

## SOP

### For Execution Of Projects, Procurement And Accounting Of All Type Of Stores, Equipments, Training Aids And Books

#### References

- (a) Defence Procurement Manual (DPM) 2009.
- (b) Financial Management of Army Professional Colleges/Institutions, AWES – March 2007
- (c) General Financial Regulation 2017 (GFR)

#### INTRODUCTION

1. The Army Institute of Technology is one of the premier Engineering Colleges in the Country. The institute caters exclusively to the wards of retired and serving Army personnel. In order to run the Institute efficiently it is necessary to carry out a variety of projects for maintenance of the institute as well as to improve existing infrastructure. Hence, there is a requirement to lay down proper procedures to be followed for implementation of projects/procurement of equipment. The basic objective of a procurement agency is to provide the right items of right quality and in right quantity, at the right place and right price so as to meet the requirement of the users. This SOP is to be followed as a guideline for carrying out all types of purchases pertaining to the Institute.

#### AIM

2. The aim of this SOP is to lay down guidelines for budget estimates, procurement & accounting for all types of stores and equipment required for efficient functioning of the Army Institute of Technology.

#### SCOPE

3. The SOP covers following aspects related to various procurement/purchases:-
- (a) Budgeting.
  - (b) Financial Powers.
  - (c) Procurement.
  - (d) Tendering process.
  - (e) Accounting.
  - (f) Payments.

#### BUDGET

4. To facilitate realistic financial planning, budget forecast for the requirement pertaining to next financial year i.e from April to March will be projected by various Section and Department Heads by 31 Oct of the previous financial year bringing out clearly the following aspects:-

- (a) Funds budgeted for the current year.

- (b) Funds actually received and expended during the current year.
- (c) Budget Estimate projected for next year as under.

**DEPT BUDGET :.....**

**FY : .....**

| Sr<br>No | Budget Head   | Approved Budget<br>(Previous Year)<br>(Amount in Lakhs) | Proposed Budget<br>(Current Year)<br>(Amount in Lakhs) |
|----------|---|---|--|
| i)       | Software  |   |  |
| ii)      | Network Security/ Anti-Virus  |   |  |
| iii)     | Computers   |   |  |
| iv)      | Maintenance of Computers  |   |  |
| v)       | Furniture / Renovation  |   |  |
| vi)      | Lab Eqpt/ /IT Infra Eqpt  |   |  |
| vii)     | Lab Consumable  |   |  |
| viii)    | Maintenance of Eqpt/ Spares<br>for Components/Maintenance<br>of Spares/AMC of Equipment /<br>Networking |   |  |
| ix)      | Any other Expenses  |   |  |
|          | Total   |   |  |

5. Large variation (more that 10%) in the projected requirement of funds from those budgeted in previous years both in non-recurring and recurring expenditure will be justified in brief along with a list of major items with costs.

6. The proposed budget will then be compiled by the Budget preparation team, headed by the Director, with Jt Dir, Project officer, Accountant as other members, by 30 Nov. The team will also take into account the likely salary outflow; prepare the proposed fees structure, and overall income based on the proposed fee structure.

7. The proposed fee structure will be forwarded for approval by 15 Dec to HQ South Comd. The finalized budget will again be presented in a conference of all HoDs and section heads for further fine-tuning if required. The finalized draft will be presented during the CDC meeting to be held in December. The budget will be passed by the CDC before 31 Dec. (ref para 23 duly amended of "Financial Management of Army Professional Colleges/Institutions, AWES – March 2007". Thereafter it will be forwarded to HQ SC for perusal of the Patron.

8. It is expected that proposed fee structure be approved by 15 Jan of the next year, to enable finalization of prospectus.

9. Till the approval of the budget, tentative allocation of funds will be carried out. This will be for planning purpose only and actual transactions will be carried out after obtaining proper approval of the budget.

10. Changes if any, in the budget may be made at any time during the financial year after obtaining approval of the sanctioning authority. Half yearly review will be done by 30 Nov each year.

11. Classification of purchases. The purchases will be classified under following categories:-

- (a) Non-recurring/ non-expendable (e.g lab equipment, PCs, hardware, software licenses, furniture items, ceiling fans, water coolers, library books, turnkey projects etc).
- (b) Consumables, expendables and raw materials.

A list of such classifications will be prepared by a BOO, duly approved by the Director and reviewed every year.

### **FINANCIAL POWERS**

12. The Competent Financial Authority for according expenditure sanction for a project as per para 5 & 6 of HQ Southern Command (AWES Cell) letter No B/37900/CEA/38/AG/PS-3(B)/2016(AWES) dt 31 March 2016 will be as under:-

| Sr No | Appointment   | Budgeted                |                         | Non-Budgeted            |                         |
|-------|---|-------------------------|-------------------------|-------------------------|-------------------------|
|       |   | Per Transaction (in Rs) | Monthly Ceiling (in Rs) | Per Transaction (in Rs) | Monthly Ceiling (in Rs) |
| (a)   | Registrar   | 30,000/-                | 3,00,000/-              | 15,000/-                | 1,50,000/-              |
| (b)   | Principal   | 80,000/-                | 8,00,000/-              | 40,000/-                | 4,00,000/-              |
| (c)   | Director  | 2,65,000/-              | 26,50,000/-             | 1,32,500/-              | 13,25,000/-             |
| (d)   | Chairman - Maj Gen (Div/Sub Area Cdr/Staff)                         | 5,20,000/-              | 52,00,000/-             | 2,60,000/-              | 26,00,000/-             |
| (e)   | Patron – Lt Gen (Corps Cdr/Area Cdr/COS Comd)                       | 10,00,000/-             | 1,00,00,000/-           | 5,00,000/-              | 50,00,000/-             |
| (f)   | Chairman Board of Administration (Lt Gen) (Chief of Staff, Command) | 10,00,000/-             | 1,00,00,000/-           | 5,00,000/-              | 50,00,000/-             |
| (g)   | Patron Board of Administration (Army Cdr)                           | 22,50,000/-             | 2,25,00,000/-           | 11,25,000/-             | 1,12,50,000/-           |
| (h)   | Chairman Executive Committee (AWES)                                 | 45,00,000/-             | 4,50,00,000/-           | 22,50,000/-             | 2,25,00,000/-           |
| (j)   | President BOG   | Above 45,00,000/-       | No Limit                | Above 22,50,000/-       | No Limit                |

### **PROCUREMENT PROCEDURE**

14. Initiating authority will put up the file with Procurement/Project details to Competent Financial Authority (CFA) through proper channel for the approval in principle. Initial proposal

should contain all necessary details of the item, including quantity, estimated price, specification, scope of supply, date by which required, budget head, market survey & benchmark cost if required for the project/procurement.

15. **Local Purchase Committee (LPC)**. Local Purchase Committee consisting of three members in which at least one teaching faculty and one person from administrative department will be appointed every quarter on the approval of the Director. The committee will be required to survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Committee members will not be repeated for at least one year. Local Purchase Committee will check and countersign all the details for the Project/Procurement put up by initiating authority after the approval in principle by CFA.

16. **Project Management Group (PMG)** Project Management Group consisting of three/Five members will be appointed for the specific high value project and procurement on the approval of the Director. The composition of Project management Group will depend upon the type of procurement, expertise required and cost of project/procurement.

17. **Project Officer (PO)**. Project Officer will check all the details for the Project/Procurement put up by initiating authority after the approval in principle by CFA. Project Officer will render opinion about appropriate procurement process. As per the appropriate procurement process, call for quotation/call for Tender will be prepared in discussion with the initiating authority by the LPC. Finalized draft duly countersigned by LPC, will be put up for signing of call for quotation/call for tender to Joint Director. After signing of Call for Quotation/call for Tender, the same will be uploaded on AIT website. Tender enquiry will be published in newspapers if required. Convening orders of Board of Officers for Technical Evaluation Committee (TEC) (if required) & Price Negotiation Committee (PNC) for specific project will be issued by Joint Director on approval of the Director. After receiving TEC & PNC board proceedings, Project Officer will give his comments/recommendations and put up file to CFA for approval of Supply Order/Work Order along with draft Supply Order/Work order duly countersigned by initiating authority. LPC/PMG will carry out individual Market Survey if necessary to keep proper source knowledge and to monitor procurement of items from the right source to protect the interest of the AIT. Project Officer will monitor the project/procurement process as per the Work Order/Supply Order issued to the Contractor/Vendor. After receipt of bill/invoice from contractor/vendor, Project Officer will put up file to Joint Director for signing convening order of Board of Officers for payment. Project Officer will give his comments/recommendations on the file received from Board of Officers for payment and will forward file to CFA for approval of payments. Project Officer will keep all such file with his office for record after the completion of payment process. The role of Project Officer in procurement of items/projects is to check that the procurement/projects are as per laid down procedures.

