

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONSWITH MULTIPLE DISABILITIES**

(Department of Disability Affairs Ministry of Social Justice and Empowerment, Govt. of India)

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046

Website: www.niepmd.tn.nic.in E-mail: niepmd@gmail.com**TENDER DOCUMENT: FOR SUPPLY, INSTALLATION, TESTING & COMMISSIONING
(SITC) OF CONFERENCE MIC SYSTEM, PROJECTOR AND LED TV DISPLAY SYSTEM
AT NIEPMD MINI COMMITTEE HALL**

National Institute for Empowerment of Persons with Multiple Disability (NIEPMD) invites sealed Tender in two bid systems Technical bid and financial bid from the experienced supplier/ contractors/ resourceful firms / organization who has proven capabilities in both technical and financial for Supply, Installation, testing and commissioning of Bosch conference mic system, LCD projector with Motorised screen and LED display in NIEPMD mini committee hall at 3rd floor NIEPMD main building, Chennai. The Tender documents can be downloaded from the official web site of NIEPMD www.niepmd.tn.nic.in

Tender No.: NIEPMD/Pur 4 (31)/2014-15

Last date of sale of Tender Document	12.30 PM. On 07-01-2015
Cost of Tender Document	Rs. 1000/-
Last Date, time & place for submission of tender document	01.00 PM. on 07-01-2015 Speed Post / Courier or Person drop in Tender Box at NIEPMD
EMD (To be attached with tech Bid by way of DD in favour of Director NIEPMD, payable at Chennai)	Rs. 20,000/-
Date & Time of Opening of Tender Documents	02.00 PM. on 07-01-2015
In case of any query: Tele: 044-27472046 / 27472113 Extn. 413 Tele fax: 044-27472389 E-mail: niepmd@gmail.com	

--sd--
DIRECTOR

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS
WITH MULTIPLE DISABILITIES (NIEPMD)**

(Department of Disability Affairs, Ministry of Social Justice & Empowerment, Govt. of India)

East coast Road, Muttukadu, Kovalam (post) Chennai-603 112

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DIRECTOR

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) is a Central Autonomous Body under the Ministry of Social Justice & Empowerment, Government of India is intended to setup conference mic system, LCD projector with motorised screen and 02 LED displays in its mini committee hall at NIEPMD main building 3rd floor.

On behalf of Director NIEPMD, institute invites Tenders in two bid system from reputed and expert Companies having experience in Supply, Installation, testing and commissioning of Bosch conference mic system, LCD projectors with motorised screen and LED display in major organization of Central Government / State Government / Central Autonomous bodies /State Autonomous bodies / Central Public Undertaking / State Public Undertaking/Educational Institute and having **annual turnover of not less than Rupees One Crore will be considered for pre-qualification**. Proof in this regard should be attached. Detailed terms and conditions, tender format and specifications of the items can be downloaded from the institute's website www.niepmd.tn.nic.in or can be obtained from our office in Chennai on all working days (Mon to Fri except on Govt. Holidays) from **16-12-2014 to 07.01.2015 between 10.00 AM and 3.00pm (on 07 Jan 15 up to 12:30 PM only)**.

Date: 15 Dec 2014

Deputy Registrar (Admin)

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DIRECTOR

NOTICE INVITING TENDERS

Invitation to bid for the Supply, Installation, testing and commissioning of Bosch conference mic system, LCD projector with Motorised screen and LED display at mini committee hall, NIEPMD, Chennai – 603 112

PART-I (TECHNICAL BID)

PART-II (FINANCIAL BID)

1. On behalf of Director, National Institute for Empowerment of Persons with Multiple Disability (NIEPMD) we have the pleasure in inviting your lowest tender for the aforesaid work.

