



High Commission of India Wellington

Notice Inviting Tender (NIT) for
SUPPLY AND INSTALLATION OF
PUBLIC ADDRESS SYSTEM
AT THE MULTI-PURPOSE HALL OF
THE HIGH COMMISSION OF INDIA
TENDER NO. HCI/Wel/885/1/2024

DATE OF PUBLISHING OF TENDER	3 February 2025
DATE OF PREBID MEETING	10 February 2025 at 1600 Hrs
LAST DATE FOR SUBMISSION OF BIDS	24 February 2025 UP TO 1200 HRS (NZT)
DATE OF OPENING BIDS FOR TECHNICAL EXAMINATION	24 February 2025 AT 1600 HRS (NZT)

NOTICE FOR INVITING TENDER (NIT) FOR BIDS

High Commission of India, Wellington invites Bids/Quotations from the reputed companies/having service centers/maintenance offices in New Zealand, preferably in Wellington including good background with experience in dealing with supply, installation and maintenance of Public Address System.

1. **Notice Inviting Tender:** Two-part sealed bids are hereby invited for “**SUPPLY AND INSTALLATION OF PUBLIC ADDRESS SYSTEM IN THE HIGH COMMISSION’S MULTI-PURPOSE HALL & ANNUAL MAINTENANCE FOR THREE YEARS STARTING FROM 1 YEAR AFTER INSTALLATION**”.

2. Eligibility criteria for bidders:

I. The company/agency should have at least 03 years’ experience in dealing with the supply, installation and maintenance of Public Address Systems.

II. The company/agency should have valid permit/registration from a competent local authority in Wellington/New Zealand for supply of Public Address Systems.

III. The company/agency should have minimum annual turnover of at least NZ\$ 2,00,000 during last 03 financial years supported by audited financial statements. The bidder should not have incurred any financial loss for more than one year during the last three years ending on date of tender.

IV. Service and Maintenance facilities in Wellington / New Zealand.

V. Strong testimonials on service guaranty by clients in New Zealand.

VI. Replacement guarantee of 1 year. The vendor shall replace the faulty speakers or any other components in case of any problem occurs within 1 year from the date of handing over of PA System.

3. **Bid system:** - Bidders shall submit their bid in a large, sealed envelope superscribed with “Supply And Installation of Public Address System in the High Commission’s Multi-Purpose Hall-2023” which shall have following two sealed envelopes inside:

Envelope A: Should contain the duly filled-in Bid Security Declaration (Annexure I) and Technical Bid Proforma (Annexure-II) complete in all respects along with all the supporting documents. This envelope should be superscribed “**Technical Bid for Supply and Installation of Public Address System**”.

Envelope B: Should contain the duly filled-in Financial Bid Proforma (Annexure-III). This envelope should be superscribed “**Financial Bid for Supply and Installation of Public Address System**”.

4. All the envelopes should be superscribed at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the Agency/Company.

5. Firstly, the envelope containing Technical Bids will be opened. Then, Financial Bids of only the technically qualified bidders will be opened.

6. The sealed quotations shall be submitted to the **Head of Chancery, High Commission of India, 72 Pipitea Street, Wellington**. The bid may be submitted either by hand (in person) or

by courier. The bids by 'Fax / E-mail' shall not be accepted. Bids received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances.

7. The bid has to be submitted as per the format specified at the Annexes with all the supporting documents. The bid is to be submitted in English.

8. Technical bid shall be opened on the date and time as given in the tender notice on the first page at the **Head of Chancery, High Commission of India, 72 Pipitea Street, Wellington**, in the presence of the authorized representatives of the companies, who may wish to attend.

9. Financial bid shall be opened on the date and time, to be communicated later, at **Head of Chancery, High Commission of India, 72 Pipitea Street, Wellington**, in the presence of the authorized representatives of the companies, who qualify the technical bids and wish to attend.

10. **Pre-bid meeting:** All bidders, if required, may visit the site of installation as the area has its specific requirements. Based on the area and sound requirement at the site, a brief installation plan in English (no more than two pages) should also be provided in the technical bid. The pre-bid meeting will take place on **10 February 2025 at 1600 Hrs.** During the meeting, all bidders are welcome to clarify all their concern regarding submission of technical and financial bid, if any.

