



**LIMITED e-TENDER**  
**FOR SELECTION OF AGENCY TO PROVIDE VIDEO**  
**CONFERENCING SERVICES ON THE DAY OF EVENT AT VARIOUS**  
**STATE/UTs OF INDIA**

TO

**PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)**  
**PRADHANMANTRI BHARTIYA JANAUSHADHI PARIYOJNA**



**PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)**  
**(Set up under the Department of Pharmaceuticals, Govt. of India)**

8<sup>th</sup> Floor, Videocon Tower, Block E1,  
Jhandewalan Extension, New Delhi-110055  
Telephone: 011- 49431800/813

Website: [janaushadhi.gov.in](http://janaushadhi.gov.in)

**PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)**  
(SET UP UNDER THE DEPARTMENT OF PHARMACEUTICALS, GOVERNMENT OF INDIA)

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**LIMITED e-TENDER**  
**FOR SELECTION OF AGENCY TO PROVIDE VIDEO CONFERENCING SERVICES ON THE DAY OF EVENT**  
**AT VARIOUS STATE/UTs OF INDIA**

Tender Reference	PMBI/14/10/2023-IT/03
Tender Website	<a href="https://eprocure.gov.in">https://eprocure.gov.in</a>
Date of availability of Tender documents on website	14/10/2023
Last date and time for submission of Online Bid i.e., Bid Submission End Date and time	19/10/2023 till 1700 Hours
Time and date of opening of Technical Bid	20/10/2023 at 1730 Hours
Time and date of opening of Financial Bid	21/10/2023 at 1100 Hours (Tentative)
Place of opening of Tender	Pharmaceuticals & Medical Devices Bureau of India (PMBI). Address: 8 <sup>th</sup> Floor, Block E-1, Videocon Tower, Jhandewalan Extension, New Delhi-110055
Address for Communication	Pharmaceuticals & Medical Devices Bureau of India (PMBI). Address: 8 <sup>th</sup> Floor, Block E-1, Videocon Tower, Jhandewalan Extension, New Delhi-110055
Cost of the Tender Document	Free of cost
Contact Person for clarification if any	Sh. Prashant Kumar, Manager (IT & MIS), Phone: - 011- 49431813 Email: - <a href="mailto:it@janaushadhi.gov.in">it@janaushadhi.gov.in</a>

The tender document can be downloaded free of cost from the CPPP e-Procurement Portal <https://eprocure.gov.in> and from the website of PMBI: **[janaushadhi.gov.in](http://janaushadhi.gov.in)**.

**Note:** The bidders shall be solely responsible for checking these websites at least 3 days prior to the closing date of submission of the tender for any addendum/amendment issued subsequently to the bid document and take into consideration the same while preparing and submitting the bids. Bids will be opened online.

## **INTRODUCTION**

Pharmaceuticals & Medical Devices Bureau of India (PMBI), the implementing agency of Pradhan Mantri Bhartiya Janaushadhi Pariyojana (PMBJP); a noble scheme that provides quality generic medicines at affordable prices to all. PMBI works under the administrative control of Department of Pharmaceutical, Ministry of Chemicals and Fertilizers, Government of India and willing to engage an agency for handling video conferencing services on the day of event at various State/UTs of India through its exclusive Pradhan Mantri Bhartiya Janaushadhi Kendra in public interest to utilize the social media platforms for dissemination of information in spreading awareness about the benefits of the scheme and its impact on circulation of information regarding generic medicines. In addition the objectives of engagement of Video Conferencing Service Agency by PMBI are as under: -

- a) Interaction with the Beneficiaries of Janaushadhi Scheme.
- b) Spreading the awareness and educating people about generic medicines.
- c) Announcement and re-pronouncement of policies and prices of generic medicines by PMBI
- d) Interaction and engagement of the citizens, doctors and other stakeholders
- e) Feedback of the citizens regarding scheme activities and its benefits

In this context, TENDER is invited from interested Agencies for providing **Video Conferencing services on the day of event at various State/UTs of India** tentatively scheduled in the month of Oct 2023 or any other day of the subsequent month of the calendar in this year.

