

M/s

Dear Sir,

Sealed tender are invited for supply, installation & implementation of Desktop Video Conferencing system at our Head Office as per BOQ and details hereunder:-

1. **Scope of Work** :- The bidder require to supply equipments as per BOQ and require to install and implement Desktop Video Conferencing system at our Head Office.
2. **Technical Specification and Special Conditions** :-
 - a. Solution should able to support Windows 7, Windows 8, Windows 10 and Higher Version.
 - b. Desktop based VC should have web access to login the VC with Password.
 - c. Solution must support Mute all option
 - d. Solution must have inbuilt noise cancellation technology
 - e. Solution should support multi point video conferencing facility.
 - f. Solution should support sharing of Audio & Video files in the conference.
 - g. Solution should Full HD Dual Stream for simultaneously sending and receiving video + data streams.
 - h. Vendor should provide support minimum 1 year for any hardware, software and other video conferencing related problem.
 - i. Installation, testing and commissioning of software based high definition video conferencing to be done by the vendor.
3. **Rate** :- Your quoted rate should be inclusive of all taxes and duties and delivery with installation & implementation charges.
4. **Validity of Rate** :- Your quoted rate should be valid and firm for a period of 3 (three) months from the date of your offer.
5. **Delivery, Installation and implementation at** :- BBJ Head Office, 27, R. N. Mukherjee Road, Kolakta – 700 001.
6. Delivery and installation to be made within 15 days from the date of LOI / Order.
7. **Liquidated Damage** :- If you fail to complete total scope of work as per our order within stipulated period, 0.5% of order value will be deducted from your bill for per week of delay subject to maximum of 5% of order value.
8. **Payment** :- Within 30 days from the date of delivery, installation and implementation and also submission of bill with receipted challan.
9. **Termination of Contract** :- If the supplier/bidder failure to complete the total work/supply/service as per requirement and within the stipulated completion period, BBJ reserves the right to cancel the order, either in part or full as the situation demands and get the work done by deploying other agency/agencies by issuing first seven days and then 48 Hrs. notice. Additional cost if incurred shall be recovered from the supplier's bill.
10. **Jurisdiction of Court** :- The Courts at Kolkata shall have the exclusive jurisdiction to try all disputed, if any, arising out of this agreement between the parties.
11. **Last Date of Submission** :- Your sealed quotation must reach to our Head Office on or before 18th November, 2015 by 11 A.M.

(SIBAJI BANERJEE)

BILL OF QUANTITIES – Desktop Video Conferencing System

Sl. No.	Item Description	Rate	Others Charges (if any)	Quantity	Total Amount (in Rs.)
1	Webcam (Logitech Web Camera HD C910 or C920 or above)			1	
2	Speaker (Jebra Speaker 410 or ClearOne Chat Speakerphone or above)			2	
3	<ul style="list-style-type: none">• One computer with below configuration:<ul style="list-style-type: none">✓ Processor i5 or above, (2nd Generation or above), 2.80 GHz or above.✓ 4 GB RAM✓ 500 GB HDD✓ Suitable graphics card for video conferencing facility.✓ Windows 7 Professional License.✓ Quick Head Total Security Antivirus – single user 3 years license.✓ Microsoft Office – 2010 or above.✓ 32" LED Monitor for Desktop Video Conference facility.✓ 1 KVA UPS for backup.			1	
	TOTAL				
	Total Cost (in words)				

NOTE:

The internet connection on shared networking will be provided by the company.