

No. B.17012/8/2023-DTE-C&I (RAMP)/Vol-II
GOVERNMENT OF MIZORAM
DIRECTORATE OF COMMERCE & INDUSTRIES

Khatla, Aizawl - 796001
Dated the 19th December, 2024

**EXPRESSION OF INTEREST (EOI) DOCUMENT FOR SETTING UP OF VIDEO
CONFERENCING FACILITIES AT DISTRICT INDUSTRIES CENTRES (DICs) IN
MIZORAM**

1. INTRODUCTION

The Commerce and Industries Department, Mizoram, invites Expressions of Interest (EOI) from qualified and experienced service providers to set up video conferencing facilities at 11 District Industries Centres (DICs) across Mizoram. This initiative is part of the Raising and Accelerating MSME Performance (RAMP) Programme aimed at enhancing connectivity and communication capabilities of DICs.

Objective:

To procure necessary 'Video Conferencing' facilities to strengthen infrastructure and ensure efficient service delivery in DCIOs across Mizoram.

2. ELIGIBILITY CRITERIA

1. Tenders are invited from experienced suppliers or firms capable of handling the supply, installation, testing, and commissioning of systems for a video conference room. While possessing an Original Equipment Manufacturer (OEM) certificate or being an Authorized Distributor/Dealer is preferred; it is not mandatory, as long as the bidder can demonstrate sufficient expertise and reliability in executing similar projects.
2. Bidders must possess valid PAN and GST registration numbers.
3. The Bidder must provide an undertaking to ensure the availability of necessary maintenance equipment and spare parts for all components and the entire system for a continuous period of 10 (ten) years.
4. The bidding firm must have an established office in Aizawl, Mizoram, and demonstrate the capability to address any technical issues that may arise.
5. The firm must have a qualified Engineer on staff and provide a valid graduation certificate as proof. Certificates from online courses, engineering programs, or local diploma courses in Aizawl will also be considered acceptable.

6. The firm must have an Electronics professional as part of its team who is competent in managing and handling all the supplied equipment.
7. The supplier must have prior experience in System Integration, supported by relevant documentation to substantiate the claim.
8. The details of the assignment are given in the following table:

Date of Publication of EOI	10/01/2025
Deadline for Submitting EOI	31/01/2025
EOI Closing Date	31/01/2025
Estimated Shortlisting and RFP Issuance Date	7/02/2025
Deadline for submitting RFP	14/02/2025
Selection of vendor and issuance of work order	17/02/2025
Estimated Commencement Date of Services	10/03/ 2025
Duration of Assignment/ Anticipated Completion Date	3 months
Type of Request for Proposal	Full Technical Proposal
Recruitment Mode	National Competitive Selection (NCS)

9. The communication and address details of the employer is:

Primary Addressee	Director, Commerce and Industries Department, Aizawl
Email	dirind-mz@gov.in
Telephone/Telefax	8974056971/8730963361

3. SCOPE OF WORK

The selected service provider will be responsible for the following:

1. **Infrastructure Setup:** Install video conferencing systems, audio equipment, televisions, conference tables, chairs, and other necessary equipment at each DIC.
2. **Equipment Specifications:**
 - I. **Central Control Unit**
 - A. Quantity: 1

- B. Specifications:
 - 1. Frequency response: 20Hz-20kHz
 - 2. USB recording connector
 - 3. RCA audio input and XLR balanced output connectors
- II. **Flush-Mount Conference Units**
 - A. Quantity: 9
 - B. Specifications:
 - 1. Condenser capsule with single flex
 - 2. Talk/mute button with red LED indicator
 - 3. Feedback reduction
- III. **Laptop**
 - A. Quantity: 1
 - B. Specifications:
 - 1. AMD Ryzen 5 processor
 - 2. 15.6" HD display, 16GB RAM, 512GB SSD storage
 - 3. Windows 11 and MS Office
- IV. **4K UHD Smart LED Monitor**
 - A. Quantity: 1
 - B. Specifications:
 - 1. 43-inch screen
 - 2. Type-C connector, HDR10, 1 billion colors
 - 3. VESA mount with wall mounting included
- V. **Full HD PTZ Camera**
 - A. Quantity: 1
 - B. Specifications:
 - 1. Motorized pan, tilt, zoom with 10x HD zoom
 - 2. Tripod mountable, with controller included
- VI. **USB Audio Interface**
 - A. Quantity: 1
 - B. Specifications:
 - 1. XLR+¼" TRS combo input
 - 2. 104 dB dynamic range
 - 3. USB bus powered
- VII. **Powered Loudspeakers**
 - A. Quantity: 2
 - B. Specifications:
 - 1. 8" bi-amplified speakers with 500W peak
 - 2. Frequency response: 65-20kHz
 - 3. Includes wall mounts
- VIII. **Video Conference Desk**
 - A. Quantity: 1