**Tender Inviting Authority** – Chief Executive Officer, Pharmaceuticals & Medical Devices Bureau of India, 8<sup>th</sup> Floor, Videocon Tower, Block E1, Jhandewalan Extension, New Delhi-110055 (hereinafter referred as Tender Inviting Authority unless the context otherwise requires).

**Tender Accepting Authority** – Chief Executive Officer, Pharmaceuticals & Medical Devices Bureau of India (hereinafter referred as PMBI unless the context otherwise requires).

**Tender Inviting Authority** Invites **Video Conferencing services on the day of event at various State/UTs of India** for one day & onetime service.

**PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI) was formerly known as BUREAU OF PHARMA PSUS OF INDIA (BPPI).**

For this purpose, scope of work is broadly spelt out below.

## **SCHEDULE AND CRITICAL DATES**

The tentative schedule and critical dates are shown below:

S. No.	Event	Date	Timings
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1	Date of publication of Tender	14/10/2023	-
2	Last date of submission of bids	19/10/2023	1700 Hrs.
3	Opening of Technical Bids	20/10/2023	1730 Hrs.
4	Opening of Financial Bids	21/10/2023 (Tentative)	1100 Hrs.

The complete details for the TENDER can also be downloaded from CPP portal website <https://eprocure.gov.in> and also available on Pharmaceuticals & Medical Devices Bureau of India's website <http://janaushadhi.gov.in/TenderDetails.aspx>. Interested bidders are advised to regularly visit the website in order to update themselves regarding any change or additional information related to the Tender.

## **1.1 PROCEDURE, TERMS AND CONDITIONS**

- 1.1.1 The Tender shall be submitted online on two bids basis i.e. Technical Bid and Financial Bid.
- 1.1.2 It is the responsibility of the bidder to ensure that the bids are submitted on time.
- 1.1.3 The PMBI reserves the right to solicit additional information from Bidders. Additional information may include, but is not limited to, past performance records, lists of available items/services of work etc.
- 1.1.4 The PMBI reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the PMBI.
- 1.1.5 The PMBI reserves the right not to accept bid(s) from agency(s) resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies/Vigilance Cell.
- 1.1.6 All information contained in the TENDER, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/agencies.
- 1.1.7 The Agency selected is not supposed to use its name, logo or any other information/ publicity upon platforms provided by PMBI during the services.
- 1.1.8 The Agency must maintain uniformity while displaying the content on the various designated platforms and application used during conferencing.
- 1.1.9 All the real and virtual streaming shall be right of PMBI and Intellectual Property Rights (IPR) shall vest with PMBI.

### **a) PERIOD OF CONTRACT**

This is one-time and one-day service offered by the agency/bidder and all associated services may end automatically post successful completion of the event tentatively scheduled in the month of Oct 2023 or any other day of the subsequent month of the calendar in this year.

**b) PRICES**

- i. All the prices must be quoted on unit rate basis in INR with all applicable charges i.e. professional fee and applicable taxes, duties, etc. (if any).
- ii. The agency must ensure that the prices / rates quoted are all inclusive Video conferencing device installation, manpower support, technical support till the successful event execution and continuous support during the entire event period.

**c) AMENDMENT OF TENDER DOCUMENT**

At any time before the submission of bids, the PMBI may amend the Tender document by issuing an addendum/corrigendum in writing through email/post. The addendum/corrigendum shall be binding on all the agencies. To give the Agencies reasonable time in which to take an amendment into account in their bids, the PMBI may if the amendment is substantial; extend the deadline for the submission of bid.

