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GOVERNMENT OF ODISHA
SC & ST Research and Training Institute, CRPF Square, Bhubaneswar 751003, Odisha

TENDER NOTICE

Tender Notice No. 602/M-15/21/SCSTRTI

Date 24.02.2022

Sealed Tenders are invited from Registered Firm/Company for **Procurement of the Interactive Kiosks and Application Upgradation for the PVTG Gallery** of Odisha State Tribal Museum located in the campus of SC & ST Research and Training Institute, CRPF Square, Bhubaneswar.

Submission and Opening of Tender papers will be as per following dates mentioned below.

Date of Advertisement: 25.02.2022

Last date and time for submission of Bid: **07/03/2022 (5.30 P.M.)**

Date and time of opening of Technical Bid: 08.03.2022 (11.00 A.M)

The Bid should accompany the required declaration in the prescribed format in lieu of Earnest Money Deposit of Rs. 15,000/- if the firm wants to wave out the EMD. An amount of **Rs. 1000/-** (Rupees One Thousand) towards Processing Fees (non-refundable) in the form of Demand Draft drawn in favour of the Director, SCSTRTI, Bhubaneswar payable at SBI, P. D. Market Branch, Bhubaneswar must be submitted along with the Bid. The Bid not accompanying the EMD amount or the declaration in the prescribed format and Demand Draft of Rs.1000/- (Rupees One Thousand) only towards Processing Fees shall be rejected.

For details indicating the qualifying requirements, scope of work, specifications and evaluation process please refer to the Terms and Conditions document, which will be available in the Office of Director, SCSTRTI or can be downloaded from the website of SCSTRTI (www.scstrti.in) or Govt. of Odisha (www.odisha.gov.in).

Bidders must send their queries to the Nodal Officer at scstrti@yahoo.co.in

SCSTRTI reserves all rights to accept or reject all or any of the Tenders at any stage without assigning any reasons thereof. SCSTRTI also reserves the right to engage/empanel one or more agency depending on the requirements.

Sd/-

**Advisor-cum-Director
&Special Secretary**

Tender for Procurement of the Interactive Kiosks and Application Upgradation for the PVTG Gallery

Terms of Reference

General

All the works and services of the Organization described below shall be performed in close cooperation with the SCSTRTI, Bhubaneswar, Odisha. It has been attempted to outline the Firm/Company's tasks during execution of its works and services as detailed as possible. However, the concerned Firm/Company shall bear in mind that the list of tasks and activities outlined below are just indicative and can by no means be considered as the complete and comprehensive description of the Firm/Company's activities. It is rather the Firm/Company's responsibility to critically verify the **scope of goods and services** indicated and to extend and expand it, wherever it deems necessary according to its own professional judgment. It is understood that the Firm/Company shall have to perform all works as necessary to fulfil the objectives of the Project/Deal. All planning works shall comply with the requirement as well as applicable to Indian Standards and Legislation.

Priority areas of Tribal Museum of SCSTRTI

'Odisha State Tribal Museum' located in the premises of SCSTRTI, Bhubaneswar, exhibits different traits of material culture and manifests the cradle of tribal life. It is the mission of the Museum to help support the conservation and preservation of tribal material culture and showcase the same through its activities like exhibition, entertainment, education and research. With its splendid exhibits, it plays a pivotal role in popularizing tribal tourism in Odisha.

Functionally, it ensures the preservation and visual presentation of most of the dying indigenous arts and crafts including different tools, technologies, weapons, Dhokra items, textiles, costumes, ornaments, and even house types of different tribal communities and shrines of their gods. A visit to the Museum would help the visitors feel the touch of tribal life and living in the remote countryside, in the forests and mountains of Odisha.

Terms and Conditions:

1. Intent of Specification

Odisha State Tribal Museum, Bhubaneswar intends to procure Interactive Kiosks for its PVTG (Particularly Vulnerable Tribal Groups) Gallery. These Interactive Kiosks shall be installed near the diorama of the PVTG's.

The applications to be installed in these Interactive Kiosks have been developed in Android and must be upgraded /converted to work smoothly with these Interactive Kiosks. The application contains especially crafted multimedia content in English, Hindi and Odia that includes video, audio, photos and text.

The executing Firm/Company shall provide all services detailed hereinafter and related with this facility to be made available for the use of visitors.

It is not the intent to identify each and every requirement and this document shall deem to

include all that is necessary to provide services, complete in all respects as a world class Interactive Kiosk facility to the visitors.