B. Specifications:

1. V-shaped desk for 8+1 seater configuration
2. Pre-laminated twin particle board and metal framing

IX. **Executive High-Back Office Chairs**

A. Quantity: 9

B. Specifications:

1. Ergonomic, rotatable, tiltable, and height adjustable

X. **Accessories**

A. Includes:

1. Power cables for internal electrification
2. Signal cables, connectors, and cable management solutions for each DCIO at 11 Districts.

Sl. No.	Description	Qty	Unit
1	SITC of central control unit with 20Hz-20kHz frequency response, USB recording connector, RCA audio input, XLR balanced output connector, and other specifications.	1	No
2	SITC of flush-mount conference unit with condenser capsule, single flex, talk/mute button, red LED indicator, and feedback reduction.	9	No
3	SITC of AMD Ryzen 5 processor 15.6" HD, 16GB RAM, 512GB SSD storage, Windows 11, MS Office, and peripherals included.	1	Set
4	SITC of 43-inch 4K UHD Smart LED Monitor with Type-C connector, HDR10, 1 billion colors, and VESA mount (including wall mount).	1	No

5	SITC of motorized pan, tilt, zoom, full HD camera with 10x HD zoom, tripod mountable, and controller included.	1	No
6	SITC of USB audio interface with XLR+¼" TRS combo input, 104 dB dynamic range, and USB bus powered.	1	No
7	SITC of 8" bi-amplified powered loudspeaker with 500W peak, 65-20kHz frequency response, and wall mount included.	2	No
8	SITC of V-shaped 8+1 seater video conference desk made with pre-laminated twin particle board and metal framing for sturdiness.	1	Set
9	SITC of ergonomic executive high-back office chair, rotatable, tiltable, and height adjustable.	9	No
10	SITC of accessories: power cables for internal electrification, signal cables, connectors, and cable management.	1	Set

4. EXPERIENCE REQUIRED

Enterprises or bidding firms interested in this project must demonstrate prior experience in implementing similar undertakings for government or public sector organizations. The firm should have successfully completed projects involving the establishment of advanced meeting room infrastructure, including video conferencing (VC) capabilities.

The bidding firm must provide evidence of its technical expertise and capability to design, install, and commission similar projects, including managing logistics, compliance, and seamless integration of VC technologies. This experience ensures that the firm possesses the necessary skills and knowledge to deliver high-quality infrastructure that meets government standards and operational requirements.

Enterprises or bidding firms must submit comprehensive documentation as evidence of their prior experience in similar projects. This should include details of completed projects for government or public sector organizations, highlighting the establishment of advanced

meeting room infrastructure with video conferencing (VC) capabilities. The documents should provide proof of the firm's technical expertise, project scope, client references, and completion certificates. These records are essential to validate the firm's capability to meet government standards and successfully execute the project requirements.

5. SELECTION CRITERIA

EOIs will be evaluated based on:

- Relevant experience and past performance.
- Compliance with technical requirements.
- Financial capability and sustainability.
- Approach and methodology.