**d) CONFLICT OF INTEREST**

- i. The Agency is required to provide professional, objective and impartial advice and at all times hold the PMBI interest's paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.
- ii. Without limitation on the generality of the foregoing, Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
  - **Conflicting Activities:** An Agency or any of its affiliates, selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project.
  - **Conflicting Assignment/job:** An Agency (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Agency to be executed for the same or for another Employer.
  - **Conflicting Relationships:** An Agency that has family relationship with a member of the PMBI staff who is directly or indirectly involved in any part of the event shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the PMBI throughout the selection process and the execution of the Contract.

Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of PMBI, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Agency fails to disclose said situations and if the PMBI comes to know about any such situation at any time, it may lead to the disqualification of the Agency during bidding process or the termination of its contract during execution of the assignment.

**e) PAYMENT SCHEDULE**

- 100% payment will be released to the agency on successful completion of the event based upon invoice submission within 10 days.
- No advance payment will be made. All payments shall be made in Indian Rupees.

**1.2 PENALTY CLAUSE**

- All content, reports and other documents submitted by the bidder pursuant to this work order shall become and remain the property of the PMBI.
- If at any given point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfill any of the contractual obligation, the PMBI may take a decision to cancel the contract with immediate effect and stringent action shall be taken against the agency/bidder.
- Any violations during execution of the services on scheduled date & time, the Agency/bidder shall be liable to pay a Liquidated Damages (LD) at a rate of 10 % of total contract value/forfeiture of EMD along with other penalties as per clause no. 1.9 (d).
- The PMBI will have the right to cancel the contract at any time without assigning any reason thereof.

**1.3 PREPARATION OF BID**

All the bidders are requested to follow the instructions given below while submitting the bids on CPP Portal. Bidders are requested to upload all requisite documents online as per the uploaded Tender along with their bids; failing which the bids are liable for rejection. No physical/hardcopy of the documents shall be accepted.

**a) Technical and Financial Bids**

The technical bid should have the following: -

- i. Forwarding letter on the bidding organization's printed letterhead.
- ii. The technical presentation on the enclosed scope of work explaining complete detail of the Video Conferencing setup by agency to achieve the target.

- iii. A point-to-point compliance and self-declaration for acceptance of terms and conditions of Tender document.
- iv. Undertaking (self-declaration on letter head) that the information submitted by them is correct and agency/bidder shall abide by the decision of PMBI. In case the information submitted by the firm is found to be false and / or incorrect in any manner, the firm can be suspended and / or debarred.
- v. All pages of the document submitted should be dully signed & stamped.

The Financial bid must contain the following: -

- i. Financial Bid as per **Annexure I** format.
- ii. All pages of the supporting document submitted should be dully signed & stamped.
- iii. No price / rate variation / adjustment or any other escalation will be entertained.

#### **1.4 METHOD OF EVALUATION AND AWARDS OF CONTRACT**

Bidders are requested to upload all requisite documents online as per the uploaded Tender along with their bids; failing which the bids are liable for rejection. No physical/hardcopy of the documents shall be accepted in this regard.

##### **a) Evaluation of bids**

- i. From the time of opening of the technical bids to final work order, the agencies should not contact the PMBI on any matter related to its Technical and/ or Financial bid.
- ii. Any effort by the agencies to influence the PMBI in the examination, evaluation, ranking of bids and recommendation for award of contract may result in the rejection of the agency's bid.
- iii. A duly constituted Evaluation Committee will scrutinize and evaluate the bids for selection of an agency.

##### **b) Criteria for Evaluation of Technical bid:**

- i. The Evaluation Committee shall evaluate the Technical bids on the basis of their responsiveness to the technical presentation submitted by the agency.
- ii. Only Bidder/Agencies obtaining a total score of 60 (on a maximum of 100) or more on the basis of criteria for evaluation given below would be declared technically qualified.
- iii. Every technical bid shall be awarded an absolute technical score of '**T**' marks

out of a total of 100 marks.

