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Ernakulam Regional Co-operative Milk Producers' Union Ltd No. E 150 (D)

Head Office: PB No. 2212, Edappally, Cochin - 682 024
(An ISO 9001:2015 & ISO 22000:2005 Certified Company)

No. EU/MIS/10/2020-21

25.01.2021

QUOTATION NOTICE

Ernakulam Regional Co-operative Milk Producers Union Ltd.(ERCMPU Ltd) is a professionally managed co-operative institution affiliated to Kerala Co-operative Milk Marketing Federation, popularly known as **MILMA**, engaged in the procurement, processing and marketing of Milk & Milk Products in the districts of Ernakulam, Thrissur, Kottayam & Idukki.

ERCMPU invites quotations from experienced contractors having registered office in Kerala for installing and providing Video Conferencing Infrastructure on rental basis for the conduct of our Annual General Body Meeting for the year 2019-20 in virtual platform on the 16th of February 2021 from 10.00 am at selected 21 locations in districts of Ernakulam, Kottayam, Thrissur and Idukki.

1. Details of Tender

- | | |
|----------------------------------|------------------------|
| 1.1. Estimated cost | : 4.50 Lakhs |
| 1.2. EMD | : Rs.5000/- |
| 1.3. Bid Submission Closing Date | : 06.02.2021, 02.30 PM |
| 1.4. Bid opening | : 06.02.2021, 03.00 PM |
| 1.5. Bid Validity | : 30 Days. |

The tender can also be downloaded from our website, www.ercmpu.in, The Ernakulam Regional Co-operative Milk Producer's Union shall not take the responsibility for any delay in receipt of the bidding document if it is sent by post.

MANAGING DIRECTOR

Copy to: Manager (Proj/MIS) – for follow-up action.

All Unit Heads

Manager (F/A)/Manager (P&I)/Manager (Mktg.)

All Notice Boards/ Mf/Oc

GENERAL INSTRUCTIONS

The scope of work includes Installing and providing the Video conferencing infrastructure on rental basis at 21 selected locations under Ernakulam Regional Co-operative Milk Producers' Union Ltd for conducting the Annual General Body meeting which is going to be held on 16/02/2021 (Single Day). The details are follows,

- Hosting the Meeting through Video Conference + Master Control Server.
- Video Conference with External HD Camera for 21 locations.
- HD Videography at Main location at Edappally
- The total number of members attending the Meeting will be not more than 50/location
- The meetings to be organized over Video Chat One to One or One to Many.
- Technical issues to be sorted out immediately during the Meeting
- Overall admin controls of the Meeting in co-ordination with ERCMPU
- Monitoring communications, chats during the meeting

The Bidder is expected to study & understand all instructions, forms, specifications terms and conditions in the Tender documents. Failure to furnish all the information required as per the tendering documents or submission of a tender not substantially responsive to the tender document in every respect shall be at the Bidder's risk and may result in the rejection of Tender.

- **Earnest Money Deposit**

The EMD shall be submitted in the form of Demand Draft in favour of Managing Director, ERCMPU Ltd., payable at Edappally, in a separate cover along with the tender. The EMD can also be paid as cash at ERCMPU Head Office during office hours.

- **BID Currencies**

Prices shall be expressed in the Indian Rupee only

- **Documents to be Submitted**

- a** Earnest money of Rs. 5000/- (DD/Cash Receipt)
- b** GST Registration Certificate & Address of registered office in Kerala.
- c** Original Tender Document & Technical Specification duly signed & sealed by the bidder or the authorized signatory on all pages. Any correction, overwriting shall be attested by the Bidder or the authorized signatory by Affixing signature. **Power of Attorney authorizing the person to sign all the documents pertaining to this tender shall be submitted in Cover I.**
- d** Copy of the purchase orders of similar work done for total value not less than Rupees 2.5 Lakhs against single work order
- e** Performance Certificates from clients of similar assignments made which can vouch the stability, technical know-how and capabilities in respect of the specified fields of bidders.
- f** Form -1 & Form 2 duly filled, sealed and signed

- **Submission of Tender**

Tender duly completed shall be submitted in envelope duly sealed and super scribed “**Tender for Video Conferencing Infrastructure in 21 Locations.**” As post/courier/by hand to ERCMPU Ltd, Head office, Edappally, Kochi - 682024

- **Opening of Tenders**

The tenders will be opened on the date and time of opening, as notified.