11. **Validity of Bids:** The bids shall have a minimum validity of six months (**180 DAYS**) from the date of opening of bids. A bid for a shorter period of validity shall be rejected.

12. **Payment terms:** Payment terms shall be as below:

(a) 50 % of the amount: Upon delivery of the product(s).

(b) 50 % of the amount: upon Installation (final commissioning), completion certificate from the contractor -subject to satisfaction of the High Commission of India.

13. Bidder should provide experience details along with supporting documents for supply, installation and maintenance of PA system.

14. Rates should be exclusive of GST.

15. Least Cost System will be followed. There will be no weightage for marks or score during evaluation of technical bids and the responsive technically qualified bidder with the lowest evaluated cost shall be selected.

16. The High Commission of India, Wellington reserves the right to reject or accept any or all application(s) without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it. Bids incomplete in any form are liable to be rejected outright.

17. Finalization of any bid is the sole discretion of High Commission of India, Wellington. It reserves the right to modify the tender document or any other condition.

18. If any dispute, difference or question at any time arises between the High Commission and the contractor in respect of the agreement signed which cannot be settled mutually or in case of termination, shall be referred to arbitration. The arbitration proceedings will be conducted

in accordance with and be subject to the UNCITRAL (United Nations Commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on the parties. The Arbitration will have its Seat in New Delhi and the hearings will be conducted at Ministry of External Affairs in New Delhi.

19. Price escalation shall **NOT** be admissible due to any reason, including but not limited to, change in foreign currency exchange rate, increase in prices of material, equipment & labour, fuel (petrol, diesel, gas, etc.), transport, electricity & water, levy of new taxes, hike in any tax rate, Cess or due to delay in completion etc.

20. If contractor will not be able to deliver and install the PA System within 60 days w.e.f. the date of award of contract, a penalty of 0.2% of the total bid price will be imposed on the successful bidder / contractor and be deducted from the final payment for each day of delay.

High Commission of India, Wellington

SCOPE OF WORK

The bidder selected shall be required to supply and install Public Address System along with related accessories in the multi-purpose hall of the High Commission of India, Wellington, New Zealand. The system must be full range capable of handling speech, playback/ background music, special performances and should be compatible with the projector/ LED screen installed at multi-purpose hall. The approximate Width and length of auditorium is approximately 16m by 22m.

The system shall include the following:

(A) MIXER:

- I. Professional Audio Mixer 16 channels, expandable to 32 channels digital mixer
- II. Control System for simple push button control of the audio system
- III. 32 inputs, 16 outputs digital stage box

(B) MICROPHONES:

- I. 2 pcs of unidirectional, professional gooseneck podium microphones, or equivalent
- II. 2 pcs of professional single handheld condenser wireless microphones
- III. 1 set of dual handheld wireless microphones
- IV. 2 unidirectional wireless lapel microphones
- V. 4 pcs of dynamic wired microphones
- VI. 2 pcs of wired condenser microphones
- VII. 7 microphone stands.
- VIII. Antenna combiner and distribution system with 2 antennas and distribution cables for wireless microphone systems.
- IX. Mic Input plates mounted into stage box X 4

(C) SPEAKERS:

- I. 2 pcs of 12" 2-way full-range Speakers as per site requirement
- II. 4 pcs of 10" Loudspeakers as per site requirement
- III. 2 pcs of Subwoofers as per site requirement
- IV. Wall brackets, speaker hangers as per site requirement.
- V. Amplifiers as per requirement

(D) ACCESSORIES:

- I. Necessary shielded network cable, Signal cables for speakers, Audio cables and Control Cables as per site requirement.

II. Microphone cables for microphones as per site requirement.

III. Power cables, extensions and sockets for speakers as per requirement

IV. Designated Electricity Distribution panel for PA system, LED, desktop etc. and peripherals,

V. Pipping for the cables, Trunk for the cables etc.

VI. Any other accessories including wires, services of mechanic, electrician etc.

(D) OTHERS:

I. Logistics

II. Installation

(E) PREFERRED BRANDS:

I. Allen & Heath, Shure, JBL, QSC, Crown, Bose

ANNEXURE-I

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS

(On Bidders Letter head)

Bid Security Declaration Form

Date:_____ Tender No. _____

To

High Commission of India
72 Pipitea Street,
Thorndon
Wellington

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

- (i) the receipt of your notification of the name of the successful Bidder; or
- (ii) thirty days after the expiration of the validity of my/our Bid.