**c) Criteria for Evaluation of Financial bid:**

i. The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria explained below.

ii. The lowest evaluated Financial bid (**Fm**) will be given the maximum financial score of 100 points. The financial scores(**F**) of the other Financial bids will be computed as per the formula for determining the financial scores given below:

$$F = 100 \times (Fm / Fb)$$

Where,

**Fb** =Evaluated amount of financial quote by the bidder

**Fm** = Lowest evaluated amount of financial quote by the bidder

iii. Financial bids of only those Agencies which are declared technically qualified shall be opened on the specified date and time, in the presence of representatives of bidders who choose to attend. The name of the Agencies, their technical score (if required), and their Financial bid shall be read aloud.

**D) Method of Selection:**

In deciding the final selection of the Agency/bidder, the technically qualified bid will be given a weightage of 70% on the basis of criteria for evaluation. The price bids of only those Agencies who qualify technically will be opened. The bid with the lowest cost will be given a financial score of 100 and the other bid given financial scores that are inversely proportional to their prices. The financial bid shall be allocated a weightage of 30%.

For working out the combined score, the PMBI will use the following formula:

$$\text{Total points: } (0.7 \times T(s)) + (0.3 \times 100 \times Fm/Fb)$$

The bids will be ranked in terms of total points scored. The bid with the highest total points (H-1) will be considered for award of contract.

*Example: If in response to this Tender, three bids, A, B & C were received and the Evaluation Committee awarded them 75, 80 and 90 marks on technical bid respectively, all the three bids would be technically suitable. Further, if the quoted price of bids A, B & C were Rs. 120, 100 & 110 respectively, then the following points for financial bids may be given:*

*A:  $100/120 \times 100 = 83$  points*

*B:  $100/100 \times 100 = 100$  points*

*C:  $100/110 \times 100 = 91$  points*

*For combined evaluated points, the process would be as*



*follows:*

$$\text{Bid A: } 75 \times 0.7 + 83 \times 0.3 = 77.4$$

$$\text{Bid B: } 80 \times 0.7 + 100 \times 0.3 = 86$$

$$\text{Bid C: } 90 \times 0.7 + 91 \times 0.3 = 90.3$$

*Bid C, in this case would be considered as H1 (Highest total points).*

The Evaluation Committee will correct any computation errors, in case of discrepancy.

**e) Negotiations:**

Normally there should be no post Tender negotiations, it would be only on exceptional circumstances, if considered necessary, shall be held only with the Agency who shall be placed as H-1 bidder after combined evaluation of the Technical and Financial bids, as indicated above. Under no circumstance, the financial negotiation shall result into an increase in the price originally quoted by the Agency.

**f) GENERAL:**

- a) Bids once submitted cannot be amended.
- b) Any Bid which does not quote for all items (specified under Annexure I) will be determined to be non-responsive and may be rejected.
- c) The Agency shall not assign or sublet the contract or any substantial part thereof to any other agency, without written consent of the PMBI.
- d) Technical bids and financial bids will be opened, in the presence of Bidders' representatives (One for each bidder), who wish to be present.

**1.5 COMPETENT AUTHORITY'S RIGHT TO VARY ITEMS/ACTIVITIES AT THE TIME OF AWARD**

The Competent Authority shall have the right to make any alterations, omissions, additions or subtractions in items/services at the time of award of contract. The Competent Authority will give such intimation to the successful Bidder, and additional cost/deduction in the Bid prices, based on the price schedule submitted by him, will be worked out with the Bidder. In case, the Bidder does not agree for such alterations, the Competent Authority will be free to award the contract to the next eligible Bidder.

**1.6 ARBITRATION**

- a) If any dispute, difference, question or disagreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assignees in connection with or arising out of the contract the PMBI would appoint a sole arbitrator, which shall be accepted by the Agency. The decision of the arbitrator would be final and binding on both the parties.

- b) It is also term of the contract that contractor shall not stop the work under this contract and work shall continue as expected to continue whether the arbitration proceedings have commenced or not
- c) The Venue of the arbitration shall be at New Delhi. Subject to as aforesaid, the provision of the Indian Arbitration Act, 1996 and any statutory modifications or re-enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

#### **1.7 APPLICABLE LAW AND JURISDICTION**

This contract, including all matters connected with this contract, shall be governed by the India laws, both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Delhi Court, if required.