2. Eligibility Criteria.

Bidders having experience in undertaking similar nature of work and fulfilling the following eligibility criteria only need tender for the work:

a) The Bidder shall be a registered company/firm/HUF involved in the supply, installation, commissioning and maintenance of **Bosch** conference mic systems. (Attach Proof)

b) The Bidder must have after sales and services facility in Chennai. Address of Local Service Centre with proper evidence to be provided.(Attach Proof)

c) Certified copies of abridged balance sheets along with profit & loss account of the firm (tenderer) in support of annual financial turnover during the last years, ending 31st March 2014 of the previous financial year, should be at least **One Crore**. (Attach Proof)

d) The Bidder must have been in this business at least since last two years and must have successfully completed at **least 02 similar works** in any Govt. organization/ABs/PSU/ University / Institution of costing not less than the amount equal to 50% of the estimated cost. (Copy of work orders to be enclosed with completion certificates)

e) The Bidder must either be the Original Equipment Manufacturer (OEM) or an authorized dealer for supply and maintenance of Bosch Conferencing Mic System. In case of OEM, Proof of being Original Equipment Manufacturer (OEM) or authorized dealer/System Integrator must be attached

OR

In case of authorized representative of OEM - current authorization from the OEM.

OR

In case of System Integrator- authorization of OEM declaring the tenderer as system integrator for its product, detailed and valid agreement between System Integrator and

the OEM(s) defining clearly the role, responsibility, scope of work and contribution towards the tendered Equipment/System for each OEM(s).

**Please refer attached OEM Certificate to be obtained from OEM and Authorized dealer and System Integrators.

f) The Biding firm/company//HUF/vendor must be a registered company under relevant act . (Attach proof).

(g) Capability of vendor to complete this task in 90 days after issue of work order.
(Attach undertaking)

(h) Undertaking unconditional acceptance of tender term and conditions. (Attach undertaking)

(I) Bidder must submit a certificate of undertaking that he is in position to Supply, Installation, testing and commissioning conference mic system, Projector with motorised screen and LED displays with a credit of 30 days after clear receipt of completion of task after '**User Acceptance Test**' (UAT).

(j) Valid Sales Tax Registration Certificate/ VAT Certificate.

(3) GENERAL TERMS & CONDITIONS

1. The tender forms will be available on all working days from 16-12-14 to 07-01-15 between 10.00 AM. to 3.00 PM (on 07/01/14 up to 12:30 PM only).
2. The Technical Bid should accompany a Demand Draft of Rs. 20,000/- (Rupees Twenty Thousand Only) drawn on any nationalized Bank in the Name of "Director, NIEPMD Chennai" payable at Chennai towards **Earnest Money Deposit** (EMD). In case of tender document downloaded from our web site tender document fee of Rs. 1000/- (Nonrefundable) in the form of Demand Draft of any nationalized bank in the Name of "Director, NIEPMD" to be enclosed along with Technical Bid. In case document purchased from our office, receipt should be enclosed. Tender received without EMD & Tender Fee or lesser amounts will be summarily rejected.
3. No alteration or amendments shall be allowed after submission and opening of the tenders.
4. The "Technical Bid" and "Financial Bid" put in different envelopes duly marked as such on the top of the envelope shall be put in one big envelope. The big envelope should be addressed to the Director, NIEPMD, Chennai and must reach NIEPMD, Chennai either by **speed post / Courier / Person drop in tender box** on or before 01.00 PM. on 07/01/2015.
5. Rate should be clearly written in the columns specified. All erasures and Alterations made while filling the tender must be attested by initials of the tenderers. Over writing of figures is not permitted, failure to comply with either of these conditions will render the tender void at the NIEPMD

option. No advice of any change in rate or conditions after opening of the tender will be entertained.

6. Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of the Contract, Scope of work, Specifications, Special Conditions, etc., as laid down. Any tender with any documents not so signed is liable to be rejected.
7. The tenders submitted on behalf of the Firm shall be signed by all the partners of the Firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract similarly in case of a company, only the person authorized by the articles of the company can sign. Otherwise the tender is liable to be rejected by the NIEPMD.
8. The list of technically qualified bidders will be published on the Notice Board of NIEPMD on the same day or after technical evaluation.
9. The financial bids of technically qualified bidders only will be opened on same day or the time of opening will be intimated.
10. Tender shall remain open for acceptance by the NIEPMD for a **period of Three Months** from the date of opening the financial bid which may be extended by mutual agreement and the tenderers shall not cancel or withdraw the tender during this period/extended period
11. The order will be awarded to **lowest quoted bidder** for Supply, Installation, testing and commissioning of Bosch conference mic system, LCD projectors with motorised screen and LED display.
12. The Director, NIEPMD, reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason what so ever and does not bind itself to accept the lowest or any specific tender. The decision of Director, NIEPMD in this regard shall be final and binding
13. In case of any dispute arising with regards to this tender or its conclusion, the decision of the Director NIEPMD shall be final.