2. Scope of Work

Odisha State Tribal Museum, Bhubaneswar intends to procure eleven Interactive Kiosks for its PVTG (Particularly Vulnerable Tribal Groups) gallery as per the procurement guideline of Govt. of Odisha.

The Firm/Company must design, fabricate and supply the Interactive Kiosks. Each of these eleven Interactive Kiosks must be installed near the diorama of a PVTG viz. Bonda, Chuktia Bhunjia, Dongria Kandha, Didayi, Hill Kharia, Juang, Kutia Kandha, Lanjia Saora, Lodha, Mankirdia, PaudiBhuyan.

Eleven applications (one for each Interactive Kiosks) have been developed in Android and they must be upgraded / converted to work smoothly with the new Interactive Kiosks. The Firm/Company must ensure that the user interface and the usability of the upgraded/converted applications must not change from the original.

Each of these eleven applications contains unique and thematically crafted multimedia content in English, Hindi and Odia that includes video, audio, photos and text on a particular community that must also work seamlessly with the new Interactive Kiosks.

The Firm/Company must provide operational training to the SCSTRTI staff and maintain the Interactive Kiosks for a period of 3 years. A detail schedule on maintenance to be furnished in the Tender document.

The hardware specifications are mentioned in detail in the Annexure-2. Bidder should propose only those products that is comply the requirement asked in this Tender.

3. Qualifying Requirements

- a. The Bidding Firm/Company should be Indian.
- b. The Bidding Firm/Company should be a registered entity.
- c. The Bidding Firm/Company should have the experience of executing end-to-end Interactive Kiosks projects, which includes producing multimedia content, application development and supply of hardware.
- d. The Bidding Firm/Company should have a proven track record of undertaking similar works in Govt./Non-Govt. Institutions of Odisha/India. It must have prepared, got approval and have executed at least one project as per prevailing guidelines of the Govt. of India or the State Government of Odisha.
- e. The Bidding Firm/Company should have adequate infrastructure and dedicated and experienced technical and skilled personnel to execute the work.
- f. The Bidding Firm/Company should possess valid registration under GST, up-to-date GST submission receipt, income tax submission up-to-date returns and other applicable taxes.

4. Instructions for the Bidders

- a. Only the qualified Bidders as per the qualifying requirements mentioned above shall submit the Tenders.
- b. The Bidding Firm/Company may submit their Bid in two separate sealed envelopes on or before the due date by post or by dropping in the Tender Box of

SCSTRTI during office hour. Envelope ONE marked in bold, as **Technical Bid** shall contain all supporting documents as mentioned in **Annexure-6**, declaration on **EMD, processing fees**, complete profile of Firm/Company, profile of the key personnel of the Bidding Firm/Company, documents supporting qualifying requirements and technical details of the hardware/services to be provided. Envelope TWO marked in bold, as **Financial Bid** shall contain a detailed schedule of prices for the proposal as per **Annexure-5**. Both the sealed envelopes are to be put in one large envelope which should be super scribed as **‘Procurement of the Interactive Kiosks and Application Upgradation for the PVTG Gallery’**. The envelopes are to be addressed to the Director, SCSTRTI Odisha, CRPF Square, Bhubaneswar -751003. SCSTRTI will not be responsible for delay in transit or damage or loss of tender document sent by post.

- c. Earnest Money Deposit (**EMD**) of Rs. 15,000/- for this tender shall be submitted along with the technical bid. If the firm wants to waive the EMD, a Declaration as attached to Annexure to be submitted. Non submission of the EMD or the declaration may lead to rejection of the bid.
- d. **Processing Fees** (non-refundable) of **Rs. 1,000/-** (Rupees One Thousand) only in the form of the bank draft on any Nationalized **Bank** payable at Bhubaneswar in favour of Director, SCSTRTI, Bhubaneswar shall be submitted along with the Technical Bid. Non submission of processing fees may lead to rejection of the bid.
- e. All the documents related with the qualifying requirements should be self-attested and the originals of these copies shall be made available for verification whenever called for by the **Tender** Committee.
- f. Last date for submission of proposal is **07.03.2022** (5.30 P.M). The Technical Proposal will be opened on **08.03.2022** (11.00 A.M) .

5. Documents and Information to be submitted

The Bidding Firm/Company shall furnish the following information and documents.