#### **1.8 INDEMNIFICATION**

1. The Agency/bidder shall be responsible for any injury to the workmen and to persons or things and for all damages to the structural and/or decorative part of property which may arise from the operations or neglect of himself or any of his employees whether such injury or damage arise from carelessness, accident or any other causes whatsoever in any way connected with carrying out of this contract.
2. The Agency/bidder shall indemnify and keep indemnified the Bureau against all losses and claims for injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the Contract and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto under the provisions of various labour laws as amended from time to time.
3. The Agency/bidder shall indemnify, protect and save the Bureau against all claims, losses, costs damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements.
4. The PMBI shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges, and expenses arising or accruing from or in respect of any such claim or damages from any sums due or to become due to the Agency/Agencies.
5. All claims regarding indemnity shall survive the termination or expiry of the work order.

#### **1.9 FAILURE & TERMINATION CLAUSE**

Time and date of delivery and period of execution shall be essence of the contract. If the Agency fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of such periods, the PMBI may without prejudice to any other right or remedy available to him to recover damages for breach of the contract: -

- b) Recover from the Agency as liquidated damages which will be charged by way of penalty, as specified in the Clause 1.2 (Penalty Clause).
- c) Cancel the contract or a portion thereof by serving prior notice to the Agency.
- d) The PMBI may take a decision to cancel the contract with immediate effect and / or debar / blacklist the bidder from bidding prospectively for a period of 3 years or as decided by the PMBI or take any other action as deemed necessary.

#### **1.10 AGENCY CODE OF CONDUCT AND BUSINESS ETHICS**

The PMBI is committed to its values & beliefs and business practices to ensure that Agency, who provides services, will also comply with these principles.

##### **a. Bribery and corruption:**

Agencies are strictly prohibited from directly or indirectly (through intermediates or subcontractors) offering any bribe or undue gratification in any form to any person or entity and / or indulging in any corrupt practice in order to obtain or retain a business or contract.

##### **b. Integrity, indemnity & limitation:**

Agencies shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with the PMBI. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suppression of material facts, such contract shall be voidable at the sole option of the competent authority of the PMBI. For avoidance of doubts, no rights shall accrue to the Agency in relation to such business/contract and the PMBI or any entity thereof shall not have or incur any obligation in respect thereof. The Agency shall indemnify in respect of any loss or damage suffered by the PMBI on account of such fraud, misrepresentation or suspension of material facts. The agency will be solely responsible for the omission and commission of the employees deployed by them.

#### **1.11 DESCRIPTION AND ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED**

##### **1. Schedule of Requirements (SOR):** List of items / services required is as follows:

Proposals are invited from reputed Agencies for providing Video Conferencing Services at designated locations under account of Pharmaceuticals and Medical Devices Bureau of India through Two Bid systems:

- Technical Bid
- Financial Bid

##### **2. Pre-qualification Criteria:**

<b>Sr. No.</b>	<b>Broad Criteria</b>	<b>Basic Requirement</b>	<b>Specific Requirement</b>	<b>Documentary Proof to be Submitted</b>
1	Registered office in India	Mandatory Registration	1. Bidder should be registered in India 2. Should have a local office in Delhi.	Documentary Proof
2	Blacklisting /No conviction	Mandatory Certifications	1. Bidders should not have been blacklisted by any of the State or Central Government to organization. 2. Should not have been found guilty of any criminal offence by any Court of law.	Duly signed Affidavit from the Bidder
3	Conflict of Interest	Mandatory certifications from bidder	Bidder should not have a conflict of interest in the assignment as specified in the bidding document. Comply with the code of integrity as specified in the bidding document.	Duly signed Undertaking from the bidder on letter head
4	Financial Worth	Turn over	The average turnover of the bidder/agency for 2020-21, 2021-22 and 2022-23 should be at least Rs. 10 crores.	Certified documents & Balance Sheets by Chartered Accountant (CA)
5	Tax Details	Tax registration/ clearance	The bidder should have registered for (i) GST Registration (ii) PAN	Copies of GST & PAN
6	Experience	Work Experience in Video Conferencing Setup	i) The bidder/agency must have an experience of last three (3) financial year in Video Conferencing setup for the program of Hon'ble Prime Minister of India.	At least one copy of the work orders along with work completion certificate for each financial year
7	Technical Manpower For each location	Technical Support (Video Conferencing Setup)	Three (3) year experience and proven skills in Video Conferencing Setup & Support.	Relevant experience documents
8	Demo Presentation	Technical Presentation at PMBI Head office	The agency must give a technical presentation on the Video Conferencing setup.	A detailed power point/slide duly stamped & signed by the bidder/agency