4. DEFINITION

- a) The term Institute shall mean NIEPMD, Chennai.
- b) The term Bidder shall mean the bidder selected by the Institute for Supply, Installation, testing and commissioning of Bosch conference mic system, LCD projectors with motorised screen and LED display at NIEPMD main building mini committee hall 3rd floor.

5. Scope of work:

Ministry of Social Justice and Empowerment, Government of India has entrusted NIEPMD to execute the procurement, Installation, testing and commissioning of Bosch conference mic system, LCD projectors with motorised screen and LED display in its mini committee hall at NIEPMD main building 3rd floor.

NIEPMD is inviting sealed Tenders from reputed suppliers & Agencies with proven track record and with an annual turnover of not less than **One Crore** to Bosch conference mic system, LCD projectors with motorised screen and LED display.

The items wise **specification** is given below

Sl. No.	Item Description	Make / Model	Qty. Req.
01	Supply install, test and commissioning OF <u>BOSCH – CCS 900 or above</u> conference system chairman unit with built in speaker, microphone, with long flexible Gooseneck Microphone (488 mm), Built in Loudspeaker, Microphone On/Off button. Internal Loudspeaker Automatically Mutes, On LED indicator, Head phone Output with level control with priority Button	Bosch/ CCS-CML	01 Nos.
02	Supply install, test and commissioning <u>OF BOSCH - CCS 900 or above</u> Conference system Delegate Unit with long microphone (488mm, possible-to-speak indicator, Flexible gooseneck microphone, internal loudspeaker automatically mutes, on LED indicator, Headphone output with level control.	Bosch/ CCS-DL	17 Nos.
03	Supply of CURD Control unit with built-in recorder, graphical display, recording buffer and acoustic feedback suppression facility with 2GB SD card..	Bosch/ CCS 900	01 Nos.
04	55" LED Display Type: 120Hz LED BLU Resolution: 1920 x 1080(16:9) Brightness: 350 nit Contrast: 5000:01:00	LG/ Sony/Samsung	02 Nos.
05	Motorised Projector screen 16:10 ratio (94 inches)	Logic or equivalent	01Nos.
06	Ceiling Mount Kit For LCD Projector	-	01Nos.
07	Cable Cubby	-	02 Nos.
08	VGA to HDMI Converter	-	01 Nos.
09	2 input with 4 output HDMI Switcher	-	01
10	HDMI over Cat 5 Cable transmitter and receiver	-	01Nos.
11	Cat6 Cable Patch cords	Digilink	As required
12	1.8mtrs HDMI Patch Cord	NT/MX	--do--
13	5 mtrs. HDMI Patch Cord	NT/MX	--do--
14	VGA audio cable	NT/MX	--do--
15	Power Cable 3 core	Finolex	--do--
14	Trolley for Display (If required)	-	02
15	Installation & Commissioning Charges for this project	-	

**** NEC – NP-P501 XG Multimedia Projector with wireless connectivity will be provided by NIEPMD for installation.**

6. SPECIAL TERMS AND CONDITIONS

1. Bidder may visit the site of installation & Commissioning before quoting.
2. Requirement quoted above is approximate; it can be changed as per actual requirements (may increase/decreases).
3. **Rate should include charges for removal of debris out of premises, removing stains, cleaning the site thoroughly and restoring it to original condition where work is undertaken.**
4. Quoted rate should be workable and should include all overheads and profits.
5. Rate should include all taxes, duties, octopi, levies, Payment of wages as per Act, VAT etc. and should be firm for the entire contract period. No variation of rates will be allowed.
6. All components of the conference mic system supplied should confirm to the stipulations as in the relevant I.S. codes (Latest Edition) BIS specification shall be followed as applicable and should be UL certified. However, in the absence of the same the decision of Director NIEPMD will be final.
7. The tender is being called as an item rate tender to be quoted against the Bill of Quantity. However, all other materials as may be necessary for the satisfactory work completion are to be provided at no additional cost as deemed to have been covered under the scope of work/contract.
8. **All civil, electrical, carpentry work will be done by the contractor and this cost also to be included in the amount quoted.**
9. No advance payment will be made by the NIEPMD in any case.
11. Any discrepancy in settlement of bills may be brought to the notice of the NIEPMD within a period of one month after the settlement of the Bills. The NIEPMD will not entertain any claim regarding any dispute in settlement of the bills after the stipulated period.
10. The Contractor shall observe all the safety precautions for the safety of the labour and the employees of the NIEPMD during execution of works. He would be responsible for the safety of persons, employed by him.
11. The contractor shall be responsible for injury to persons or things and for damages to the property which may arise from omission or neglect of the contractor or their employees, whether such injury or damages arises from