- a. Details of Organization set up – State whether Proprietorship, Partnership, Private Limited or Public Limited or Registered under Societies Registration Act.
- b. Particulars of similar works carried out including stipulated period of completion.
- c. Financial status indicating annual turnover.
- d. Balance Sheet/Audited Statement for the past three years.
- e. Latest Income Tax, GST& other applicable taxes registration and clearance certificates, if applicable to the Organization.
- f. Staff strength of the Firm/Company and profile of Key Personnel including fulltime and part-time Personnel separately.
- g. List of equipment/computer aided design facilities/software in use etc., available with the Firm/Company.
- h. Performance certificate from previous clients.
- i. Self-Declaration to the effect that the applicant has never been blacklisted as per Annexure-2
- j. Copy of Registration Certificate (if any) with Central / State Authorities / Public Sector undertakings for undertaking such works.
- k. All supporting documents as mentioned in Annexure-6

6. Tender Evaluation Process

Selection of Bidder will be as per Least Cost method:

- a. Envelope (marked ONE) shall first be opened and checked for all supporting documents as mentioned in Annexure-6. Any Bid not accompanied by the processing fees or the declaration EMD shall not be considered further.
- b. It is expected that the Bidder reads the qualifying requirements very carefully and submit all the documents that are essential to establish his credentials as qualifying Bidder. Ambiguous or derivative statements/documents shall not be considered while evaluating the qualification of the Bidders.
- c. On the initial scrutiny, if any queries arise, they would be sent to the Bidders for clarification. Response of the Bidders would be evaluated, along with main tender. Any incomplete or evasive replies would be considered as irresponsible correspondence-liable for rejection of the Bid/tender.
- d. Technical evaluation would then be done only of those Bidders who would be found fully qualified and their Bids alone would be reserved for scrutiny and evaluation.
- e. Technical Evaluation shall be carried out on the following basis:

Relevant experience of the Firm/Company for the assignment including 1 similar work	20 points
Qualification and experience of key personnel	20 points
Technical compliance to all hardware items asked in this Tender	40 points
Total (A)	80 points
Presentation (B)	20 points
Total (A+B)	100 points

- f. All Bidders satisfying the technical evaluation criteria will be invited for the presentation. Following the presentation, a final marking of 100 will be done and only those technical proposals scoring at least 60% in overall marking will be considered for financial evaluation.
- g. Envelope (marked TWO) i.e. the Financial Bid shall be opened only for those Bidders who qualify in the technical evaluation. Bidder quoting the lowest cost shall be selected. In the event the L-1 bidder declines to execute the work within the stipulated time, then L-2 bidder will be asked to execute the work at the price of the L-1 bidder.
- h. SCSTRTI is not bound to accept any Bid and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.

7. Schedule of Prices

The prices to be quoted by the Bidders (Envelope marked Two) shall strictly be in the format as Annexure-5 with the details to be filled in by the Bidders.

8. Responsibilities of the Firm/Company

The Firm/Company will be responsible for carrying out design, fabrication, development, deployment, commissioning and maintenance work as mentioned/not mentioned below and which is required to successfully provide Interactive Kiosks for Odisha State Tribal Museum, Bhubaneswar.

- a. Design and fabrication of the Interactive Kiosks
- b. Installation and commissioning of Interactive Kiosks at designated location within the PVTG gallery.
- c. Upgradation/conversion of the existing application to work smoothly with the Interactive Kiosks
- d. Installation of the content and application in the Interactive Kiosks
- e. Testing and debugging
- f. Operational training for the SCSTRTI staff
- g. Onsite maintenance of the Interactive Kiosks for a period of 3 years

Note: The user interface and the usability of the upgraded/converted applications must not change from the original.

9. Inspection by the Bidders

- a. The Bidders are advised to visit the Odisha State Tribal Museum (PVTG Gallery) and take all information and conditions into account before submitting the Proposal. Bidder has to bear the cost of site inspection in this respect.
- b. The Bidders shall be deemed to have full knowledge of the space and the buildings whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

10. Lack of Competition

- a. A situation may arise where, if after evaluation of Bids, the Bid evaluation committee may end-up with one responsive Bid only. In such situation, the Bid Evaluation Committee would check as to whether while floating the Bid all necessary requirements to encourage competition like standard Bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the tender would be re-floated after rectifying deficiencies. The Bid process shall be considered valid even if there is one responsive Bid, provided that: -
 - i. the Bid is technically qualified;
 - ii. the price quoted by the Bidder is assessed to be reasonable;
 - iii. the Bid is unconditional and complete in all respects;
 - iv. there are no obvious indicators of cartelization amongst Bidders; and
 - v. The Bidder is qualified as per the provisions of eligibility criteria in the bidding document.
- b. The Evaluation Committee shall prepare a justification note for approval by the next higher authority of the SCSTRTI.

