price Bid and EMD in three separate sealed covers super scribing the respective bids viz. " Technical Bid" , "Price Bid" and " EMD". All thesealed covers will be put in an outer cover duly sealed and super scribed "TENDER FOR THE SUPPLY OFDIGITAL SIGNAGE – ERS SECTION" The inner and outer envelopes' shall be addressed to **The Secretary, Coir Board, MG Road, Pallimukku, Cochin -16, Kerala, PIN - 682016.**

Technical Specification

SLNo	Items	Qty Required
1	Portrait Standing Kiosk with 50 inch LED/LCD Display and PC based Media Player with operating system and signage software	<p>Display Features : Commercial Grade Display , 350mcd/m2</p> <p>Display area : 50 inch Diagonal</p> <p>Resolution : 1920x 1080 pixels FHD</p> <p>Aspect Ratio : 16:9</p> <p>Media Player : Intel Quad Core CPU 2.16ghz/ 2GB DDR3 /32GB SSD /WIN10 OEM OS(attached in the kiosk). Facility for crating content design templates according to user needs also web pages, images, videos, etc can be scheduled for display.</p> <p>Connectivity : Both LAN and WIFI</p> <p>Kiosk Cabinet : Exterior grade signage Aluminium profile Side Cooling /Exhaust fans Powder Coated Mild Steel front. Back side with Powder Coated Mild Steel door. Toughened glass front side to protect the screen.</p> <p>Digital Signage Content management and Control Server : Basic Digital Signage Management Server software to be installed in a Laptop/Desktop PC to load the contents to be displayed and to manage the display from single location over both LAN and WIFI.</p> <p>Warranty : 3 year onsite inclusive of all items and software/license</p>
2	Landscape display with Fabricated Metal Trolley stand having Wheels for fixing the display horizontally 50 inch LED/LCD Display and PC based Media Player with operating system and signage software.	<p>Display Features : Commercial Grade Display , 450mcd/m2</p> <p>Display area : 50 inch Diagonal</p> <p>Resolution : 1920x 1080 pixels FHD</p> <p>Aspect Ratio : 16:9</p> <p>Media Player : Intel Quad Core CPU 2.16ghz/ 2GB DDR3 /32GB SSD /WIN10 OEM OS(attached in the kiosk). Facility for crating content design templates according to user needs also web pages, images, videos, etc can be scheduled for</p>

		<p>display.</p> <p>Connectivity : Both LAN and WIFI</p> <p>Stand : Fabricated Metal Trolley stand having Wheels for fixing the display horizontally also should have facility to mount on the wall.</p> <p>Digital Signage Content management and Control Server: Basic Digital Signage Management Server software to be installed in a Laptop/Desktop PC to load the contents to be displayed and to manage the display from single location over both LAN and WIFI.</p> <p>Warranty : 3 year onsite inclusive of all items and software/license</p>
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Deviation/suggestions if any may be described in the below table

SLNo	Items	Deviation if any
1	Portrait Standing Kiosk with 50 inch LED/LCD Display and PC based Media Player with operating system and signage software	
2	Landscape display with Fabricated Metal Trolley stand having Wheels for fixing the display horizontally 50 inch LED/LCD Display and PC based Media Player with operating system and signage software.	

Format of the financial bid : The financial bid shall be submitted in the following format only.

Sl. No..	Name of items	Qty.	Rate per unit	TAX @	Any other charges	Total Amt. Per unit
1	Portrait Standing Kiosk Model	1				
2	Landscape Trolley stand model	1				
	Total					

1. **Warranty :** 3 year onsite warranty for all items including software/licences if any.
2. **Bid Security/Earnest Money Deposit (EMD) :** Bidders have to deposit the Earnest Money Deposit (EMD) of Rs. 8000/- in the form of Demand Draft drawn in favour of **"The Secretary, Coir Board"** payable at Kochi.
3. **Performance Bank guaranty :** Bank guaranty for 3 years equivalent to 10% of the total value of items to be supplied have to be submitted by the supplier after placing the purchase order as performance guarantee.
4. **It is mandatory to quote for all the items for which the tender is issued, otherwise the tender will be disqualified.**
5. **General Terms & Conditions of the tender**

The following terms & conditions shall apply in connection with the supply of the equipments:

- a. The Invitation for Bids is not an offer and is issued with no commitment. Coir Board reserves the right to withdraw the Invitation and change or vary any part thereof at any stage, if it determines that such action is in the best interest of the Board. Coir Board also reserves the right to disqualify any bidder, should it be so necessary at any stage.

- b. Timing and sequence of events resulting from this Invitation shall ultimately be determined by Coir Board.
- c. The bidders shall have no claims whatsoever against Coir Board arising out of, or relating to this Invitation of Bids or these procedures (other than those arising under a definitive supply agreement with the bidder in accordance with the terms thereof).
- d. Bidders who are found to canvass, influence or attempt to influence in any manner the qualification or selection process shall be disqualified from the process at any stage.
- e. By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all the terms & conditions and the bidder have to sign every page.
- f. If any technical problem found during the warranty period, the problem may be attended within 24 hrs and the problem has to be solved within 3 working days. Otherwise Coir Board will rectify the problem through other technical agency and bill amount will be deducted from their security deposit.
- g. The bidders' proposals in the bid document will be evaluated as per the requirements specified in the Invitation of Bids and adopting the qualification criteria spelt out in this Invitation.
- h. Coir Board reserves the right to short list the parties responding to this notice on the basis of the evaluation of the Technical Bids before opening of the price bids. Submission of more than one bid by the same party will be a disqualification.
- i. The rates quoted should be all inclusive and price bids with conditional discounts will not be entertained. The price quote should be expressed in words and figures . Correction/overwriting etc. have to be avoided.
- j. Deduction of taxes/levies as applicable from time to time will be made at source by the Board while releasing payment.
- k. The complaint should invariably be attended to by the firm within 4 hours of lodging the same and must be resolved within 24 hours. The engineer of the firm/OEM will attend the complaint at the location of the item (s).
- l. Delivery/installation of the item (s) at Coir Board, Head Office, Cochin shall be arranged by the firm at their own cost.
- m. The firm may be blacklisted for further business with Coir Board owing to non performance of satisfactory and timely service.

- n. If there is any damage during transportation/installation, the same would be borne by the supplier firm. The damaged item should be replaced by the supplier.
- o. The Coir Board, also reserves the right to place the order in installments.
- p. The successful tenderer should supply the items within two weeks from the date of placing the supply order.

Dispute Redressal

All disputes, differences and questions arising out of the Tender Enquiry shall be referred to the sole arbitrator appointed by the Coir Board, Head Office, Cochin. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. The award of the arbitration shall be binding on both the parties.

Signature of the Party with Seal

Name of the contact person :

Mobile No :

Phone No :

e-mail :

Address :