18. The procurement procedure will be classified as under:-

- (a) Procurement of items upto 25,000/- - Appendix 'A'
- (b) Procurement of items from Rs 25,000/- to Rs 2,50,000/- - Appendix 'B'
- (c) Procurement of items from Rs 2,50,000/- to Rs – 25,00,000/- - Appendix 'C'
- (d) Procurement of items above Rs 25,00,000/- - Appendix 'D'
- (e) Procurement ex-CSD - Any items may be procured directly through CSD if available. For all such items, the purchase may be carried out directly without tendering TEC or PNC. However, initial approval in principle & final sanction will be obtained from the CFA. While forwarding the case for approval, only the CSD bill will be forward.

(f) Government E-Marketplace (GeM) - Any item may be procured directly through GeM portal, if available. For all such items, the purchase may be carried out directly from GeM without tendering TEC or PNC. However, initial approval in principle & final sanction will be obtained from the CFA.

(g) Proprietary items - Proprietary item procurement may be resorted to be based on the furnishing of the Proprietary certificate to that effect by the supplier & acceptance of the same by the institute. In the case of expansion, or replacement of existing in-use hardware or to increase the hardware capacity, or software procurement from the original supplier, procurement may be resorted to on a single vendor basis for ensuring compatibility. This aspect should be brought out clearly in the brief description of the project and the TEC proceedings.

## **TENDERING PROCESS**

19. **Limited Tender Enquiry (LTE)** - Due to the presence of a large number of locally assembled sub-standard products in the market in the Communication & Computer field it is essential that limited tendering to short listed vendors of reputed companies (preferably OEMs & their authorized dealers) be carried out in certain projects. LTE enquiry will be resorted to for procurements only up to 25 Lakh. Call for Tender enquiry will be published on the AIT website. In this case the copies of call for tender bidding documents should also be sent to the registered / known firms and vendors by mail. Vendor registration for AIT will be carried out and reviewed every year. Vendor can register himself during the process of TEC, if not registered earlier. Ref Appendix 'D'.

20. **Open Tender Enquiry (OTE)**. The Open Tendering system should be the preferred mode for procurement of common use items of generic or commercial specifications which are readily available off-the-shelf in the market from a wide range of sources/vendors. It must be adopted in all such cases in which the estimated value of the tender is more than Rs Twenty five lakhs. Ref Appendix 'E'.

21. **Situation reducing to single vendor after TEC evaluation.** A single vendor situation may result after tendering if only a single vendor responds to a tender or the bids of other vendors are rejected by the TEC. In all such cases, retendering will normally be resorted to. However, in exceptional cases procurement from a single vendor may be resorted to after obtaining permission of the CFA.

22. **Repeat Orders.** Repeat Orders may be placed after obtaining CFA sanction subject to the following:-

(a) Repeat Order is placed within 6 months form the date of Invoice submitted by Contractor/Supplier as per original Supply/Work Order.

(b) There has been no upward or downward trend in prices.

(c) Repeat Order is for quantity equal or less than the original Order with the same rate of original order.

(d) Repeat Order will be given only once for the original item.

23. **Library** - List of Library books and periodicals will be finalised based on Departmental requirements on an ongoing basis. The items will be procured as per normal procedure. The Professor I/C Library will recommend the procurement, which will be coordinated by the OIC library and approved by the Principal before forwarding to the CFA for sanction.

24. **Acceptance of Equipment / Machinery and Stores supplied by the Vendor.** The procedure to be followed is as under:-

(a) Supplier will deliver the equipment/machinery and items to concerned Department/Laboratories with Delivery Challan and Invoice.

(b) Concerned HOD will ensure that the received stores are checked as per delivery challan/ Invoice and supply order/work Order. Department will detail a standing board of one Assistant Professor and one Lab Assistant every quarter to check, accept/ reject the stores received. Any discrepancy between supply order/work order and delivery challan/ Invoice will be brought to the notice of the HOD. On rejection of any item for any reason the same will be deleted from the delivery challan/ Invoice.

(c) One copy of the delivery challan/ Invoice will be handed over to the supplier duly receipted and other will be sent to Central store duly signed for receipt of the stores by the concerned department.

(d) In case of equipment/machinery, detailed functional check will be carried out by the lecturer in charge Lab/Workshop/Computer Centre within 15 days from the receipt of the equipment/machinery and acceptance certificate put up to the concerned HOD for his perusal and onward submission to Central Stores.

(e) In case of stores/equipment/material procured from central budget, a Board of Staff members consisting of users will be convened to check the quality and quantity of items procured. The Board will submit the recommendations including amount to be paid, for sanction by the CFA.

### **ACCOUNTING**

25. **Accounting of Stores.** The procedure to be followed is given below :-

(a) After receipt of bill in Central Store, I/C Central Store will tally the bill with the delivery challan/Invoice for quantity of items/stores actually delivered and with Supply Order/Work Order.

(b) The concerned department will forward a copy of acceptance board duly endorsed with their remarks to the central stores within 15 days of receipt of equipment.

(c) If stores received are correct in all respects, two copies of goods receipt voucher will be prepared by the central stores (one for central stores and other for finance section). Stores will be taken on ledger charge in central store by means of goods receipt voucher.

(d) Two copies of Internal Issue voucher will be prepared by the Central Store on the basis of Goods Receipt voucher and issued to concerned Department/Lab/Workshop/Computer Center/Hostel for taking on their charge and

signature. Department concerned will return one copy of the Internal issue voucher to Central Store and other will be retained by the Department.

(e) All the stores accounting documents/ledgers are auditable documents. Accordingly, proper accounting of all stores will be maintained by I/C Central store and concerned department/Lab/Workshop/Computer Center.

### **PAYMENTS**

26. **Payment of Bills.** The following actions will be completed before releasing payments to the vendor :-

(a) After completion of all actions indicated in para 25 above, bills along with other supporting documents will be forwarded by the Central Store on noting sheet to Finance Section through the Project Officer for making payments to the firm concerned.

(b) The Project Officer of AIT, will check the bills for correctness, ensure that all the documents are in order and that the stores received are against the Supply order/Work Order and have been taken on ledger charge. On satisfying himself of the correctness, Project Officer will put up the noting sheet to the Director through the Jt Director for approval for payments.

(c) On receipt approved noting sheet, the In-charge Finance section will prepare cheques/E-transfer application for the firm and put up the noting sheet along with the cheques/E-transfer application to the Director through the Jt Director for approval and signature.

(d) On receipt of signed cheque/E-transfer application for the firm, In-charge Finance will ensure their dispatch to the concerned firm with the documents returned to the Department/Central Store/Project Office as applicable.

### **CONCLUSION**

27. In any organization, it is essential that certain guidelines are laid down to regulate financial transactions. Utmost care has to be taken to ensure that no financial impropriety takes place. The orders given herein should be followed and a constant effort must be made to improve these.

**AIT/0810/SOP/2019-20/Proj  
Army Institute of Technology  
Dghi Hills, Alandi Road  
Pune – 411 015**

Dated : 01 Nov 2019

Sd/-xxx

**(KE Vijayan)**  
Col  
Joint Director  
For Director

### **Distribution**

Director  
Principal  
All HsOD  
Registrar Office  
Main Office  
Account Section

Estate Officer  
Central Stores  
Maint Section

**PROCUREMENT PROCEDURE UP TO Rs 25,000/-**

1. In order to facilitate speedy procurement with minimum paper work the following procedure will be adopted for all procurements up to Rs 25,000/- (Incl of taxes/overheads).

(a) A demand register will be maintained in Central Store/Departments etc. Any items to be procured along with the details of approximate cost will be entered in the register by the HOD/Section In-charge of concerned Department or Sections. The register will be put up to the Competent Financial Authority (CFA) for obtaining approvals.

(b) Purchase of goods and services up to the value of Rs. 25,000/- (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be appended with the Performa invoice/ quotation to be put up by the purchaser (HoD / Section in Charge) to the Competent Financial Authority, provided the item is included in respective budget head, in the following format.