- **Evaluation of the Bid**

The bids should be submitted in two covers, viz. technical and commercial bids. Taking into consideration the technical Competence and the quoted Price for the goods of specified quality, the tenders shall be evaluated.

Notwithstanding anything contained in the tender schedule, no obligation is cast on ERCMPU to accept the lowest tender & the Union shall also reserves the right to accept or reject any or all the tenders without assigning any reason. Unless accepted in writing, the conditions of the tender document will be valid and no extension of time for submission of tenders will be granted on any account. The Bidders have to comply with all the statutory requirements in respect of the tender submitted by them. Tenders not stipulating period of firmness of price and tenders with price variation clause and or “subject to prior sale” conditions are liable to be summarily rejected. Tenders submitted subject to conditions will not be considered. They are liable to be summarily rejected on that sole ground, and the EMD will be forfeited

Bidders alone will be responsible for submission of defective tenders and such tenders are liable to be summarily rejected.

The final acceptance of the tenders rests entirely with the Managing Director, ERCMPU Ltd., who does not bind himself to accept the lower or any bid. But the Bidders on their part should be prepared to carry out order in respect of the development work included in their tenders as may be allotted to them. In any case, the decision of the Managing Director, ERCMPU Ltd., shall be final and no correspondence shall be entered into, as to why a tender was not accepted

At any time prior to the deadline for the submission of tenders, Ernakulam Regional Co-operative Milk Producers Union Ltd may, for any reason, whether at its own initiative or in response to a clarifications requested by any prospective Bidder, may modify the tender documents by amendments and in such an event, it shall be binding on all tenderers who have submitted the tenders. The obligation of the successful Bidder Company/Firm under this contract shall not cease even if the ownership changes. The successor in interest or transferee shall be bound by the provisions of the contract. The date/location mentioned for conducting the Annual General body may change and any changes in the above defined date/location for conducting the meeting will be informed to the Bidder a week before the schedule date.

ERCMPU can provide the detailed information of the locations mentioned in the tender by providing with address, pin code and contact number on submitting a

written request from the Bidder. It is the sole responsibility of the Bidder to keep the details confidential and shall not disclose the contact information including contact number, or cause or permit to be disclosed, to any person or entity.

- **Taxes**

The percentage of taxes and duties quoted in the tender, if any, should be indicated clearly. During the contract period, the price shall remain firm, however, any increase in statutory levies shall be paid on production of documentary evidence and similarly in case of decrease in levies, suitable adjustments shall be made while effecting payment. The price quoted should be inclusive of all taxes, duties etc. which are or may become payable by the successful Bidder under the existing / future laws or service during the course of executions of the contract. It will be assumed that the prices quoted are inclusive of all such taxes, duties etc. and extra claims therefore will not be accepted. The successful Bidder has to bear all the statutory taxes. ERCMPU Ltd will make necessary deductions from the payment and issue certificate to that effect.

- **Fixed Price**

The prices finalized for the items coming under contract are fixed for the validity of contract period. No representations for enhancement of rate once accepted will be considered. The price shall be inclusive of all taxes, duties, statutory charges, freight, Insurance, Loading, Unloading etc. No extra payments will be made for the same.

- **Withdrawal of Tender**

In case the Ernakulam Regional Cooperative Milk Producers Union Ltd. decides to withdraw the contract, it will be intimated to the successful bidder in writing.

- **Payment**

100 % of the total invoice value shall be paid within 20 days after the satisfactory completion of work.

- **Validity**

The rate quoted will be considered firm for acceptance till one month from the date of opening of bid. If any Bidder withdraws his tender before the expiry of the contract period, their EMD will stand forfeited to ERCMPU Ltd.

- Any attempt on the part of the Bidders or their agents to influence ERCMPU Ltd. in their favour by personal canvassing will lead to disqualification of the Bidders. Special conditions, if any mentioned in the quotation of the Bidders or in any other communication from him will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
- The Bidder should provide the service support technicians in each location (all the 21 locations) with all the facilities and hardware equipment as mentioned in the tender for the well-functioning of the Annual General Body Meeting.
- The successful Bidder is not liable for problems arising out of break down or service or spares cost arising out of damages caused due to fire, theft, riots, accidents, earthquakes, storm, lightning and other natural calamities.

