

Indian National Academy of Engineering

Ref.: INAE/122/Purchase/FY/26-27/15

Date: 12 Aug 2026

Notice Inviting Quotations for “Procurement of a Video Conferencing System”

Quotations are invited for the **Procurement of a Video Conferencing System** as per the technical specifications given in **Appendix ‘A’** and the terms and conditions given in **Annexure ‘A’**.

Details of Requirement

S No	Particulars	Details
1	Item	Video Conferencing System
2	Required Quantity	01 System
3	Technical Specifications	As per Appendix ‘A’
4	Delivery Schedule	Within 4 days from the date of release of the Work Order.
5	Installation & Commissioning	To be carried out at INAE Office, New Delhi
6	Warranty/Support	As specified in Appendix ‘A’

Guidelines for Participating Vendors

1. All participating vendors shall be required to:
 - submit a detailed Technical Compliance Statement against the specifications given in Appendix A;
 - submit a duly signed quotation along with all relevant supporting documents;
 - furnish all information/details required by the Academy for technical evaluation of the proposed system;
 - submit valid proof confirming that the bidder is an authorised partner/seller of the proposed OEM for the Video Conferencing System being quoted; and
 - submit the relevant product specification sheet, technical literature and/or product brochure of the proposed system.
2. Participating vendors shall submit the documents in two separate sealed envelopes, clearly marked as follows:

Envelope-I: TECHNICAL BID

The envelope shall contain the Technical Compliance Statement, technical specifications, product specification sheet/brochure, supporting documents, proof of authorised partnership/reseller status and all other documents required for technical evaluation.

Envelope-II: FINANCIAL BID

The envelope shall contain the duly signed financial quotation for the proposed Video Conferencing System as submitted in the Technical Bid.

3. Both the above sealed envelopes shall be placed in one outer sealed envelope, clearly superscribed as:

“QUOTATION FOR PROCUREMENT OF VIDEO CONFERENCING SYSTEM”

The outer envelope shall be addressed to:

Deputy Executive Director
Indian National Academy of Engineering (INAE)
Ground Floor, Block-II, Technology Bhavan
New Mehrauli Road, New Delhi – 110016
Phone: 011-26582475

4. The complete quotation, including both the Technical Bid and Financial Bid, shall be submitted to this **office on or before 14 August 2026 (Friday)**. Quotations received after the stipulated date and time shall not be considered.
5. The Technical Bids shall be opened and evaluated first by the Technical Evaluation Committee constituted by INAE. The Committee shall scrutinise and evaluate the technical proposals based on the prescribed technical specifications, functional requirements and other requirements of the Academy.
6. Based on the technical evaluation, the Technical Evaluation Committee shall shortlist/qualify those vendors whose proposed Video Conferencing System meets the technical and functional requirements of INAE.
7. The vendor shall be required to provide a demonstration of the proposed Video Conferencing System for the purpose of technical evaluation. **The demonstration shall be conducted on 17 August 2026 (Monday), from 1000 hrs to 1500 hrs.** The performance of the equipment, including its technical and functional aspects, shall be examined to assess its suitability and optimum performance as per the requirements of INAE.
8. Vendors whose proposed system meets the prescribed technical specifications but fails to demonstrate satisfactory performance during the demonstration, wherever conducted, shall not be considered for further evaluation.
9. The Financial Bids of only those vendors who are technically qualified by the Technical Evaluation Committee shall be opened and considered for further evaluation. The Financial Bids of technically disqualified/non-qualified vendors shall not be considered.
10. Vendors shall ensure that no financial/commercial information is included in the Technical Bid. Any financial or commercial information found in the Technical Bid may render the bid liable for rejection.
11. The bidders which qualify in technical specifications but do not perform satisfactory during demonstration shall not be considered further.
12. The technical qualification of a vendor and/or submission of the lowest financial quotation shall not confer any right on the vendor for award of a work order/purchase order. The final decision regarding procurement shall be taken by INAE separately, based on the technical and financial evaluation and approval of the Competent Authority.
13. INAE reserves the right to accept or reject any or all quotations, in whole or in part, or not to proceed with the procurement, without assigning any reason.
14. The vendor, if selected subsequently, shall be responsible for fulfilling all requirements of the Academy as specified in the purchase order/work order, including supply, installation, configuration, integration, testing, commissioning, training and provision of necessary accessories/support, as applicable.
15. No advance payment shall be released against the purchase order/work order, if issued subsequently.
16. The participating vendors shall ensure that all documents submitted are complete, duly signed and properly sealed. Quotations received without the required Technical Compliance Statement and supporting documents may not be considered for technical evaluation.