**Certificate**

"I \_\_\_\_\_ (Appointment), am personally satisfied that these goods/services purchased are of the requisite quality and specification and have been purchased from a reliable supplier/service provider at a reasonable price."

Signed by -

Self

HoD/Section Head

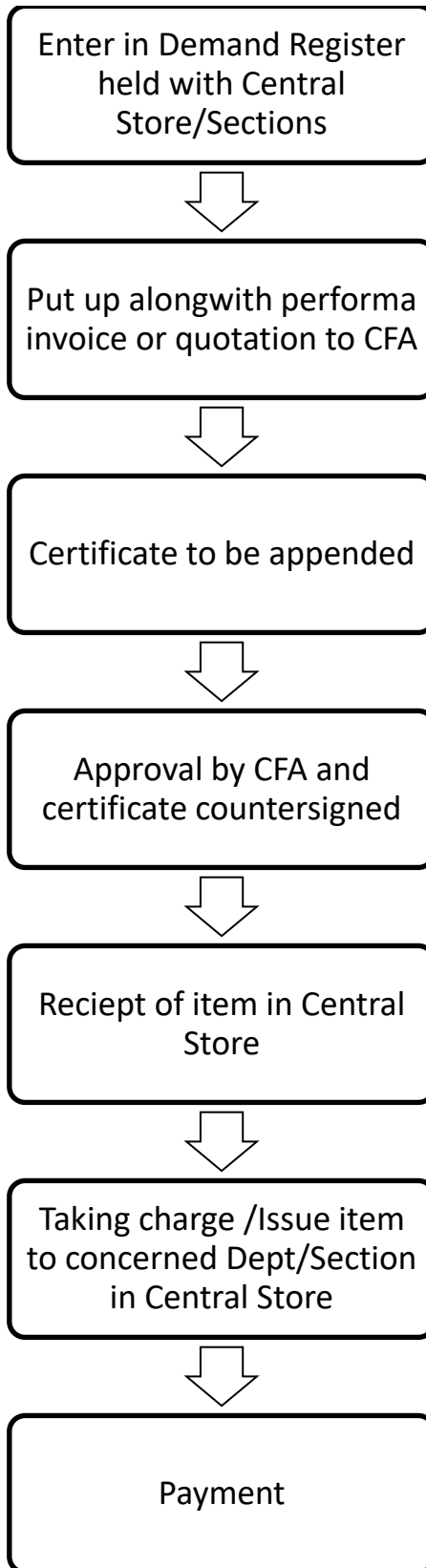
Countersigned by CFA

(c) Payment and accounting procedure as given in para 24 to para 26 of SOP will be followed.

(d) Refer Activity Flow Chart at Annx I to Appendix 'A'.



**Activity Flow chart  
(Purchases up to Rs 25,000/-)**



**PROCUREMENT PROCEDURE RS 25,000/- UP TO RS 2,50,000/-**

1. In order to facilitate speedy procurement, the following procedure will be adopted for all procurements from Rs 25,000/- to Rs 2,50,000/- (Incl of all).
2. Purchase of goods costing above Rs. 25,000/- (Rupees Twenty Five Thousand) and up to Rs. 2,50,000/- (Rupees Two lakh Fifty Thousands) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee (LPC).
3. The Competent Financial Authority (CFA) may direct the Local Purchase Committee (LPC) responsible for carrying out the market survey to obtain quotations as a part of the market survey. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications. LPC member will finalize the specification for quotation. As per the decided specification, sufficient time of 07 days should be given to all approved vendors of AIT to quote accordingly. At least one valid quotation, in sealed envelope will be obtained by the each LPC member. A minimum of 3 sealed quotations will be required from different vendors dealing with the product from approved vendors of AIT. Next process is as per para 6 (c), (e) & (f) of Appendix 'B'.
4. Certificate to be recorded by the Competent Authority from LPC in the following format -

**Certificate**

"Certified that we, member of purchase committee are jointly and individually satisfied that the goods recommended for purchase/project work are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned."

Signed by -

Presiding Officer

Member 1

Member 2

Countersigned by CFA

5. If required, LPC will carry procurements/projects through a process of calling for quotations to get reasonable cost from open market. Vendor has to register himself in AIT as per the process. Vendor can register himself during Technical Evaluations also. Vendor eligibility will as per approved vendor list of AIT. Alternatively eligibility will be approved by Director AIT specifically based on parameters applicable for approved vendors. For purchases upto Rs 2,50,000/- , no cost will be associated with call for quotation. Also no bid Security Deposit or Earnest money will be charged. Format of Call for Quotations for estimated cost upto Rs 2.50 Lakh is at Annx II to Appendix 'B'.

6. The procedure to be followed will be as under:-

(a) The concerned department/section will put up a project proposal for approval in principle. The project proposal will be forwarded to the CFA through proper channels for approval in principle (approval of necessity).

(b) As per the direction of LPC, Call for quotation as per at Annx II to Appendix 'B' for the project/procurement will be floated on AIT website by Project Officer through Jt Director.

(c) A minimum of 3 sealed quotations will be required to be submitted by vendors dealing with the product. Sealed Quotation/Tender should be submitted in Quotation/Tender Box placed at reception of AIT. Attendance of at least two vendors for TEC & PNC is mandatory. These sealed quotations will be opened in front of all the members of TEC/PNC/LPC and the present vendors.

(d) A technical evaluation of all products being offered will be carried out, if required. In case TEC board is appointed, the TEC board will forward the file for approval to the Director through Project Officer & Joint Director for obtaining technical sanction.

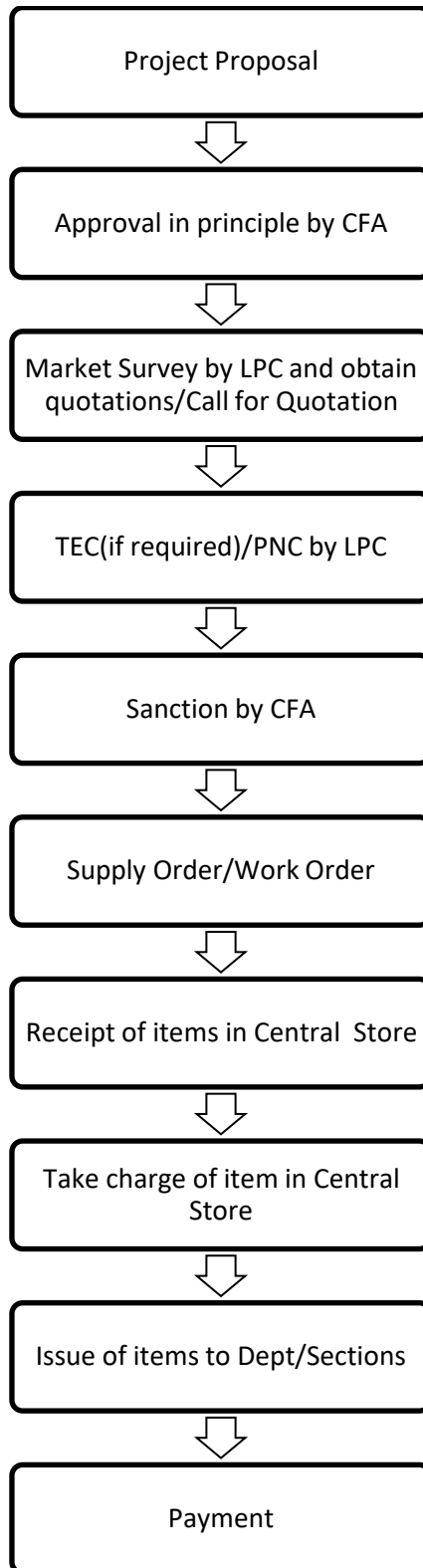
(e) A comparative statement (CST) as per format at Annexure III to Appendix 'B' will be prepared on the basis of quotations received. The PNC/LPC will negotiate with L1 vendor only.