carelessness, accident or any other cause whatsoever, in any way connected with carrying out of the work.

12. All the conditions of the contract shall be binding on the Contractor.

13. The Contractor shall comply with all the applicable Acts, Rules, Regulations, requirement of Law (s) for entering into contract and the NIEPMD will not in any way be liable or responsible for any default/irregularities/penalties on the contractors part.

14. The contractor shall comply with the provisions of Contract, Labour Regulation & Abolition Act, 1970, Minimum Wages Act and all other labour laws and other Statutory Regulations (both Central and States) that may be enforced from time to time by the appropriate authorities. The NIEPMD shall not be held responsible for any penalty on account of failure to adhere to the above labour regulations, etc. The contractor should be responsible to fulfill all the obligations in connection with the workers employed by the contractor for the purpose of the contract and all the Statutory and other liabilities if any including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, if any, etc. in connection therewith shall be on the contractor account and payable by the concerned contractor.

15. The contractor should obtain necessary permission that may be required for the purpose of this contract from such authorities as may be prescribed by law from time to time.

16. The contractor shall be fully responsible and shall compensate the NIEPMD in the event of any damage to men or material, injury/damage or death as the case may be, caused directly or indirectly due to the negligence of the contractor or his agents and / or his employees or workmen.

17. The contractor should not employ any person who is prohibited by law from being employed for fulfilling obligations under this contract.

18. Any act of indiscipline / misconduct/ theft/ pilferage on the part of any employee engaged by the contractor resulting in any loss to the NIEPMD in kind or cash will be viewed seriously and the NIEPMD will have the right to levy damages or fine and / or even terminate the contract forthwith.

19. In case of any default or failure on your part to comply with all/ anyone of the terms/ conditions, the NIEPMD reserves to itself the right to take necessary

steps to remedy the situation including, inter-alia, the deduction of appropriate amounts from dues otherwise payable to you and/or by taking recourse to appropriate recovery proceedings.

20. The contractor should not at any time do, cause or permit any nuisance on the site/do anything which shall cause unnecessary disturbances or inconvenience to the occupants/ visitors at site or near the site of work.

21. On site, lockable storage space will be given as per availability, the security of which will be the responsibility of the contractor's. The NIEPMD will not be responsible for contractor's materials. The contractor may be required to vacate the storage space as per exigency without any extra cost.

22. The contractor shall not directly or indirectly transfer, assign or sublet the contract or any part of it.

23. **Payment terms & conditions:** All the payments for work relating to said work would be made after satisfactory completion/commissioning of work, subject to work being executed in accordance with this Contract and scrutiny by Director NIEPMD, Chennai and submission of bill along with measurement sheets.

24. The conference mic system, LCD projectors with Motorised screen and LED display System after successful commissioning and testing will be duly handed over to the NIEPMD after which the work completion certificate will be issued.

25. The NIEPMD reserves the right to check the progress of the work and adherence to the technical Specifications etc. any time during the installation phase.

26. The agreement may be terminated by the NIEPMD in case the Party does not adhere to the terms of contract.

27) All payments by the NIEPMD under this contract will be made only at NIEPMD, Chennai by an account payee Cheque or NIEFT/RTGS after satisfactory completion of work and submission of bill(s) therefore.

28) All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at Chennai and Courts in Chennai only shall have jurisdiction to determine the same.

29) The exact location and other details can be ascertained by visiting the site. Location/site/number of equipment, length, of cables etc. can be altered on the

spot, as per requirement on the direction of the Director NIEPMD other details are given in the Bill of Quantities.

7. Warranty & Comprehensive Maintenance

1. The complete system shall be **under two year warranty**, after successful testing, commissioning & handing over to NIEPMD and defect free maintenance during the period.