Lt Col Shobhit Rai (Retd)
Deputy Executive Director

Specifications for Video Conferencing System

SNo	Name of the Item	Specification	Quantity
1	Video Conference Bar	High Resolution camera ideal for medium and large rooms, capturing every participant detail where everyone is seen and heard clearly Adaptive PTZ (Pan, Tilt & Zoom); 4K camera; Quality; AI based features such as Auto Focus, Framing, Speaker and Presenter Tracking; Smooth PTZ control via remote and camera control plug-in; compatible with video platforms such as Webex, MS Teams, Zoom, Google Meet, etc. and it can function in USB / BYOD mode.	1
2	Wired Mic Pod for Video Conferencing	Crystal Clear Audio with and Echo cancelling Speaker and Microphones; Audio integration compatible with audio devices; 6-8 meters of 360° voice pickup range.	2

ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

The procurement shall be governed by the following eligibility criteria and terms & conditions:

1. Bid Securing Declaration and Performance Security

- a) All participating bidders shall submit a duly signed **Bid Securing Declaration** in the format prescribed at **Annexure B** along with their Technical Bid and supporting documents.
- b) In the event a purchase order is subsequently issued, the vendor shall submit **Performance Security equivalent to 10% of the total order value** in favour of the Indian National Academy of Engineering (INAE).
- c) The Performance Security shall be submitted before execution of the purchase order and shall remain valid until satisfactory completion of the supply, installation, commissioning and fulfilment of all requirements of the Academy as specified in the purchase order and applicable terms and conditions.
- d) The Performance Security shall be released after satisfactory completion of the work and fulfilment of all contractual obligations by the vendor, subject to settlement of the final invoice and any other dues, as applicable.
- e) In case of any failure or breach by the vendor in fulfilling the requirements of the Academy, INAE reserves the right to invoke/forfeit the Performance Security, in addition to any other remedy available under the terms and conditions of the purchase order.

2. Technical Compliance

- a) The Video Conferencing System to be supplied shall strictly conform to the technical specifications prescribed in **Appendix A**.
- b) The vendor shall submit a detailed item-wise Technical Compliance Statement clearly indicating compliance/non-compliance against each specification.
- c) Any deviation from the prescribed specifications without prior approval of INAE may lead to rejection of the proposed system or, where applicable, rejection of the supplied system.

3. Supply, Installation and Commissioning

The vendor to whom a purchase order may subsequently be issued shall be responsible for:

- supply of the complete Video Conferencing System;
- transportation and delivery of the system to the INAE Office;
- installation and configuration of the system;
- integration with the existing infrastructure, wherever required;
- testing and commissioning of the system;
- providing all necessary cables, connectors, accessories and other components required for satisfactory functioning of the system;
- providing necessary software/licences, wherever applicable;
- providing user training/orientation to designated INAE officials; and
- attending to any technical issues arising during the warranty/support period.

4. Warranty and Support

The vendor shall provide warranty and technical support for the period specified in **Appendix A**.

During the warranty period, the vendor shall attend to defects/issues in the system within a reasonable time from the date of reporting by INAE, without any additional cost to the Academy.

5. Rates

The quoted rates shall be inclusive of GST, packing, forwarding, transportation, delivery, installation, configuration, commissioning and all other incidental charges, if any, up to the following address:

No additional charges shall be payable by INAE beyond the total order value quoted by the vendor, except where specifically approved by the Academy in writing.