(f) PNC/LPC will jointly make Board Proceeding, comparative statement. LPC will forward it to Project Office for his remarks. Project office will forward Board proceedings along with countersigned Supply Order/ Work Order to CFA for approval. Financial sanction will be given by the CFA after which the supply order will be issued to the vendors. Sample format of Supply/Work order as per Annx IV to Appendix 'B'

7. Payment and accounting procedure as given in para 24 to para 26 of SOP will be followed.

8. Refer Activity Flow Chart Annx I to Appendix 'B'.

**Activity Flow chart**  
**(Procurement Procedure Rs 25,000/- up to Rs 2,50,000/-)**



**SAMPLE FORMAT OF CALL FOR QUOTATION**

Tele : 27157534/2103

Army Institute of Technology  
Dighi Hills  
Pune – 411015

AIT/0810/\_\_\_/19-20/CQ/Proj

Date : Jul 19Due date : Jul 19**CALL FOR QUOTATION : PROCUREMENT OF ARM PROCESSOR KITS AND SOFTWARE FOR EMBEDDED SYSTEM LAB**

1. This Institute is interested in procuring Procurement Of Arm Processor Kits And Software For Embedded System Lab of E&TC department as per the specifications given below:-

| S/No                           | Items Description   | A/U   | Qty | Rate (Rs) | Amount (Rs) |
|--------------------------------|---|-------|-----|-----------|-------------|
| 1.                             | <b>ARM9 Development Board: With Embedded Linux Support</b> <ul style="list-style-type: none"> <li>• Processor is an Atmel AT91SAM9260 based on ARM926EJ-S core and it runs at a speed of 200MIPS at 180MHz..</li> <li>• SDRAM -64MB,32 Bit</li> <li>• NAND FLASH – 64MB,8 bit</li> <li>• SPI DATA FLASH – 4MB</li> <li>• SPI DATA FLASH – 4MB</li> <li>• I2C EEPROM – 256KB</li> <li>• I2C RTC with unique MAC ID</li> <li>• Eight General purpose LED's</li> </ul> | Nos   | 03  |           |             |
| 2.                             | Software Upgradation-Triton IDE for windows 7   | Users | 10  |           |             |
| 3.                             | Warranty – One Year   |       |     |           |             |
| Total Basic Amount             |   |       |     |           |             |
| GST (if any)                   |   |       |     |           |             |
| Total (Inclusive of all taxes) |   |       |     |           |             |
| <b>Total Amount in Rs :</b>    |   |       |     |           |             |

2. Please send your lowest quotation in sealed cover addressed to Director AIT so as to reach this institute on or before \_\_\_/\_\_\_/\_\_\_\_. Late quotations shall not be considered.

3. Envelope should be super scribed "**PROCUREMENT OF ARM PROCESSOR KITS AND SOFTWARE FOR EMBEDDED SYSTEM LAB**".

#### **4. TERMS AND CONDITIONS**

- (a) The price quoted should be inclusive of delivery at Army Institute of Technology, Dighi, Pune-411015.
- (b) Warranty will be for \_\_\_ years and will be specifically mentioned in the quotation.
- (c) AMC post warranty will be also specified in the quotation. Rates will be also specified in the quotation. Rates will be mutually decided before expiry of warranty.
- (d) Discount offered if any, should be indicated as percentage of rates quoted, separately.
- (e) Supply/Demo/Work should be done within two weeks of the date of supply order/Work Order.
- (f) Quotations will be opened by a Board detailed by AIT.
- (g) Payments for supplies will be made direct to the supplier by crossed cheque only after receipt of the stores in good condition/demo and on verification by a Board of officers.
- (h) Printed conditions of the tenders/quotations shall not be binding on us.
- (j) The acceptance of quotation will rest with the Director, Army Institute of Technology, Dighi, Pune – 411 015, who does not bind himself to accept the lowest quotation and reserves the right himself to reject or partially accept any or all quotations received without assigning any reason.
- (k) Quotations are liable to be rejected if any of the above conditions are not complied with.

(KE Vijayan)  
Col  
Joint Director  
For Director

## Comparative Statement

Title -

| Description                       | M/s ___A___    | M/s ___B___ | M/s ___C___ |
|-----------------------------------|----------------|-------------|-------------|
|                                   | Amount (in Rs) |             |             |
| _____                             |                |             |             |
| <b>Basic Amount</b>               |                |             |             |
| <b>GST (if any)</b>               |                |             |             |
| <b>Total Amount (Incl of all)</b> |                |             |             |

M/s \_\_\_\_\_ A \_\_\_\_\_ is L1 vendor.

After Negotiation -

| Description                                 | M/s ___A___    |
|---|----------------|
|   | Amount (in Rs) |
| _____                                       |                |
| <b>Discount during negotiation (if any)</b> |                |
| <b>Basic Amount</b>                         |                |
| <b>GST (if any)</b>                         |                |
| <b>Total Amount (Incl of all)</b>           |                |

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Member 1

\_\_\_\_\_  
Member 2

**SAMPLE FORMAT OF WORK/SUPPLY ORDER**

Tele : 27157534/2103

Army Institute of Technology  
Dighi Hills  
Pune – 411015

AIT/0810/120/2017-18/Proj

\_\_\_\_March 2018

**M/s Shrnginari Traders**Sr No 33, Shreehans Classic,  
Shop no -2, Tingrenagar Road,  
Dhanori, Pune -411015.

Mob : 8378034846

**AIT GSTIN/UIN :27AAECA9497L1ZW****WORK ORDER : PROVISION OF ALUMINUM PARTITION AT LAB-VI OF COMPUTER DEPARTMENT**

1. Please refer to your quotation No. AIT/0810/94/2017-18/Proj dt 20.03.2018.
2. Please execute the work as per the following specification :-

| <b>Sr.No.</b>                                       | <b>Particulars</b>  | <b>Qty</b>    | <b>Rate</b> | <b>Amt in Rs.</b> |
|---|---|---------------|-------------|-------------------|
| 1   | Material and Labour charges for providing and fixing 16 gauge powder coated Aluminium partition section size 60mm X 40 mm, of total 8 ft height (Half 4ft Upper portion of 5mm Plane glass with non-transparent stickers & half 4ft bottom portion with 12 mm laminated Bhutan Board) including (3 feet x 7 feet) size door with necessary fittings as per drawing and as per direction of Project Officer. | 1050<br>Sq Ft | 198/sq ft   | 2,07,900/-        |
| 2   | Material and Labour charges for providing & fixing 12mm Glass Door with AIT LOGO & non-transparent stickers, with standard fittings incl of High quality Hinges, Floor Spring, Handles etc. as per drawing and as per direction of Project Officer.   | 01 no         | 21,000/no   | 21,000/-          |
| <b>GST (18%)</b>                                    |   |               |             | <b>41,202/-</b>   |
| <b>Total (Inclusive of taxes)</b>                   |   |               |             | <b>2,70,102/-</b> |
| <b>Discount in PNC</b>                              |   |               |             | <b>10,102/-</b>   |
| <b>Total Amt incl of Tax (After Discount)</b>       |   |               |             | <b>2,60,000/-</b> |
| <b>Amt in Words – Two lakh Sixty Thousands Only</b> |   |               |             |                   |



3. **Terms and Conditions.**

- (a) Bill should be sent in duplicate showing taxes if any.
- (b) The stamped pre-receipt for an amount of bill should be sent alongwith the bill.
- (c) The items supplied should be of good quality and conforming to the specifications mentioned in the Supply Order. If found inferior/ deviating from the said specifications, the same will be returned at your cost.
- (d) The work should be done by \_\_\_\_ Apr 2018.
- (e) The receipt of this order may kindly be acknowledged immediately.
- (j) All correspondence regarding this order and payment of bill for the supply of material may please be addressed to Director, AIT, Dighi Hills, Pune-15.
- (k) Payment will be made by crossed cheque only after completion of work, and on verification by a board of officers detailed by AIT.

