



MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DELHI-110096

Tender Enquiry for Appointing of Consultant for establishing Media Lab

Maharaja Agrasen College, University of Delhi, Vasundhara Enclave, Delhi – 110096 invites tender enquiry for appointing consultant for establishing Media Lab in the college.

Please refer to Annexure – 1 for Minimum Requirement for the bidder and Scope of Consultancy Work.

Duly filled and signed Price Bid (Annexure – 3) along with signed Tender Documents should be submitted in a sealed envelope to The Principal, Maharaja Agrasen College, University of Delhi, Vasundhara Enclave, Delhi-110096.

‘Tender Enquiry for Appointing of Consultant for establishing Media Lab’ should be written on the top of the sealed envelope. Last Date of submission of the bid is 05.03.2021 (upto 12.00 noon) and the bid opening time is 05.03.2021 at 04.00 p.m.

The bidders are requested to read all the documents carefully (including annexures) and put their signature in each page of the Tender Document & Price Bid towards acceptance of the Scope of works, Terms and Conditions, Price Offer etc.

The bidder has to provide work contract of their successful project/s of the same nature in the bid document and arrange physical visit to the same project before opening of the bid. Satisfactory report from the committee/department is an essential qualification for consideration of the bid. Please refer to Annexure – 2 for details and other terms & conditions.

QUALIFICATION CRITERIA FOR CONSULTANCY WORK

Guidance and Assisting in the Process of Establishment of Media Lab

A. Minimum Requirement for the bidder

1. Consultant/Firm should have at least five years of experience in Broadcast Media (Attach Proof).
2. Consultant/Firm should have carried out such work successfully in Media Industry or in Academic Institutions (Attach Proof).
3. Consultant/Firm should preferably be based at Delhi / NCR or should have Branch operating from Delhi / NCR (Attach Proof).
4. Consultant/ Firm should possess their own human/material/ technical resources for carryout the task (Attach Proof).

B. Scope of Consultancy Work

Scope of work for consultant for establishment of media lab (a AV Studio including PCR and a PO Booth cum Audio recording studio)

1. Conduct GAP analysis on existing systems and facilities available in Media Lab
2. Provide guidance and estimate for the establishment and commissioning of Media Lab.
3. Preparation of specifications of equipment, layout and procedural documents etc.
4. Periodic review of the progress of work to be submitted with the authority and suggest corrective action, if any.
5. Monitoring of installation and final handover.
6. Total duration for consultancy should be 3 months or till the date of final lab establishment whichever is later.
7. Unsatisfactory performance by Consultant/ Firm will lead to termination of contract & forfeiture of balance payment.

I/we have read, understood and accept the above.

Name of the Consultant / firm:

Date & Place:

[Signature & Official Seal of Consultant/ firm/Authorised Representative]

TERMS & CONDITIONS

S.No.	Terms	Conditions
1	Price Bid	Offered price in the Price Bid (Annexure – 3) should be inclusive of all the items / services as mentioned in Annexure – 1. Bidder should submit firm prices. Conditional bids or incomplete bids shall be rejected by the college
2	Due Date & Time for submission of duly filled tender in sealed envelop	Date 05.03.2021 Time 12.00 noon. (The time for bid opening is 04.00 p.m.) Late entries due to any reason shall not be entertained by the college.
3	Scope of works	Consultant / Consultancy firm's Scope of works must meet our Scope of work as per Annexure-1. Test Certificates and Calibration Certificates must be furnished wherever required. Offers received with any deviation to our scope of work, shall be rejected.
4	Validity of Offer	The Offers shall remain valid for a period of 30 days from the Due Date mentioned in S.No. 2 above.
5	Payment Term	30% on finalization of acoustics work or other necessary work required for the installation of equipment. 30% on installation of equipment/s. Final payment after commissioning and handover of the fully functional media lab after satisfactory report from the concerned department.
6	Completion Period	Please refer time schedule in Annexure-1.
7	Escalation / De-escalation	No escalation will be accepted during the period of contract.

I/we have read, understood and accept the above.

Name of the Consultant / firm:

Date & Place:

[Signature & Official Seal of Consultant/ firm/Authorised Representative]

PRICE BID

S.No	Description	Offer Price (Rs.)
1.	Consulting Charges (Lumpsum)	
2.	Taxes	
Total (work will be awarded to L1)		

I/we have read, understood and accept the above.

Name of the Consultant / firm:

GST Number, if applicable:
(Attach copy)

PAN number:
(Attach copy)

Date & Place:

[Signature & Official Seal of Consultant/ firm/Authorised Representative]