- The Bidders should provide the mobile number & whats app number as well as e-mail id for correspondence onsite/online a week before for the official communication purposes before and during the meeting.
- Ernakulam Regional Cooperative Milk Producers Union Ltd., authorized personnel will be operating the system, laptop and other peripherals inside the hall provided with the facilities for Annual General body of ERCMPU
- The Bidder should visit all the locations (21 sites) mentioned in the tender for ensuring the availability of all the facilities in Form -1 & Form- 2 a week before and to arrange all the facilities required for video conferencing system at their own cost.
- The successful Bidder (L1) should be present at the locations three hours before the starting of the programme, on the day of commencement of the Annual General Body Meeting and also should ensure the facilities by testing all the equipments and the connectivity for the good functioning of the meeting.
- All the equipments should be delivered and fixed a day before the commencement of the Annual General body Meeting.
- The tender value will be evaluated against the items quoted altogether. The Bidder should quote their rates for all the items in Form -1 & Form- 2, else the tender will be treated as cancelled.
- In case, services are not satisfactory, this office shall reserve the right to foreclose the contract.
- L1 Bidder shall not give sub-contract or permit anyone other than the company personnel to perform any of the services required by the Bidder. Service need to be provided only by the L1 bidder.

- **Force Majeure**

The successful bidder shall not be liable or deemed to be default of any delay or failure in performance stated herein resulting directly or indirectly from causes beyond his reasonable control. If the successful bidder is prevented from performing their function for a period longer than six months due to fire, theft, earthquake, flood, accidents, riots, natural calamities, etc., the successful bidder's liability ceases. Then both the parties shall discuss the course of action to be taken afterwards.

- **Jurisdiction:** Ernakulam
- Managing Director reserves the right to accept or reject any or all offers and to annual the tendering process at any time prior to award of contract without thereby incurring any liability to the effected Bidder or Bidders or any obligatory to inform the effected tenders on the grounds of ERCMPU action.

UNDERTAKING

I/We hereby offer our tender at the rates given in the enclosed Form - I duly filled in and signed by me/us and hereby also affix my/our signature(s) below this tender voluntary and full acceptance of all the terms and conditions of this tender, which shall be the agreement between the above tender calling authority and myself/us.

Signature of the Bidder:

Name of the Bidder / Firm:

Capacity in which Signing:

Full address of the Bidder with Seal

Place:

Dated:

LIST OF LOCATION WITH FULL ADDRESS FOR CONDUCTING AGB

SI No	District	Meeting Location	Number of Participating Members	FULL ADDRESS WITH PIN CODE
1	Ernakulam	Union Head Office	19	Ernakulam Regional Co-operative Milk Producers` Union Ltd.No.E150(D), Head Office, PB No.2212, Edappally, Cochin - 682024
2		Pattimattom	44	Pattimattom E 47 (D) APCOS, Pattimattom-683562
3		Arayankavu	42	Arayankavu E 26 (D) APCOS, Kuliyeikkara - 682315
4		Athanikkal	48	Athanikkal E 23 (D) APCOS, Pindimana - 686698
5		Mudakkuzha	47	Mudakkuzha E 63 (D) APCOS, Mudakuzha- 683546
6		Paingottur	48	Paingottur E 169(D) APCOS, Paingottur - 686671
7		Sreemoolanagaram	42	Sreemoolanagaram E 77 (D) APCOS, Sreemoolanagaram - 683580
8		Pooyappilly	42	Pooyappilly E 261 (D) APCOS, Pooyappilly, Vadakkekara - 683522
9		Pandappilly	49	Pandappilly E 97 (D) APCOS, Pandappilly, -686683
10	Thrissur	Poolani	48	Poolani R 29 (D) APCOS, Meloor - 680311
11		Konathukunnu	40	Konathukunnu R 137 (D) APCOS, Konathukunnu - 680123
12		Ambalapuram	49	Ambalapuram R 208 (D) APCOS, Peringandoor - 680581
13		Pananchery	42	Pananchery R 8 (D) APCOS, Pattikkad - 680652, Pananchery
14	Perinjanam	37	Perinjanam R 158 (D) APCOS, Perinjanem - 680686	
15	Kottayam	Kurianad	50	Kurianad K 69 (D) APCOS, Kurianadu - 686633
16		Kappumthala	50	Kappumthala K 101 (D) APCOS, Kappumthala, Kadathuruthy - 686613
17		Karukachal Vyaparabhavan	50	Karukachal Vyaparabhavan , Near Police Station, Karukachal-686539
18		Kodungoor	50	Kodungoor K 134 (D) APCOS, Vazhoor - 686504
19	Idukki	Kattappana Dairy	46	Kattappana Dairy , Mulakkamedu P O, Nirmalacity, Kattappana-685515
20		Kizhakke Parakkadavu	47	Kizhakke Parakkadavu I 101 (D) APCOS, Parakkadavu, Kattappana - 685508
21		Mangathotty	47	Mangathotty K 16 (D) APCOS, Arivalanchal - 685519