(KE Vijayan)  
Col  
Jt Director  
for Director

**PROCUREMENT PROCEDURE RS 2,50,000/- AND ABOVE UP TO RS 25,00,000/-**

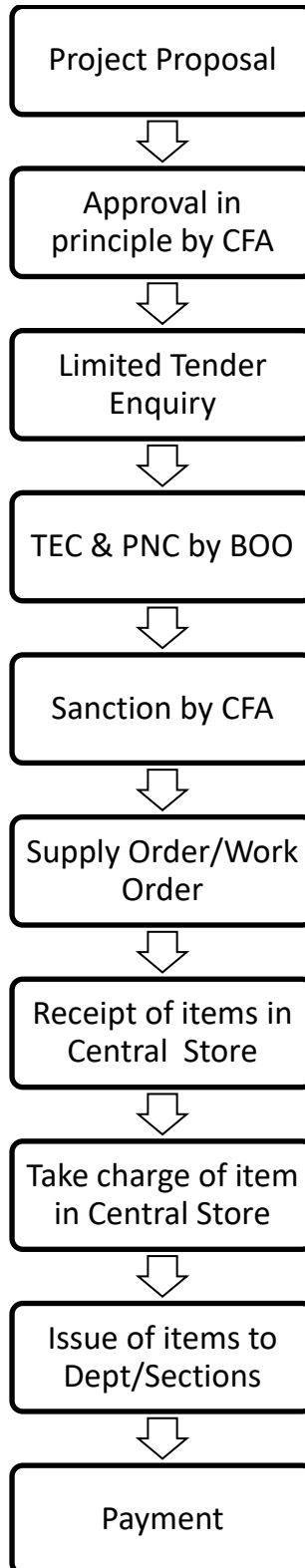
1. For projects over Rs 2,50,000/- upto Rs 25,00,000/- , preparatory activities will follow the steps given below :-

- (a) A Project Management Group (PMG) will be appointed. They will carry out following preliminary work –
  - (i) Market Survey
  - (ii) Prepare brief proposal
  
- (b) Brief project proposal giving all the project details will be forwarded for obtaining approval of the CFA in principle (Approval of Necessity). The project proposal will invariably cover the following aspects :–
  - (i) Brief Statement of Case covering following aspects :–
    - (aa) Present system if any.
    - (ab) Proposed system including upgradation if any required.
    - (ac) Likely benefits.
  - (ii) Cost of Project.
    - (aa) Market Survey.
    - (ab) Derived estimated Cost.
  - (iii) Fund Status.
  - (iv) Implementation Cost Details
  
- (c) On approval in principle (approval of Necessity), The PMG will specifically work out the following –
  - (i) Technical Specification
  - (ii) Warranty and AMC Clause
  - (iii) Requirement of Training
  - (iv) Earnest Money Deposit
  - (v) Security Deposit.
  - (vi) Requirement of Demonstration/Site Visits etc
  - (vii) Procedure for TEC
  - (viii) Validity of Technical & Commercial Bid
  
- (d) Procedure for Tendering - All purchases will be made by Limited Tender Enquiry (LTE) from OEM/their authorized dealers, reputed firms which are registered with AIT or any Govt Agency. Wherever possible only OEMs or their authorized reps will be contacted. Warranty and Annual Maintenance Contract (AMC) post warranty period will be specifically mentioned in the tender document. Procedure to be followed for tendering is as under :–
  - (i) For all projects, the suggested format of the tender document is given at Annex II to Appx 'C'.
  - (ii) The tender inquiry will be in 2 parts :-
    - (aa) Formal technical offer.
    - (ab) Commercial offer – The offer will cover details of items cost.
  - (iii) Generally, minimum of three weeks will be given to firms to respond to the tenders. All tendering will be done by registered post.
  
- (e) Opening of Technical Offer & Technical Evaluation vetting of technical specification will be done by a technical evaluation committee which will be constituted under the orders of the Director AIT.

- (f) Recommendation of the TEC will be forwarded to the Director AIT for his approval. Irrespective of the cost of the project, technical sanction will be given by the Director only.
- (g) Constitution of the PNC by the Director AIT.
- (h) Benchmarking – PNC will arrive at a benchmark cost of the item/product. For finding out benchmark cost, PNC can refer following based on product specifications : –
  - (i) Latest Supply Orders issued by other institutes/Company consisting of the same item/product.
  - (ii) Latest quotations from other vendors in market.
  - (iii) Check online prices if any.
- (j) PNC will open the commercial quotes of those vendors recommended by the TEC in their presence.
- (k) Preparation of a comparative statement CST. The CST will be forwarded to the Director along with the Board proceedings for his approval.
- (l) Negotiation, if required will be carried out with L1 only. L1 vendor is decided considering Total Cost of Product/Project (Incl of GST). For the procurement of item, where AMC charges are required to be quoted in the Commercial bid, L1 vendor is decided on the basis of life cycle cost which includes, AMC. Requirement of negotiation will be based on benchmark cost derived by the PNC.
- (m) The case will be forwarded to the CFA for his approval. The following documents will be forwarded for obtaining CFA sanction:-
  - (i) Brief project proposal.
  - (ii) Copy of tender inquiry.
  - (iii) Original tenders.
  - (iv) TEC report.
  - (v) Benchmarking.
  - (vi) PNC report along with CST.
- (n) Issue of the supply order by the user. For all projects, the suggested format of the tender document is given at Annex III to Appx 'C'. The following points will be included in the supply order:-
  - (i) Scope of project.
  - (ii) Items to be provided /services to be rendered.
  - (iii) Overall project cost.
  - (iv) Delivery and Installation period with Liquidated Damage Clause.
  - (v) Payment Terms.
  - (vi) Accepting Testing
  - (vii) Warranty Terms & conditions with Liquidated Damage.
  - (viii) Bank Guarantee.
  - (ix) Uptime calculation, if applicable.
  - (x) Annual Maintenance Contract post warranty terms if applicable. (Separate order will be issued to the vendor for AMC after completion of warranty period as required. The amount towards AMC will not be included in initial contract)
  - (xi) Spares & consumables if applicable.
  - (xii) Software upgrades if applicable.

- (o) Supply/delivery installation & commissioning.
- 2. Payment and accounting procedure as given in para 24 to para 26 of SOP will be followed.
- 3. Refer Activity Flow Chart Annx I to Appendix 'C'.

**ACTIVITY FLOW CHART**  
**PROCUREMENT PROCEDURE RS 2,50,000/- UP TO RS 25,00,000/-**



**SAMPLE TENDER DOCUMENT**

**TENDER DOCUMENT**

Tele : (020) 27157612 Extn 2103  
Fax : (020) 27157534

Army Institute of Technology  
Dighi Hills, Alandi Road  
Pune-411015

AIT/0810/49/2015-16/Proj

\_\_\_ Jul 2017

To

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**TENDERING ENQUIRY FOR VIDEO CONFERENCING SYSTEM SETUP AT GEN  
MANEKSHAW HALL OF AIT**

Sir/Madam,

1. This Institute is interested in carrying out work for having video conferencing system setup at Gen Manekshaw Hall of AIT.
2. You are requested to collect tender enquiry documents from the institute on or before \_\_\_ Jul 17 between 9.00 a.m to 4.30 p.m.
3. Please quote your best offer based on specifications as given in tender documents by \_\_\_ Jul 17.

(KE Vijayan)  
Colonel  
Joint Director  
For Director

## TENDER DOCUMENT

Tele : 27157612 Extn 2103  
Fax : 27157534

Army Institute of Technology  
Dighi Hills, Alandi Road  
Pune-411015

AIT/0810/49/2015-16/Proj

\_\_ Jul 2017

To

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### TENDERING ENQUIRY FOR VIDEO CONFERENCING SYSTEM SETUP AT GEN MANEKSHAW HALL OF AIT

Sir.

1. Army Institute of Technology, hereinafter referred to as Customer, is interested in carrying out work for establishing video conferencing system setup at Gen Manekshaw Hall of AIT.

- (a) Only the enclosed formats (Appendix 'A' to 'C' and its annexures) in original will be used. All sheets will be submitted duly affixed with the Companies stamp and signature of the authorised signatory of the company. Additional sheets, duly authenticated, may be attached to elucidate specifications or clarify specific issues.
- (b) Costs indicated in offer for each item should be the landed cost of the item, giving break up of basic cost of item, excise, all types of taxes specified separately, levies and freight etc.
- (c) Cost per unit item considering all the taxes as well as the total costs for the full quantity to be supplied will be indicated.
- (d) Technical and commercial offers will be submitted on specific formats enclosed with this tender document in separate envelopes marked "Technical Offer" and "Commercial Offer" respectively.
- (e) Only OEMs or their authorised representative shall quote on behalf of the OEMs. The products being quoted will be OEMs products except where specifically stated in the tender enquiry. If the bidder is not an OEM then a letter from the OEM is required in the format enclosed in **Annexure-I of Appx A**.
- (f) Incomplete tender is liable to be rejected.