3. Contractor shall make necessary arrangements for keeping the sufficient spares at site to minimize the down time.

4. Training to be given to NIEPMD staff for operation & maintenance, troubleshooting, user level training pertaining to system after successful commissioning.

8. Commercial Aspects

a) Penalty for downtime

The NIEPMD authorities may make a complaint about the equipment/service through letter, fax, e-mail, phone, SMS or any other means as the Director, NIEPMD thinks fit or convenient.

On receiving complaint about equipment/service, the vendor will respond and Repair/replace or provide required services within 24 hours, if failed, penalty shall be levied Rs. 500/- per day.

9. Time Frame:-

The vendor should ensure the completion of the work within 30 days from the date of awarding of the contract.

NOTE – If L1 is unable to complete this project in 30 days, OR if L1 fails to successfully carry out the work, then L2 will be requested to match L1 rates and carry out the work and so on.

10. Force majeure:

If either of the parties suffer delay in due execution of their contractual obligation due to the operation of one or more of the force majeure events such as but not limited to, natural disaster, War, earthquake, strikes, Lockouts, fire, epidemics, riots, uncontrollable events, civil commotions etc. the agreed time for the completion of respective obligations shall be extended by a period of the time equal to the period of the delay occasioned by such events. On the occurrence and cessation of any such event, the party affected thereby shall give notice in writing to the other party. Such notices to be given within 15 days of occurrence/cessation of the event concerned. If

the force majeure conditions continue beyond 30 days the parties shall mutually decide about the future course of action.

11. Liquidated Damages

In case of delay in completion of the contract, liquidated damages (L.D.) shall be levied @ 1% of the full value of uncompleted portion of work per week (part of week to be treated as one week) subject to a maximum of 10% of total contract value. If the uncompleted work, restricts the operation of complete system then LD shall be applicable to total value of contract with approval of Competent Authority.

Contract has following activities:

- a) Supply of equipment's.
- b) Creating network for conference mic system and display systems
- c) Installation, Integration and Site Acceptance Testing.
- d) Onsite training.

Delay in any stage of work shall invite Liquidated Damages (LD) according to value of the activity as defined above. LD shall be calculated on per system basis and it shall not be linked with the value of complete supply.

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TECHNICAL BID

(To be enclosed in separate sealed cover)

Name and address of the bidder:

Note: A DD for Rs. 20, 000/-(EMD) should be enclosed with this bid.

1. Name of the bidder
 - a) Full postal address
 - b) Full address of the premises
 - c) Telegraphic address
 - d) Telex number
 - e) Telephone number
 - f) Fax number
2. Monthly supply capacity of goods quoted for
 - a) Normal
 - b) Maximum
3. Total annual turn-over(value in Rupees)(Previous year)
(Copy of Balance Sheet / Audit Statement / IT returns, etc. to be attached as proof)
4. Past supply details for 2 years (Attach proof)
5. Whether similar job work undertaken in the past, if so details.
(Samples to be displayed if required)

Customer	Quantity supplied	Year
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6. Have you worked with NIEPMD earlier? If yes, please give details of the work done.

Signature and seal of the bidder

NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES (NIEPMD)

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FINANCIAL BID

(To be enclosed in separate sealed cover)

Sl. No.	Item Description	Make / Model	Qty. Req.	Cost per unit	Total	Taxes applicable	Any other	Total
01	Supply install, test and commissioning OF <u>BOSCH – CCS 900 or above</u> conference system chairman unit with built in speaker, microphone, with long flexible Gooseneck Microphone (488 mm), Built in Loudspeaker, Microphone On/Off button. Internal Loudspeaker Automatically Mutes, On LED indicator, Head phone Output with level control with priority Button	Bosch/ CCS-CML	01 Nos.					
02	Supply install, test and commissioning OF <u>BOSCH - CCS 900 or above</u> Conference system Delegate Unit with long microphone (488mm, possible-to-speak indicator, Flexible gooseneck microphone, internal loudspeaker automatically mutes, on LED indicator, Headphone output with level control.	Bosch/ CCS-DL	17 Nos.					
03	Supply of CURD Control unit with built-in recorder, graphical display, recording buffer and acoustic feedback suppression facility with 2GB SD card..	Bosch/ CCS 900	01 Nos.					
04	55" LED Display Type: 120Hz LED BLU Resolution: 1920 x 1080(16:9) Brightness: 350 nit Contrast: 5000:01:00	LG/ Sony/Samsung	02 Nos.					
05	Motorised Projector screen 16:10 ratio (94 inches)	Logic or equivalent	01Nos.					
06	Ceiling Mount Kit For LCD Projector	-	01Nos.					
07	Cable Cubby	-	02 Nos.					
08	VGA to HDMI Converter	-	01 Nos.					
09	2 input with 4 output HDMI Switcher	-	01Nos.					
10	HDMI over Cat 5 Cable transmitter and receiver	-	01Nos.					