*The above required documents shall be uploaded online with the technical bid on CPP portal before the last date of submission of the bid.*

### **3. The detailed Scope of Work includes the following:**

The entire scope of work for the selected bidder has been divided into four stages:

- Pre-Event
- During the Event
- Post Event
- Location

#### A. Pre-Event Activities

- i. Selected bidder will start the planning of the event in advance of the event.
- ii. **As per Hon'ble Prime Minister's Video Conferencing protocol, the video conferencing (VC) setup will be completed in all aspects including trial & testing, site preparedness, etc. before 2 days (in advance) from the scheduled date of event.**
- iii. Selected bidder may have to undergo through security clearance for the event.
- iv. Selected bidder should provide required information for the same.
- v. During the event planning infrastructure required for event capture should be discussed. Adequate cameras, microphones, display screens etc. should be provided as per the need.
- vi. Selected bidder must share details of the manpower involved for the event in advance of the event
- vii. Selected bidder shall make necessary arrangements in advance to provide services on scheduled date. Selected bidder should install, check and commission the equipment/devices in advance so as to make video conferencing operational on the day of event.
- viii. Selected bidder should provide all infrastructure latest as per the specifications/details provided in the tender document
- ix. All charges for handling and setting up the infrastructure to the site shall be included in the total order value. Selected bidder shall include cost of transportation of equipment/devices, manpower and any other logistics cost in the financial bid. PMBI would not be liable to pay any extra cost to the selected bidder.

#### C. During the Event Activities

- i. Selected bidder would be responsible for providing the video conferencing services to the event on behalf of PMBI. These services can be divided into two types:
  - a. Capturing the event through HD digital camera
  - b. No Mixing and signal distortion during event when live A/V feed are active
- ii. Selected bidder would be responsible for Event Capture, live A/V feed and recording the event in coordination with NIC/NICSI as well as in coordination with other stakeholder(s) etc. at designated locations.
- iii. The selected bidder shall deploy professionally skilled manpower, experienced in the field of installation, commissioning, casting at event and recording locally.
- iv. The selected bidder shall keep a standby of technical staff to mitigate risk of any untoward incident.

- v. The selected bidder shall provide safeguard by ensuring stable source of power in the cast venue, uninterrupted power supply in the event of power failure, the power conditioner to mitigate spikes and a back-up.
- vi. The selected bidder shall work for entire day on site as required by the PMBI.

#### **D. Post Event Activities**

The selected bidder must be responsible for packing & removing infrastructure, equipment/devices from the location post completion of the event in coordination with PMBI.

#### **D. Location**

The selected bidder must be responsible for providing video conferencing services on following tentative geo-locations covering any/all States/UTs of India in coordination with PMBI head office. The Finalized L1 rate shall be applicable for all six Zone/Region/States/UTs of India as mentioned hereunder.