- c. In case of dissent by any member of Bid Evaluation Committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.

11. Other terms and conditions

- a. The project would be open to review by SCSTRTI Officials and jointly agreed issues would be duly addressed in a time bound manner.
- b. The Director reserves the right to cancel the contract awarded to the selected Firm/Company, if he finds that the progress or the quality of the work is not satisfactory.
- c. The copyrights of the components of the **Interactive Kiosks** such as photographs, graphics, motion graphics, illustrations, video clips, animation, narration etc. shall be that of SC&ST Research and Training Institute.
- d. The Firm/Company must deliver the finished product within 120 days after issue of the work order.
- e. The quoted prices should be remain valid with the firm for a period of 30 days from due date of opening of the tender. SCSTRTI is not bound to accept lowest rates.

12. Execution of Agreement for the Work

For the Project as detailed above, the selected Firm/Company **shall have to execute an agreement with SCSTRTI** for undertaking the assignment. The contents of the agreement, besides other related things, include the following roles and responsibilities of the selected Firm/Company:

- a. To undertake the preparatory works in consultation with the Director, Deputy Director, Curator and other Technical Experts and Technical/Expert Committee of SCSTRTI.
- b. To take up and complete the execution of the Project in consultation with the Director, Deputy Director, Curator and other Technical Experts and Technical/Expert Committee of SCSTRTI.
- c. Any other related tasks as would be required for the assignment.

13. Dispute Settlement, Jurisdiction.

Jurisdiction for filing any suit in case of dispute shall be in the Local Court at Bhubaneswar only.

14. Time Schedule

Tasks	Time Frame
Preparatory works	30 Days
Execution of the work	60 Days
Finalization of the work	30 Days
Total	120 Days

15. Contact of the personnel of the Project.

For further details about the Project the OSD (Museum) (Mob. No.-9337272762 / 7077949893) and Asst. Director (Museum) (Mob No.9853742280) of the Tribal Museum may be contacted personally.

Annexure-1: Particulars of the Bidders

Sr. No.	Information Sought	Details to be Furnished
1	Name of the Bidding Agency	
2	Address of the Agency	
3	Incorporation status of the Agency (Public limited / Private limited etc.)	
4	Year of Establishment	
5	Date of Registration	
6	Registration Number	
7	Details of Registration with appropriate authorities for GST	
8	Name, Address, E-mail ID, Phone nos. and Mobile Number of Contact Person	
9	Roles & Responsibilities of Contact Person	

Annexure-2: Self-Declaration

(Non-blacklisted to be printed on company Letter Head)

To,

The Director
Scheduled Castes & Scheduled Tribes Research and Training Institute
Near CRPF Square, Nayapalli, Unit VIII
Bhubaneswar- 751003, Odisha

Sir,

In response to the Tender No: <Insert Tender No.>, dated <insert date>, for **Procurement of the Interactive Kiosks and Application Upgradation for the PVTG Gallery** as an Owner / Partner / Director of (agency name) I / We hereby declare that presently our agency / firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

I / We further declare that there is no past / ongoing legal trial in name of any of the Owner / Partner / Director of the bidding company as on the tender submission date.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Date:

Place:

Annexure-3: Bill of Quantity (BOQ)

Sl. No.	Item Details	Offered Make &Model (to be filled in by the bidder)	Qty.
1	Interactive Kiosks (Mini/Micro PC, Touch Screen Monitor & Kiosk Stand)		11
2	600 VA UPS		11
3	Keyboard		01
4	Mouse		01