6. Statutory Deductions

- Income Tax/TDS and other statutory deductions, as applicable under Government rules, shall be deducted from the payments.
- A copy of the PAN Card and GST Registration Certificate issued to the vendor shall be submitted along with the quotation.

7. Payment

Payment shall be released within 30 days after satisfactory supply, installation, commissioning and acceptance of the system, and submission of the invoice and other required documents, subject to deduction of TDS and other statutory dues, as applicable.

8. Technical and Financial Evaluation

- a) The Technical Evaluation Committee constituted by INAE shall evaluate and scrutinise the Technical Bids based on the prescribed technical specifications, functional requirements, eligibility criteria and other requirements of the Academy.
- b) Only those vendors whose proposed Video Conferencing System is found technically compliant and suitable to the requirements of the Academy shall be technically qualified for further consideration.
- c) The Financial Bids of only the technically qualified vendors shall be opened and evaluated.
- d) The lowest evaluated financial quotation among the technically qualified vendors may be considered during the financial evaluation. However, technical qualification and/or submission of the lowest financial quotation shall not confer any right on the vendor for award of a purchase order/work order.
- e) The final decision regarding procurement and award, if any, shall be taken separately by INAE based on the technical and financial evaluation and approval of the Competent Authority.

9. Demonstration

INAE reserves the right to call upon vendors to provide a demonstration of the proposed Video Conferencing System, wherever considered necessary for technical evaluation.

10. Delivery

The vendor to whom a purchase order is subsequently issued shall complete the supply, installation, configuration and commissioning of the Video Conferencing System within the stipulated delivery period mentioned in the purchase order.

11. Acceptance

The Video Conferencing System shall be considered accepted only after satisfactory installation, configuration, testing and commissioning and confirmation by the Academy that the system meets the prescribed technical specifications and requirements.

12. Right of Acceptance/Rejection

The **Purchase Committee/Competent Authority** reserves the right to accept or reject any or all quotations, wholly or partly, and/or to cancel or not proceed with the procurement process, without assigning any reason.

Documents to be Submitted Along with Quotation

The bidders are required to submit the following documents in accordance with the two-envelope submission procedure prescribed in the Notice Inviting Quotations.

A. Documents Required for Technical Evaluation

1. Duly signed Technical Compliance Statement against all specifications given in Appendix A.
2. Copy of GST Registration Certificate.
3. Copy of PAN Card.
4. Copy of registration/incorporation certificate of the firm/company under the Companies Act, Partnership Act or any other applicable law in India.
5. Technical brochure/datasheet of the proposed Video Conferencing System.
6. Details of the Make and Model of the proposed Video Conferencing System.
7. Details of the manufacturer/OEM.
8. Valid proof confirming that the bidder is an authorised partner/reseller of the proposed OEM.
9. Details of warranty and after-sales technical support.
10. Details of relevant experience in supply, installation and commissioning of Video Conferencing Systems, along with supporting documents.
11. Duly signed **Bid Securing Declaration** in the format prescribed at Annexure 'B'.
12. Any other document/information considered necessary for establishing the technical suitability of the proposed system.

Note: The Technical Bid shall not contain any financial or commercial information relating to the proposed system.

B. Documents Required for Financial Evaluation

1. Signed quotation on the vendor's letterhead in the prescribed format given below:

Particulars	Details
Vendor Name	
Vendor Address	
PAN Number	
GST Number	
Manufacturer/OEM	
Make & model	
Cost of Video Conferencing System	
Cost of Accessories, if any	
Installation & Commissioning Charges	
Other Charges, if any	
GST	
Total Order Value (Inclusive of all taxes and end-to-end charges)	

Note: The Financial Bid shall clearly indicate the complete cost of the Video Conferencing System, including all taxes, transportation, installation, configuration, commissioning, accessories and other incidental charges.

Bid Securing Declaration Form

Date: _____ Reference No. _____ To _____
(insert complete name and address of the purchaser) I/We.

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 refuse to execute the contract, if required, or
 - (ii) fail or refuse to furnish the **Performance Security equivalent to 10% of the total order value**, 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.

Signed: _____ (insert signature of person whose name and capacity are shown)

in the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name: _____ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)