Selection Stages

<p>Stage 1: Technical Qualification Submission</p>	<ol style="list-style-type: none"> 1. Interested applicants must submit a detailed technical bid, including: <ul style="list-style-type: none"> ● Company profile and relevant experience. ● Qualification of key personnel (e.g., Live Sound Engineer, B.Tech (Electronics) professional). ● Technical approach, methodology, and project execution plan. 2. Scoring: <ul style="list-style-type: none"> ● Experience: 30 points ● Technical Capability: 40 points ● A minimum score of 60% (42 points out of 70) is required to qualify for the next stage.
<p>Stage 2: Presentation Round</p>	<ol style="list-style-type: none"> 1. Shortlisted candidates from Stage 1 will present their technical solution and approach to a selection committee. 2. Focus areas for evaluation: <ul style="list-style-type: none"> ● Clarity of approach and methodology. ● Practical demonstration of technical understanding. ● Problem-solving capabilities. 3. The presentation round will carry an additional weightage of 20 points (out of 100).
<p>Stage 3: Financial Bidding</p>	<ol style="list-style-type: none"> 1. Candidates who pass the technical evaluation and presentation round will be invited for financial bidding. 2. Financial bids will be evaluated for cost-effectiveness and value for money, carrying 30 points.

6. SUBMISSION GUIDELINES

Interested vendors are requested to submit their detailed proposals, including:

1. Company profile and relevant experience.
2. Quotation and product specifications.
3. GST and registration details.
4. Delivery and installation timeline.
5. Technical approach, methodology, and project execution plan.

7. TIMELINES

Proposals must be submitted on or before **31st January 2025** to:

Directorate of Commerce & Industries,

Khatla, Aizawl - 796001, Mizoram

8. CONTACT DETAILS

All inquiries and submissions should be directed to:

Director

Commerce and Industries Department

Khatla, Aizawl – 796001, Mizoram

Tel: 8974056971/8730963361

Email: dirind-mz@gov.in

Annexure-1

GENERAL INFORMATION OF THE BIDDER

Note: separate sheets may be used wherever necessary.

1. Name and Address of the Bidder:
2. Name & designation of the concerned officer to whom all references shall be made :
3. Fax nos.:
4. Phone nos./Mobile No.:
5. E-Mail Id :
6. Chief of the Organization:
E-Mail Id:
Telephone:
7. Total No. of Employees/Manpower Strength:
8. Type of the organization (Public Sector/Limited/ Private Limited/Partnership/ Company/Manufacturer/NGO):
9. No. of Offices/Centers(Enclose The List):
10. Bidder's Proposal No. & Date:
11. Particulars of Past Experience of Similar Works Furnished :
12. Any other information that bidder may like to give in order to highlight his bid :
13. Name & address of Designated representative, if any:

Place:

Signature Of Party:

Date:

Name In Full:

Designation/status:

Company seal:

Annexure 2

Name of the BIDDER:

ORGANIZATION CHART SHOWING NO. OF QUALIFIED ENGINEERS & SUPERVISORY PERSONAL ETC. IN THE EMPLOYMENT OF CONTRACTOR & TO BE DEPLOYED.

SI No	Class of manpower/engineer/supervisor	Details of personnel to be deployed on this work		No
		Available with contractor	To be employed	

Note: Names and short resume of their qualification & experience may also be given for key personnel in the prescribed format at **Annexure-4**

The tentative chart of your site organization as above furnished by you shall be subject to variation to suit the construction/maintenance/operation programmed requirement and as directed by owner/ engineer-in-charge.

Note: separate sheets/credentials may be used/enclosed wherever necessary.

SIGNATURE OF THE BIDDER

SEAL OF THE BIDDER

Annexure 3

Letter of Undertaking

I, _____, hereby have reviewed and accepted the terms, conditions, and technical standards outlined above. I hereby affirm that all information and statements provided are accurate and truthful. I understand that the information is accepted in good faith, and any false statements may result in disqualification from the EOI/LOI process at any stage.

Authorized signatory:

Signature:

Official Seal:

Annexure 4

Key Personnel of _____

1. Name: _____

Position: _____

Short Resume:

Education: _____

Experience: _____

Skills: _____

Contact: _____

2. Name: _____

Position: _____

Short Resume:

Education: _____

Experience: _____

Skills: _____

Contact: _____