Annexure-4: Minimum Technical Specifications

1. Interactive Kiosks

Specification	Details	Compliance Yes/No
Mini/Micro PC Specifications		
Processor	10th Generation Intel® Core™ i5-10400	
Operating System	Windows 10	
Type of RAM	DDR4	
RAM Size (GB)	16 GB DDR 4	
Storage HDD (GB)	500 GB, 7200 rpm	
SSD	256 GB	
Graphics	Intel UHD Graphics 630	
Ports & Slots	Universal Audio Jack	
	2 x USB 3.2 Gen 1 Type-A port	
	HDMI 2.0	
	RJ-45 Port	
2 x Display Ports		
Power Supply (Watts)	65	
On Site OEM Warranty	3 years	
Touch Screen Monitor		
Touch Screen	10-point multi-touch	
Panel type	IPS or VA	
Display size (diagonal)	24 inch	
Aspect ratio	16:09	
Audio	2 Internal Speakers	
Resolution (native)	FHD (1920 x 1080 @ 60 Hz)	
Wall Mount	VESA Compatible	
Display Input Type	1 HDMI, 1 VGA	
Warranty	3 years	
Kiosk Stand		
Type	Standing	
Material	Wood, Laminate	

2. UPS

Specification	Details	Compliance Yes/No
Offline UPS	600 VA	
Warranty	1 Years Limited Warranty	

3. Keyboard

Specification	Details	Compliance Yes/No
Product type	Wired full layout keyboard	
Compatibility	Compatible across all notebooks and desktops platform with Windows Vista/7/8/10 and USB port available	
Connectivity	USB	
Color	Black	
Warranty	3 years	

4. Mouse

Specification	Details	Compliance Yes/No
Product type	Wired mouse designed for either hand	
Compatibility	Compatible across all notebooks and desktops platform with Windows Vista/7/8/10 and USB port available	
Connectivity	USB	
Color	Black	
Warranty	3 years	

**O/o THE DIRECTOR, SC&ST RESEARCH AND TRAINING INSTITUTE, CRPF
SQUARE, BHUBANESWAR (ODISHA)**

PRICE SCHEDULE (Annexure-5)

Name of work: **‘Procurement of the Interactive Kiosks and Application Upgradation for the PVTG Gallery’** as per the Scope of Work *(Please refer Terms & Conditions point 9)*

I/We hereby tender for Procurement of the Interactive Kiosks and Application Upgradation for the PVTG Gallery described in the under mentioned memorandum according to the specification within the time specified and at the rates specified therein subject to the condition of the contract: -

Firm/Company Name:

_____ Registration No.:

- _____

Address: -

Earnest Money: -

_____ Vide DD

No.: - _____

Memorandum: -

Sr. No.	Item Description	Quantity (Nos.)	Unit Price	GST	Unit Price (Including GST)	Total Cost (Including GST)
A	B	C	D	E	F = (D+E)	G=(F*C)
1	Interactive Kiosks (Mini/Micro PC, Touch Screen Monitor & Kiosk Stand)	11				
2	600 VA UPS	11				
3	Keyboard	01				
4	Mouse	01				
5	Application Upgradation / Conversion	11				
6	Installation & Commissioning ¹	11				
Total cost including GST						
Total cost including GST (In Words):						

Please Note: ¹Bidders are expected to quote cost of Installation and Commissioning of all the Interactive Kiosks including concealed wiring for each.

Signature of the Contractor: -

Seal of Firm: -

Name of Witness: -

Address: -

Signature of Witness: -

I hereby accept the above Tender on the behalf of the Government of Odisha.

Sd/-
DIRECTOR

Annexure-6: Details of documents to be submitted by the Bidder

Sr. No.	Technical Bid	Financial Bid
1	Particulars of the Bidder (Annexure-1)	Financial Bid (Annexure-5)
2	Valid copy of Certificate of Incorporation and Registration Certificates	
3	Copy of GST Registration	
4	Copies of last three (3) years Income Tax Return ending with financial year 2019-20	
5	Relevant documents supporting Office Addresses	
6	Work Orders/Completion Certificates establishing the experience of the Firm/Company in executing end-to-end Interactive Kiosks projects, which includes producing multimedia content, application development and supply of hardware	
7	Qualification and Experience of key personnel of the team proposed	
8	Self-Declaration (Annexure-2)	
9	Detailed Bill of material as per components indicated in Bill of Quantities (Annexure-3)	
10	Technical Specification Compliance Documents with all supporting details (Annexure-4)	
11	Processing Fee as mentioned in point 04 (Instructions for the Bidders) of Terms & Conditions documents	
12	EMD as mentioned in point 04 (Instructions for the Bidders) of Terms & Conditions documents	

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(On Bidder's Letter Head)

I / We, the authorized signatory of
M/s....., participating in the tender
..... for the item _____, do hereby declare : (i)
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.

Signature and Seal of Authorized Signatory of bidder
Name of Authorized Signatory.....
Agency Name.....