Form – I – Service Technician Details at each Location

Sl. No	District	Meeting Location	<i>Service Engineer Mobile number</i>	<i>Service Engineer Whats App Number</i>
1	Ernakulam	Union Head Office		
2		Pattimattom E 47 (D) APCOS		
3		Arayankavu E 26 (D) APCOS		
4		Athanikkal E 23 (D) APCOS		
5		Mudakkuzha E 63 (D) APCOS		
6		Paingottur E 16 (D) APCOS		
7		Sreemoolanagaram E 77 (D) APCOS		
8		Pooyappilly E 261 (D) APCOS		
9		Pandappilly E 97 (D) APCOS		
10	Thrissur	Poolani R 29 (D) APCOS		
11		Konathukunnu R 137 (D) APCOS		
12		Ambalapuram R 208 (D) APCOS		
13		Pananchery R 8 (D) APCOS		
14		Perinjanam R 158 (D) APCOS		
15	Kottayam	Kurianad K 69 (D) APCOS		
16		Kappumthala K 101 (D) APCOS		
17		Karukachal Vyaparabhavan		
18		Kodungoor K 134 (D) APCOS		
19	Idukki	Kattappana Dairy		
20		Kizhakke Parakkadavu I 101 (D) APCOS		
21		Mangathotty K 16 (D) APCOS		

SIGNATURE & SEAL OF BIDDER

Form – II - Bill of Quantity

Video conferencing infrastructure on rental basis for 21 locations under Ernakulam Regional Co-operative Milk Producers' Union Ltd for the Annual General Body meeting on 16/02/2021(Single Day).

Sl. No	District	Meeting Location	LED Video Wall + Server System (Rs)	LED/LCD TV / Projector - (55 inch) or higher (Rs)	Live Streaming machine and HDMI /SDI (Rs)	HD Camera with recording operator (Rs)	Internet Connection (Rs)	Total (Rs)
1	Ernakulam	Union Head Office						
2		Pattimattom E 47 (D) APCOS						
3		Arayankavu E 26 (D) APCOS						
4		Athanikkal E 23 (D) APCOS						
5		Mudakkuzha E 63 (D) APCOS						
6		Paingottur E 16 (D) APCOS						
7		Sreemoolanagaram E 77 (D) APCOS						
8		Pooyappilly E 261 (D) APCOS						
9		Pandappilly E 97 (D) APCOS						
10	Thrissur	Poolani R 29 (D) APCOS						
11		Konathukunnu R 137 (D) APCOS						
12		Ambalapuram R 208 (D) APCOS						
13		Pananchery R 8 (D) APCOS						
14		Perinjanam R 158 (D) APCOS						
15	Kottayam	Kurianad K 69 (D) APCOS						
16		Kappumthala K 101 (D) APCOS						
17		Karukachal Vyaparabhavan						
18		Kodungoor K 134 (D) APCOS						
19	Idukki	Kattappana Dairy						
20		Kizhakke Parakkadavu I 101 (D) APCOS						
21		Mangathotty K 16 (D) APCOS						
TOTAL								

SIGNATURE & SEAL OF BIDDER