11	Cat6 Cable Patch cords	Digilink	As required					
12	1.8mtrs HDMI Patch Cord	NT/MX	--do--					
13	5 mtrs. HDMI Patch Cord	NT/MX	--do--					
14	VGA audio cable	NT/MX	--do--					
15	Power Cable 3 core	Finolex	--do--					
14	Trolley for Display (If required)	-	02					
15	Installation & Commissioning Charges for this project	-						
Total :								

- Note :**
- (a) Payment for HDMI Cable, Cat6 Cable, Power Cable, PVC Pipe/Batten will be made as per actual.
 - (b) Projector will be provide by NIEPMD (**NEC – NP-P501 XG Multimedia Projector with wireless connectivity**). Required installation accessories must be quoted keeping in view of projector requirements.
 - (c) Priority will be give to provide solution to wall mount the LED displays instead of using trolley.

Signature and seal of the bidder

**PROFORMA FOR SUBMITTING ELIGIBILITY
REQUIREMENT AND UNDERTAKING**

**To
The Director,
NIEPMD, ECR
Chennai-603 112**

Sub: Submission of Tender for “Supply, Installation, Testing & Commissioning (SITC) of Bosch conference mic system, LCD projectors with motorised screen and LED display”

Sir / Madam,

Having examined the conditions of contract and specifications including addenda, I/we, the undersigned, offer to undertake Supply, Installation, Testing & Commissioning of Bosch conference mic system, LCD projectors with motorised screen and LED display System at Mini committee hall NIEPMD main building 3rd floor, Chennai, in conformity with the specifications, terms & conditions of Tender.

i. I/We agree to abide by the terms and provisions of the said conditions of the contract and provisions contained in the notice inviting tender. I/We hereby unconditionally accept(s) the tender conditions of NIEPMD's tender documents in its entirety for the above work. It is certified that I/we have not stipulated any condition(s) in our tender offer. In case any condition(s) are found in our tender offer violated after opening tender, I/We agree that the tender shall be rejected and NIEPMD shall without prejudice to any other right or remedy be at liberty to forfeit the EMD absolutely.

ii. I/We hereby submit the earnest money of [INR.....] for the Tender for the above mentioned work in the form of demand draft.

iii. That, I/We declare that I/we have not paid and shall not pay any bribe to any officer of NIEPMD for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of NIEPMD asks for bribe/gratification, I shall immediately report it to the NIEPMD authorities.

iv. That, I/We undertake that NIEPMD's tender document shall form part of contract agreement.

We understand that you are not bound to accept the lowest or any bid, you shall receive.

Thanking you

Dated:

Yours faithfully

Signature of Bidder

Name:

Telephone:

Witness.....

Signature.....

Address.....

Letter of Authorization from OEM

Manufacturers Letterhead

Date :

To,
The Director
NIEPMD, ECR,
Muttukadu Kovalam,
Chennai – 603 112.

Ref: Supply, installation & commissioning of Bosch Conferencing Mic System

Dear Sir / Madam,

We < Name of the company OEM > having registered office at < Address of OEM> who are established and reputed manufacturers of Conferencing Mic System hereby authorize <Name of the Prime Bidder> having its registered office <Address of Prime Bidder> to bid, negotiate and conclude the contract with you for the supply of Conferencing Mic System manufactured by us.

We also hereby undertake the responsibility to provide successful implementation, operations and maintenance of the above mentioned equipments for the duration as mentioned in the <prime bidder's name> contract with NIEPMD.

Yours faithfully,