The tentative locations covering all Sates/UTs of India is as below:

<b>Sr. No.</b>	<b>Zone/Region</b>	<b>States/UTs</b>
1.	Eastern Region	Andaman & Nicobar Islands, Bihar, Jharkhand, Orissa, Sikkim, West Bengal
2.	Western Region	Dadra & Nagar Haveli and Daman & Diu, Goa, Gujarat, Maharashtra
3.	Northern Region	Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Ladakh, Punjab, Rajasthan
4.	Southern Region	Andhra Pradesh, Telangana, Karnataka, Kerala, Lakshadweep, Puducherry, Tamil Nadu
5.	Central Region	Chhattisgarh, Madhya Pradesh, Uttar Pradesh, Uttarakhand
6.	Northeast Region	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura

**Note:** *The location may vary in numbers from five (5) to twenty (20) against above mentioned Zones/Regions. Also, one (1) or more than one (1) location may be included against above stated zones/Region.*

#### **4. EVALUATION CRITERIA (TECHNICAL)**

The power point system for evaluation of Technical Bid will be as follows:

Power Point Presentation/Slide on the methodology for this assignment	
<b>Criteria</b>	<b>Marks</b>
1. Understanding of the event	25
2. Understanding of the overall scope of work	25
3. Technical workflow (end to end connectivity)	25

4. Demo representation	25
<b>Total</b>	<b>100</b>

#### 1.12 **TERMS AND CONDITIONS**

- ❖ A senior level professional of the bidder, who is experienced in handling such accounts, is to be identified as the team/project leader for this work and must remain the exclusive single point contact for all the activities related to the execution of this work. The credentials and details of such personnel being deployed must be communicated to the concerned officials of PMBI.
- ❖ Combined Quality cum Cost Based System (CQCBS) method would be adopted for selecting the successful bidder on the basis of 70:30 ratio, wherein 70% weightage would be given for technical soundness of the bidder and 30% weightage would be given for financials.
- ❖ Earnest Money Deposit (EMD):

(a) (a)The Earnest Money Deposit (EMD) of **Rs. 50,000/-** (Rupees Fifty Thousand only) drawn in favour of **Pharmaceuticals and Medical Devices Bureau of India**, payable at New Delhi through **National Electronic Fund Transfer (NEFT)** must be uploaded with the technical bid as per tender terms & condition. In case, EMD reference document is not received along with the technical bid as per tender, the bids will be rejected summarily.

Account Details for National Electronic Fund Transfer (NEFT):

**Bank Name: Bank of Baroda,**  
**Account No. 05860200001696,**  
**IFSC Code: BARBOPARLIA.**

(b) Bidders registered with MSEs will be exempted from submitting EMD on submission of copy of current valid certificate of registration with MSEs. However, if bidder/agency claims the exemption, they must submit valid MSEs certificate.

(c) If the technical bid is received without EMD or applicable valid certificate of registration of MSEs; it would not be considered, and bids will be rejected summarily.

(d) EMD of unsuccessful bidders will be returned after bid validity i.e., **180 days** from the opening of technical bid.

(e) EMD of successful bidder will be returned after completion of awarded work/service with due formalities.

(f) No interest is payable on EMD.

(g) The EMD should be valid for a period of six months from the date of submission of bid.

- ❖ The bidder should submit their Technical & Financial Bid documents online through CPP portal only in the prescribed Performa separately.
- ❖ Technical Bid must contain the EMD details, Presentation/PPT and other required documents on or before the last day of submission of tender as per clause no 1.11(2) for purely evaluation purposes based upon provisions of e-tendering system.
- ❖ The bidder should sign & stamp at the bottom space of all pages of the documents. The online Tender bid will be opened at **PMBI, Head Office** on scheduled date & time.
- ❖ No bidder shall contact PMBI on any matter relating to its bid, from the time of bid opening till the contract/ work order is awarded.
- ❖ Any effort by a bidder to influence the PMBI in the process of bid evaluation, bid comparison or contract award decisions may result in rejection of the bidder's bid.
- ❖ The notification of award will constitute the formation of the contract/work order.
- ❖ The Tenders submitted beyond the scheduled date and time shall be summarily rejected. Partial quotations of items will make the Tender liable for rejection. Bidder must give quotation for all items as per Tender.
- ❖ PMBI reserves the right to accept or reject bids at any stage of bidding system or during the contract.
- ❖ Location may change as per decision of the management. In case of any change or addition in the location(s), bidder shall provide services on same rate (finalized L1) for new identified location(s).
- ❖ No request for increase in the rates will be entertained post work order/contract. No advance payment will be made. Also, no interest will be paid on delayed payment.
- ❖ No bidder shall be allowed to withdraw/modify the bid/rates after the opening of Technical bid.
- ❖ The PMBI reserves the rights to reject any or all Tenders. PMBI, in order to satisfy itself can get a spot enquiry to verify soundness, capability and viability of the Tendering firm.
- ❖ In case of any differences the firms may called for negotiation, Committee will be the Sole Arbitrator on all matters and their decision will be binding on the agency/bidder.