2. Scope of Work To provide online solution for remote lectures and presentations across the internet. This includes the following items of hardware, software, installation (as per reqmt) and training to faculties to solve the difficulties in operating and smooth operation of technology.

| Sr No | Specifications  | Compliance/Deviation                        |
|-------|---|---|
| 1.    | The VC System Components<br>A. Network Features with Software License<br>B. Echo Cancellation Device with cables<br>C. 1920 X 1080 Full HD PTZ IP CAMERA USB Power 10X Optical Zoom with necessary Connectivity and Mounting Brackets.<br>D. Installation and Training [Set of Cables to connect with existing Audio System setup. Training to Technical staff and faculty. ] | 1(Server) +1(Client)<br>1<br><br>2<br><br>1 |
| 2     | AMC post warranty per year<br>A. AMC of the software licence (Update, upgradation and patches installation)<br><br>B. AMC of Hardware eqpts (the electrical damages, faulty part replacements including labour cost   | 1<br><br>1                                  |

3. Delivery Schedule. The work for establishing Video Conferencing system setup to the Manekshaw Hall be completed as follow:-

- (a) Delivery of items - 03 Weeks.
- (b) Installation of items - 02 Weeks after delivery

4 Acceptance Testing. The materials supplied will be subjected to detailed acceptance testing procedure to test individual components and successful integration of all components in Network. Modalities of the test may be worked out jointly by vendor and the customer. Specifications of the materials supplied shall be checked for the conformity with specifications given in the work order. The customers would issue an Acceptance Certificate on successful completion of acceptance testing. The date of issue of Acceptance Certificate shall be deemed to be the date of commencement of warranty.

#### Payment Terms

5. Payment terms shall be as under: -

- (a) 60% payment on receipt of stores in working conditions.
- (b) In case of Purchase done through custom free payment through CIF, Mumbai payment terms as agreed between the vendor and customer as per laid down norms for such purchase.
- (c) The balance 40% payment on completion of installation, testing and commissioning.



6. Performance Bank Guarantee. 5% of the work order cost shall remain under Bank Guarantee till the expiry of the warranty as '**Performance Warranty**'. The vendor shall furnish a performance Bank Guarantee equal to five percent (5%) of the total value of the contract within the 7 days of the receipt of work order. In case of adherence to the delivery schedule for all deliverables of the project as given above in Para 2, liquidated damages as given in para 6 and 7 will be deducted from this amount. **Bank Guarantee will be valid till expiry of the warranty.**

7. Liquidated Damages (LD). If the vendor fails to complete the work in full within the stipulated period, in accordance with the, work order, the vendor shall pay to the Customer AIT, liquidated damages, at the rate of one percent (1%) of the total value of project cost, for each complete week or part thereof for delay up to a maximum of ten percent (10%) of the value of work order. Thereafter the Customer will have right to terminate the work order in case or such delay beyond 6 weeks, and the Customer would have the option to buy the materials and implement the project from the market at the vendors risk and cost. The mode and method of such risk purchase would be at the total discretion of the customer.

8. Method of Payment of Liquidated Damages. The amount charged as liquidated damages shall be deducted by the Customer from the amount due for payment to the Vendor. If the amount of such LD exceeds the payments due to the vendor, the vendors shall within 30 (thirty) days make payment to the customer in full and final settlement of claims failing which the Bank Guarantee will be encashed to make good the amount exceeding the payments due to the vendor.

### **Warranty and Maintenance Backup**

9. Warranty. Vendors will provide free onsite comprehensive warranty for the complete work for a minimum period of one year or higher as provided by OEM. Warranty shall include hardware, software and any other pre-loaded software as ordered from the date of acceptance. During the warranty, the vendor will repair/replace without any cost any equipment/part/accessory, which becomes, defective. During the warranty period all warranty benefits received by vendor from the OEMs, for any equipment pertaining to third parties will be passed on in to the Customer. The Customer may invoke the bank guarantee in case vendor fails to ensure rectification of defects within one week of the defect being intimated. Vendor will ensure 99% materials availability during the warranty period. Items of consumable nature that may not be replaced free on account of defect/malfunction must be specified clearly in the offer. Failure to provide this Information shall be treated as all items components consumables are covered under warranty.

10. Materials Maintenance During Warranty. In order to ensure functionality of materials supplied during warranty period, vendor shall provide materials maintenance. Vendor will provide the following: -

(a) Vendor will ensure that the material continues to perform in exactly the same manner as at the time of acceptance.

(b) Hardware Maintenance. Maintenance of materials should be onsite. Customer may approve if any equipment is required to be move out of site for repairs at the request of vendor. On site vendor will carry out preventive maintenance once every 2 months.

11. Material Maintenance Beyond Warranty Period. In order to ensure functionality of material during the life time (Seven Years) vendor shall guarantee to provide spares/

component backup support and material support for this entire duration. Vendor will provide the following: -

(a) Hardware Support. Ensure availability of spares, components of material supplied, during the life time of Seven Years of the materials which may be bought by customer as and when required on termination of warranty period.

(b) Software Support. Updates and patches as applicable.

12. AMC. AMC will offered every year for atleast six year after warranty. AMC will be effective after entering into contract between the vendor and customer. AMC charges will be quoted in the commercial quote.

13. Conditions during Warranty. The vendor should fulfil following conditions during the warranty :-

(a) Any failure in the materials thereof should be rectified within a maximum period 48 hours of lodging a complaint.

(b) If the material is down beyond 48 hours, penalty at the rate of Rs 1000/- (Rs One Thousand only) per day will be charged or recovered out of the Bank Guarantee held towards the warranty. In case of any material being down for more than seven working days, Customer has the option to get it repaired from any suitable agency at the risk and cost to be borne by the vendor, which will be deducted from the Bank Guarantee due to vendor.

(c) Any material failing at level three times within a period of three months or displaying chronic faulty behaviour or manufacturing defects or quality control problems will be totally replaced by the vendor at his risk and cost within 30 days of being intimated.

#### Submission of Offers

14. You are requested to indicate the acceptance of the above offer based on the terms and conditions as given out in the aforesaid paragraphs and anywhere in the tender documents as per Appx 'C'.

15. You are requested to **submit your offers** as technical and commercial offers, will be **in separate envelopes** marked '**Technical Offer**' and '**Commercial Offer**' respectively. Certificate to be signed, and stamped by authorised signatory of company is also to be attached as per Annexure I to Appendix 'A'. Technical offer should contain Appendixes 'A', 'C' including Annexure and all relevant technical document and commercial offer will consist of Appendixes 'B'.

16. Once the work order is placed, it will be the vendor's responsibility to make the project functional. Any additional cost incurred in installation of hardware/software and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.

17. Make, model and version (Latest) will be specified for all items being offered. Complete technical specifications and literature for hardware software pre-loaded or otherwise will be attached with the Technical bid.

18. Any offer received incomplete or ambiguous is likely to be rejected at the discretion of the AIT without recourse to further clarifications. AIT also reserves the right to seek

clarifications with on or more vendors If deemed necessary and also not accept any offer at all In case they are not reasonably priced.

19. Any conditions/terms given in the technical or commercial bids by vendors will not be binding on the AIT, Pune. In case the product specifications called in tender are not available technical specification set out in the tender may be changed at the discretion of the customer. The decision of the customer in deciding the technical specification shall be final. All the terms and conditions for the work, delivery, testing and acceptance, payment, warranty, uptime, penalty will be as given herein and no change in any term or condition by the vendors will be acceptable. Alterations, if any, in the tender documents should be attested properly by the vendor failing which the tender will be rejected. Vendors will not make any assumptions while submitting their bids. If required, clarifications will be sought prior to submission of bids.

20. Withdrawal of offer by vendor after opening of commercial bids shall render the vendor unreliable and out right debar him from attending any further transaction/ negotiations without giving any reason thereof. Proceeding shall be initiated by customer to black list the vendor on this account.

21. Vendors/authorised reps of vendor shall be required to attend the Technical Evaluation Committee (TEC) meeting and Price Negotiation Committee (PNC) meeting. Date and time of such meetings will be intimated from time to time by customer. TEC/PNC reserves the right to disqualify the vendor, due to non-attendance of ' any ' of the meeting by the vendor or his representative.

22. All material items for which excise duty is applicable at varied rates shall be specified discretely, in the commercial bid Vendor shall be responsible to produce excise duty and other duty levy certificates in respect of all such Items, whether manufactured by the vendor or otherwise.

23. Terms and conditions for the procurement are attached as Appendix 'C'. The details of similar project executed by vendor in various Govt/reputed firm may be enclosed. These will be signed by the authorised company representative and stamped with the company stamp.

24. You are requested to send your best offer in the office of the undersigned by \_\_\_\_\_  
Jul 17. Any offer received after this may be rejected at the discretion of the AIT, Pune.

25. Please ensure that this is your best and final offer.

(Note. Vendors will submit their technical and commercial bids on the original tender document including appendices and annexure. Photocopies will not be accepted).