Date:

(Signature of the authorized signatory with stamp)

Full Name and Designation of the signatory_____

Full address of the Agency/Company _____

Contact details of the signatory_____

High Commission of India, Wellington

ANNEXURE- II

TECHNICAL BID PROFORMA

Part A: Basic details

1. Name of the Bidder Agency/Company.	
2. Address of the Bidder Agency/Company.	
3. Contact details of the Bidding Agency/Company including Name, Mobile Number and Email.	
4. Registration and incorporation particulars of the Agency/Company	
5. Period of Bid validity (minimum 180 days)	
6 Annual turnover for last 3 years	
7 Have the bidder incurred any financial loss for more than one year during the last three years ending on date of tender	
8 Experience in related work (No. of years)	
9 Supporting documents with respect to point above	
10 Does company has service/maintenance facilities/centers in Wellington / New Zealand (please mention the address(s))	
11 Whether manufacturer /authorized distributor/supplier	

(Signature of the authorized signatory with stamp)

Dated

Full Name and Designation of the signatory

Full address of the Agency/Company

Contact details of the signatory _____

Part B. Proforma for list of clients (attach a separate list, if needed)

S. No. & Details	Name of Client (1)	Name of Client (2)
1 Address, fax and telephone number		
2 Project name, location and address		
3 Brief details of the work [Please enclose copy of Work /Purchase Order]		
4 Value of work as completed		
5 Date of award of contracts		
6 Date of completion of work		
7 Details of Service & Maintenance Work		
8 Testimonials		
9 Brief installation plans		

*Enclose the supporting documents wherever require.

(Signature of the authorized signatory with stamp)

Dated

Full Name and Designation of the signatory _____

Full address of the Agency/Company _____

Contact details of the signatory_____

Technical parameters of Public Address System

Description/ Specification Required	Whether the bid satisfies the requirement or not. In case of deviation please specify.
(A) MIXER	
I. Professional Audio Mixer 16 channels, expandable to 32 channels digital mixer	
II. Control System for simple push button control of the audio system	
III. 32 inputs, 16 outputs digital stage box	
(B) MICROPHONES	
I. 2 pcs of unidirectional, professional gooseneck podium microphones, or equivalent	
II. 2 pcs of professional single handheld condenser wireless microphones	
III. 1 set of dual handheld wireless microphones	
IV. 2 unidirectional wireless lapel microphones	
V. 4 pcs of dynamic wired microphones	
VI. 2 pcs of wired condenser microphones	
VII. 7 microphone stands.	
VIII. Antenna combiner and distribution system with 2 antennas and distribution cables for wireless microphone systems.	
IX. Mic Input plates mounted into stage box X 2	
(C) SPEAKERS	
I. 2 pcs of 12" 2-way full-range Speakers as per site requirement	
II. 4 pcs of 10" Loudspeakers as per site requirement	
III. 2 pcs of Subwoofers as per site requirement	
IV. Wall brackets, speaker hangers as per site requirement.	
V. Amplifiers as per requirement	
(D) ACCESSORIES	
As per scope of work	
(E) Preferred brands:	
Allen & Heath, Shure, JBL, QSC, Crown, Bose	

Dated _____

Full Name and Designation of the signatory _____

Full address of the Agency/Company _____

Contact details of the signatory _____

DECLARATION

I certify that the information furnished above is full and correct to the best of my knowledge. I hereby agree to all terms and conditions as per the tender document.

Dated

(Signature of the authorized signatory with stamp)

Full Name and Designation of the signatory _____

Full address of the Agency/Company _____

Contact details of the signatory _____

ANNEXURE- III
FINANCIAL BID PROFORMA

Description	Amount excluding GST
Supply of Public Address System (as per scope of work)	
Installation & Commissioning of the Public Address	
System and interconnection with the existing LED setup	
03 Years Annual Maintenance Contract to start after warranty period of 1 year	
GST	
Total	

I certify that the information furnished above is full and correct to the best of my knowledge. **I hereby agree to all terms and conditions as per the tender document.**

Date:

(Signature of the authorized signatory with stamp)

Full Name and Designation of the signatory _____

Full address of the Agency/Company _____

Contact details of the signatory _____