## **Annexure I**

### **Format for Bill of Quantity: (BOQ)**

**Bidder Details:**

**Name of the company.....**

**Address of the company.....**

(a)	(b)	(c)	(d)	(e)	(f)
Services	Item/Details	Unit	Unit Rate without taxes (in Rs.)	Applicable Tax (in %)	Total Rate with taxes (in Rs.) (f=d x e %)
<b>Video Conferencing Services</b>	Complete setup (end to end) including items given below as per <b>Table A</b>	1 (Complete setup)			

**Table A:**

Item/Details	Description	Required Unit
3 Multi Camera Setup	4K Camera	1
Power Management	Generator & UPS	2
IT System	Laptop & Switches	3
Digital Sound Setup	Sound System Set for 500 Audience (JBL/YAMAHA/DNB)	1
Stage Equipment	Mikes Podium & Hand Cordless	4
Other Infrastructure	HD Video Conferencing with 1080 license (Polycom/CISCO)	2
Display LED Wall	P 3.8 Outdoor 20'X10' or higher	1
Networking	OFC/UBR 50 Mbps ILL (primary and backup)	2
Tech. Support	Technical Manpower	1

**Miscellaneous support:** 1. Any consumables including internet connectivity required at location other than above mentioned; need to be supplied & installed by selected agency/bidder without any additional cost.

2. Location may vary as per decision of the management. Accordingly, early intimation shall be given to the respective agency/bidder from the actual date of event. In case of change or

*addition in location(s), bidder may provide the same video conferencing (VC) services at finalized rate (L1) for all new identified locations.*

3. The Finalized L1 rate shall be applicable for all six Zone/Region/States/UTs of India as mentioned above under clause no. 1.11 (3) (D).

*Note: Bidder shall carefully consider the above format specially column (a) and column (b) for services and items/details respectively along with unit mentioned under column (c) while quoting their rates. GST shall be mentioned as applicable.*

## **Annexure II**

**(On nonjudicial Stamp Paper)**

### **DECLARATION**

I/We M/s. .... represented by its Proprietor/Managing Partner /Managing Director having its registered office at ..... do hereby declare as under: -

1. I/we hereby certify that all the particulars given by me are correct and true to the best of my/our knowledge.
2. I/we certify that if appointed for selection, I/we shall appoint separate teams for any competing clients who are in the same business as PMBI to avoid clash of interests and maintenance of secrecy. In case at any stage, it is found that the information given by me/us is false/incorrect, PMBI shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.
3. That I / we have experience in video conferencing (VC) service setup for the event/programme of Hon'ble Prime Minister of India for Three (3) years.
4. That I am / We are aware of the Tender Inviting Authority's right to forfeit the Earnest Money Deposit (EMD) and blacklist me/ us for a period of 3 years if, any information furnished by us proved to be false/misleading at any time during the Contract period.
5. That I / We declare to possess the valid certificates as required in tender & complies and continue to comply with the conditions laid down in the tender document.

Signed.....

Name: .....

Designation.....

(Company Seal)

Witness: -

(1) Signature: .....

Name: .....

Designation: .....

(2) Signature: .....

Name: .....

Designation: .....

(To be attested by the Notary)