(KE Vijayan)  
Colonel  
Joint Director  
For Director

**TECHNICAL OFFER**

**TENDERING ENQUIRY FOR VIDEO CONFERENCING SYSTEM SETUP AT GEN  
MANEKSHAW HALL OF AIT**

| Sr No | Specifications  | Compliance /Deviation  |
|-------|---|--|
| 1.    | <p>The VC System Components</p> <p>(a) <b>Network Features with Software License:</b><br/>Video Conference for "2" concurrent users and Unlimited Client License downloads, supports 1080P, Client Software supports IE 5.5 and above, Encrypted Video Meetings, Supports 64 Videos, Licenses can be upgraded in multiples of 1, Video Rotation Module integrated, Snap Shot Function module integrated, Video Recording module integrated, Digital White Board module integrated, Banner Title module integrated, Application Sharing module integrated, Document Sharing module integrated, Multimedia File Sharing module integrated Remote Control Of PTZ Camera Module integrated Conference grouping module integrated, Desktop Sharing module integrated, Polling module integrated, Text Chat module integrated, Unlimited Virtual Conference Rooms module integrated, H.264 VBR/CBR Video Codec integrated, GIPS Audio Codec integrated, Dual Display module integrated, Mobile Module to log in from android and IOS and tabs supported</p> <p>(b) <b>Echo Cancellation Device with cables</b><br/>MT 407 E with set of Cables USB Power HUB 3.0 for P. C. &amp; Amplifier System I/O Two Ways (Compatible to software license)</p> <p>(c) <b>1920 X 1080 Full HD PTZ IP CAMERA USB Power 10X Optical Zoom with necessary Connectivity and Mounting Brackets.</b></p> <p>(a) Full HD 1080p, 10X Optical Zoom, 12X Digital Zoom, 128 Presets, 60 Frames per Second, Support Live Broadcasting, HDMI Out, Ethernet Out, DVI Out, C-Video Out, Audio In, RS232/422 Controls, -175° ~ +175° Panning angle,<br/>-30° ~ +90° Tilting angle.</p> <p>(b) Ceiling Mount Brackets for Installation of Lumens Cameras<br/>&amp; Cables Installation Customised</p> <p>(d) <b>Installation and Training [Set of Cables to connect with existing Audio System setup. Training to Technical staff and faculty.]</b></p> | <p>1(Server)<br/>+1(Client)</p> <p style="text-align: center;">1</p> <p style="text-align: center;">2</p> <p style="text-align: center;">1</p> |

|   |  |                    |
|---|--|--------------------|
| 2 | <b>AMC post warranty per year</b><br><br>A. AMC of the software licence (Update, upgradation and patches installation)<br><br>B. AMC of Hardware eqpts (the electrical damages, faulty part replacements including labour cost . | <br><br>1<br><br>1 |
|---|--|--------------------|

(ON THE ORIGINAL LETTER HEAD OF  
ORIGINAL EQUIPMENT MANUFACTURER OEM))

To.  
Director  
AIT  
Pune-411015

**Sub : Authorisation Letter for Tender No**

**Due on : \_\_\_\_\_**

Dear Sir,

With reference to the above mentioned tender, we hereby authorized M/s \_\_\_\_\_ to quote the computers technically & commercially on our behalf for the above mentioned tender due on \_\_\_\_\_ for AIT, Pune.

In the event of the order being placed on \_\_\_\_\_ against the above tender, we hereby guarantee to complete the work as per the scope of work of the above mentioned tender.

Thanking you,

Yours faithfully.

For \_\_\_\_\_

(Authorised Signatory)

**COMMERCIAL OFFER**

**TENDERING ENQUIRY FOR VIDEO CONFERENCING SYSTEM SETUP AT GEN**  
**MANEKSHAW HALL OF AIT**

| Sr No   | Specifications  | Qty  | Rate (Rs) | Amount (Rs) |
|---|---|--|-----------|-------------|
| 1.  | The VC System Components<br>A. Network Features with Software License<br>B. Echo Cancellation Device with cables<br>C. 1080p Full HD PTZ IP CAMERA USB Power 10X Optical Zoom with necessary Connectivity and Mounting Brackets.<br>D. Installation and Training [Set of Cables to connect with existing Audio System setup. Training to Technical staff and faculty. ] | 1(Server)<br>+1(Client)<br>1<br><br>2<br><br><br>1 |           |             |
| 2   | Warranty of the Product   |  |           |             |
| 3   | Taxes If Any  |  |           |             |
| 4   | AMC post warranty per year<br>A. AMC of the software licence (Update, upgradation and patches installation)<br><br>B. AMC of Hardware eqpts (the electrical damages, faulty part replacements including labour cost   | 1<br><br><br>1                                     |           |             |
| Grand Total Cost (Incl AMC charges for six years) |   |  |           |             |

**ACCEPTANCE OF TERMS AND CONDITIONS**

**FOR VIDEO CONFERENCING SYSTEM SETUP AT GEN MANEKSHAW HALL OF AIT**

1. Validity: Vendor confirms that the prices are valid upto \_\_\_\_\_
2. Payment Terms
  - (a) The 60% payment on receipt of stores in working condition.
  - (b) In case of Purchase done through custom free payment through CIF, Mumbai payment terms as agreed between the vendor and customer as per laid down norms for such purchase.
  - (c) The balance 40% payment on completion of installation, testing and commissioning.
3. Performance Clause. The vendor shall furnish a performance Bank Guarantee equal to five percent (5%) of the total value of the contract within seven days of receipt of work order. In case of non-adherence to the delivery schedule for all deliverables of the project as provided In the Tender Document, liquidated damages as provided in the Tender document will be deducted from this amount. Bank guarantee will be valid till the expiry of the warranty.
4. Delivery Period. **3 weeks** after receipt of Purchase Order.
5. Liquidated Damage. If the vendor fails to complete in full, all deliveries of materials within the stipulated period, in accordance with this work order, the vendor shall pay to the Customer- AIT liquidated damages, at the rate of one percent (1%) of the total value, for each complete week or part thereof, of delay upto to a maximum of ten percent (10%) of the value of work order. Thereafter the CUSTOMER will have right to terminate the work order in the case of such delay beyond 10 weeks, and the buyer would have the option to buy the hardware and commercial software form the market at the vendors risk & cost. The mode and method of such risk purchase would be at the total discretion of the Customer- AIT.
6. Calculation of Liquidated Damages Liquidated damages will be calculated and will be deducted out of the payments due to the vendor at the discretion of the customer.
7. Method of Payment Liquidated Damages The amount charged as liquidated damages shall be deducted by the Customer from the amount due for payment to the Vendor. If the amount or such LD exceeds the payments due to the Vendor, the Vendor shall within 30 (thirty) days make payment to the customer in full and final settlement of claims failing which the Bank Guarantee will be encashed to make good the amount exceeding the payment due to the vendor.
8. Acceptance Testing Procedure The system once installed will be subjected to an acceptance testing procedure to test individual components supplied. The details of the procedure will be worked out jointly between the vendor and the customers before the finalisation of the contract. The specifications of the equipment will be in conformity with the details provided in the tender. The customer will issue an Acceptance Certificate on successful completion of acceptance testing.



9. Warranty. Vendor confirms acceptance of terms set out at Tender Document. The date of issue the acceptance certificate would be deemed to be the date on which the Warranty will commence. The vendor will provide on site comprehensive warranty for the period specified and agreed upon for peripherals and functioning of Network from the date at acceptance at the site.

10. The vendor will abide by the delivery schedule as laid out in Paragraph 4 above and elsewhere in the Tender Document.

11 All prices will be the landed costs and shall give break up basic cost, excise local taxes, levies, freight etc (as per format attached with document). All hard items for which Excise duty is applicable at varied rates will be specified in Commercial bid. Vendor will responsible to produce excise duty certificate in respect of all such items, whether manufactured by vendor or otherwise. Delivery of all goods shall be at Customer's premises.

## CERTIFICATE

**It is certified that all the terms and conditions as laid down in the above paragraphs and anywhere else in the Tender Document and its appendices are accepted by the Company and we will abide by them. It is further certified that any cost incurred on additional hardware & software would be borne by vendors.**

Company Seal

(Authorised Signatory of OEM/Vendor/Company)

Place \_\_\_\_\_

Date \_\_\_\_\_

No \_\_\_\_\_

To,

Director

AIT

Pune-411015

**CERTIFICATE OF ACCEPTANCE AND TERMS AND CONDITIONS**

**(To Be Furnished on Receipt of Work Order)**

Through

Sir,

1. Receipt is acknowledged of your Work Order No \_\_\_\_\_ dated \_\_\_\_\_ together with enclosures.
2. We hereby agree to work the said items as per the terms and conditions contained therein.

Yours faithfully

(Name & Designation of the officer signing this)

(To be signed by Vendor/Suppliers)

**FORMAT OF SUPPLY ORDER**  
**FOR PROJECT COSTING MORE THAN RS – 2,50,000/-**

Tele : 27157534/2103

Army Institute of Technology  
 Dighi Hills  
 Pune – 411 015

AIT/SO/0810/49/2017-18/Proj

\_\_\_ Oct 2017

M/s Delta Standards Pvt Ltd  
 1415, Kaba Peth, Pune – 11

Tel : 020 2457 1193 / 2457 7080,  
 Mr Sunil Joshi , Mob – 9488318540, 9422318540  
 Email : dspl9@vsnl.net

**SUPPLY ORDER : PROVISION OF VIDEO CONFERENCING FACILITY AT AIT.**

1. Please refer the quotation submitted by you in response to our Tender enquiry No AIT/0810/49/2017-18/CQ/Proj dt 28/8/17.
2. Please supply/install the items as per the following specification. :-

| Ser No | Specifications  | Qty                       | Rate (Rs) | Amount (Rs) | GST           | Total Amount | Warra nty |
|--------|---|---------------------------|-----------|-------------|---------------|--------------|-----------|
| 1.     | The VC System Components  |                           |           |             |               |              |           |
| A      | <b>Network Features with Software Licenses PeopleLink</b><br>PeopleLink Customized Video Conference for "2" concurrent users and "2" concurrent users and Unlimited Client License downloads, supports 1080P, Client Software supports IE 5.5 and above, Encrypted Video Meetings, Supports 64 Videos, Licenses can be upgraded in multiples of 1, Video Rotation Module integrated , Snap Shot Function module integrated, Video Recording module integrated, Digital White Board module integrated, Banner Title module integrated, Application Sharing module integrated, Document Sharing module integrated, Multimedia File Sharing module integrated Remote Control of PTZ Camera Module integrated | 1(Ser ver)<br>+1(Cl ient) | 1,90,678  | 3,81,356    | 68,644 (@18%) | 4,50,000/-   | 1 year    |

|    |   |   |          |          |                 |            |         |
|----|---|---|----------|----------|-----------------|------------|---------|
|    | Conference grouping module integrated ,Desktop Sharing module integrated , Polling module integrated, Text Chat module integrated, Unlimited Virtual Conference Rooms module integrated, H.264 VBR/CBR Video Codec integrated, GIPS Audio Codec integrated, Dual Display module integrated, Mobile Module to log in from android and IOS and tabs supported.  |   |          |          |                 |            |         |
| B  | Echo Cancellation Device with cables Model MT-107E<br>MT 107E with set of cables USB Power HUB 3.0 for PC and amplifier systems I/O Two Ways (compatible to software licenses)  | 1 | 98,100   | 98,100   | 27,468 (@28%)   | 1,25,568/- | 1 year  |
| C. | 1920 X 1080 Full HD PTZ IP CAMERA USB Power 20X Optical Zoom with necessary Connectivity and Mounting Brackets, HDMI to USB : Make – Lumens VC A 50P<br><b>(i)</b> Full HD 1920 X 1080, 20 X Optical Zoom, 12X Digital Zoom,128 Preset position, 60 Frames per Second, Power supplied through Power over Ethernet (PoE),Support Live. Broadcasting(MJPEG, H.264 support SVC), Supports ONVIF protocol, Ethernet, HDMI and 3G-SDI synchronous image outputs, Audio In, Max horizontal/vertical speed of rotation : 120 degrees/second, Built in image flip and mirror function, RS - 232/422/Ethernet Controls, -170° ~ +170° Panning angle, -30° ~ +90° Tilting angle. Ethernet low latency <120ms, Horizontal viewing angle - 63°<br><b>(ii)</b> Ceiling Mount Brackets for Installation of Cameras & Cables Installation Customized<br><b>(iii)</b> Installation [Set of Cables to connect with existing Audio System setup.] | 2 | 2,50,227 | 5,00,454 | 1,40,127 (@28%) | 6,40,581/- | 3 Years |

|                                      |   |   |   |        |               |                  |     |
|--------------------------------------|---|---|---|--------|---------------|------------------|-----|
| D                                    | Remote Training, Installation for VC by PeopleLink, Installation, connections, testing & commissioning of AV Equipment – Free | 1 | 90,000  | 90,000 | 16,200 (@18%) | 1,06,200/-       | Nil |
| <b>Total (incl of all taxes etc)</b> |   |   |   |        |               | <b>13,22,349</b> |     |
|                                      |   |   |   |        |               | /-               |     |
| Grand Total Cost (in words)          |   |   | <b>Rupees Thirteen Lakh Twenty two thousand three hundred and forty nine only</b> |        |               |                  |     |

### 3. Terms and Conditions.

(a) The goods should have product code and properly packed and delivered to this Institute in sealed package at Dighi Hills, Pune-411015.

(b) The store should be insured where necessary with Director of Insurance (Govt of Maharashtra) Administrator Building, Opposite Sachivalaya Madam Cama Road, Mumbai-400 032.

(c) Bill should be sent in duplicate showing taxes if any.

(d) The stamped pre-receipt for an amount of bill should be sent alongwith the bill.

(e) Delivery Schedule. The work for establishing Video Conferencing system setup to the Manekshaw Hall be completed as follow:-

- |      |                       |   |                    |
|------|-----------------------|---|--------------------|
| (i)  | Delivery of items     | - | before 06 Nov 2017 |
| (ii) | Installation of items | - | before 22 Nov 2017 |

(f) Acceptance Testing. The materials supplied will be subjected to detailed acceptance testing procedure to test individual components and successful integration of all components in Network. Modalities of the test may be worked out jointly by vendor and the customer. Specifications of the materials supplied shall be checked for the conformity with specifications given in the work order. The customers would issue an Acceptance Certificate on successful completion of acceptance testing. The date of issue of Acceptance Certificate shall be deemed to be the date of commencement of warranty.

(g) Payment Terms.

(i) Payment for the items will be made by crossed cheque only. 60% payment on receipt of stores in working conditions.

(ii) In case of purchase done through custom free payment through CIF, Mumbai payment terms as agreed between the vendor and customer as per laid down norms for such purchase.

(iii) The balance 40% payment on completion of installation, testing and commissioning and on verification by a board of officers that the system is working satisfactorily.

(h) Performance Bank Guarantee. The vendor shall furnish a performance Bank Guarantee equal to five percent (5%) of the total value of the contract within the 7 working days of the receipt of this Supply Order.

(j) All correspondence regarding this order and payment of bill for the supply of material may please be addressed to Director, AIT, Dighi Hills, Pune-15.

(k) Annual Maintenance Contract (AMC) – Post Warranty period. AMC will be issued for six after completion of warranty period (refer warranty mentioned in para 2 of this Supply Order) as agreed during TEC/PNC meeting ie 7% on Hardware Basic Cost as follows:-

(i) For Peoplelink software licenses - 6 years after completion and echo cancellation device of 1 yr warranty period

(ii) For Lumens VC A 50P HDMI Port camera - 4 years after completion of 3 yrs warranty period

(l) Prices are subject to change due to change in Government Policies for taxes and duties.

(m) Other terms and conditions as per our Tender enquiry No AIT/0810/49/2017-18/CQ/Proj dt 28/8/17.

(KE Vijayan)  
Col  
Jt Director  
for Director

**PROCUREMENT PROCEDURE ABOVE RS 25,00,000/-**

1. For projects/procurements of items above Rs 25,00,000/- will be same of Appendix 'C' except the following -
  - (a) The Open Tendering system must be adopted in all such cases in which the estimated value of the tender is more than Rs Twenty five lakhs.
  - (b) The detail advertisement of calling for tender will be published on AIT website as well as in two Local Newspaper and two National Newspaper.
  - (c) All other terms and conditions will be same as per Appendix 'C'.
2. Refer Activity Flow Chart Annx I to Appendix 'D'.



**ACTIVITY FLOW CHART**  
**PROCUREMENT PROCEDURE ABOVE RS 25,00,000/-**

