

TENDER DOCUMENT FOR THE PURCHASING OF OFFICE EQUIPMENTS



**Atal Incubation Centre- KUFOS
Kerala University of Fisheries and Ocean Studies
Panangad P.O Kochi, Kerala - 682506, India
October, 2026**

INVITATION FOR BIDS

No. AIC-KUFOS/2026/92

29th October 2026

INTRODUCTION

AIC-KUFOS Kochi Foundation, an Atal Incubation Centre established under Kerala University of Fisheries and Ocean Studies (KUFOS), invites Bids in two parts (Technical Bid and Financial Bid) from eligible authorised dealers and suppliers ("Bidders") for the supply, delivery, installation, configuration, testing and commissioning of Office equipment at its premises at the KUFOS Campus, Panangad, Kochi - 682506, as listed in the Technical Requirements of this tender. This tender is conducted in accordance with General Financial Rules (GFR), 2017.

SCOPE

The scope shall include the complete supply, transportation, loading, unloading, delivery, installation, configuration, testing, commissioning and successful handover of the office equipment specified in the Technical Requirements of this tender at AIC-KUFOS, KUFOS Campus, Panangad, Kochi.

The successful bidder shall be responsible for supplying all equipment strictly conforming to the technical specifications, quantities and performance requirements specified in the tender document. All equipment supplied shall be new, unused, genuine and of the specified make/model or equivalent, and used, refurbished or reconditioned equipment shall not be accepted. The bidder shall be responsible for the safe packing, transportation, loading, unloading and delivery of all equipment to the designated location at AIC-KUFOS. Wherever applicable, the successful bidder shall undertake installation, assembly, configuration, integration, testing and commissioning of the equipment and shall hand over all equipment in fully functional condition after satisfactory testing and commissioning. The bidder shall provide all necessary accessories, cables, connectors, mounting accessories, software, power adapters and other components required for the proper and complete functioning of the equipment. The bidder shall also provide necessary demonstrations, wherever required, and shall be responsible for rectification or replacement of defective or non-conforming equipment or components during the applicable warranty period at no additional cost to AIC-KUFOS. The successful bidder shall provide original invoices, warranty certificates, user manuals, installation and commissioning reports and other relevant technical documents along with the equipment. The bidder shall provide necessary after-sales service and technical support during the warranty period and shall comply with all applicable statutory requirements, taxes, duties and regulations. The bidder shall clearly indicate the make, model, detailed technical specifications and warranty offered for each item and shall clearly disclose any deviation from the prescribed specifications. The equipment shall be considered successfully delivered only after satisfactory inspection, installation, testing, commissioning, wherever applicable, and acceptance by the authorised representative of AIC-KUFOS.

TECHNICAL REQUIREMENTS

SL.N O	ITEM	DESCRIPTION	QUANT ITY
1.	Portable SSD 1TB	1 TB portable SSD; USB 3.2 Gen 2 or better; minimum read speed 1,000 MB/s; compact and shock-resistant design; compatible with Windows; USB Type-C and Type-A cables included; minimum 3-year warranty	1
2.	Laptops	Intel Core i5 13th generation or Core Ultra 5 or later, or AMD Ryzen 5 7000 series or later; minimum 16 GB RAM; 512 GB SSD or higher; 15.6" FHD display; Wi-Fi 6; Bluetooth 5.x; HDMI; USB Type-C + USB 3.x; integrated graphics; Windows 11 Pro (licensed); suitable for office/productivity applications; carry bag and wireless mouse included; minimum 3-year on-site warranty.	2
3.	Interactive Smart Board	55" 4K UHD display; touchscreen with minimum 20-point touch; Android OS; minimum 4 GB RAM and 32 GB storage; Wi-Fi + Bluetooth; minimum 2 x HDMI, 2 x USB, 1 x Type-C; built-in speakers; screen sharing; wall mount bracket and stylus included; minimum 3-year warranty; suitable for presentations and interactive teaching	1
4.	LED TV	40" 4K UHD Smart LED TV; HDMI × 2 or more; USB; Wi-Fi; built-in speakers; screen mirroring/casting; wall-mount bracket included; minimum 1-year warranty	2
5.	Digital Signage Display	Commercial-grade digital signage display with floor-standing A-frame stand; minimum 43"; 4K UHD; 16/7 or 18/7 operation; built-in media player; USB/HDMI/LAN/Wi-Fi; portrait & landscape orientation; LAN or cloud content	1

		management software with 3-year licence; wall/ceiling mounting accessories; minimum 3-year warranty	
6.	Android Smart Phone	Android smartphone; minimum 8 GB RAM; 256 GB storage; 5G; Wi-Fi 6; Bluetooth; USB Type-C; minimum 6.5" FHD+ display; dual SIM; minimum 5,000 mAh battery; charger and cable included; minimum 1-year warranty; suitable for official communication and applications. Stock or Near Stock Android 14 or above	1
7.	Projector	Short-throw projector. Display Feature: WXGA (1280 x 800) or better resolution; image size adjustable up to 150 inch; minimum 4000 ANSI Lumens brightness; Light source life minimum 15000 hours Connectivity: minimum 2 x HDMI, 1 x USB Type-C, 1 x USB-A; ceiling/wall mount bracket and HDMI cable included Warranty: 2 Years on Projector; 1 Year or 1,000 Hours on Light Source, whichever is later .	1
8.	Conference Camera & Microphone System	4K UHD camera; minimum 120° FOV; autofocus; auto-framing; USB connectivity; integrated beamforming microphones; acoustic echo cancellation; noise suppression; minimum 6 m microphone pickup, suitable for a room of up to 10 people; built-in speaker; compatible with Zoom, Teams, Google Meet etc.; minimum 2-year warranty	1
9.	CCTV Surveillance System	2 x 8-channel PoE NVRs (one at each NVR location in Annexure H); 5 fixed indoor dome IP cameras, minimum 4 MP, as per Annexure H (cameras 1 and 2 connected to NVR 1, cameras 3, 4 and 5 connected to NVR 2); night vision; motion detection; H.265/H.265+; remote mobile monitoring;	1

		minimum 4 TB surveillance HDD in each NVR giving at least 30 days of recording at 4 MP, 15 fps, H.265+; data stored on premises only; each NVR with 8 built-in PoE ports; all cabling (Cat6) for the cable runs stated in Annexure H, connectors, conduits, power points, installation, commissioning and testing included. Any additional electrical fittings needed to power the NVRs and cameras shall be included. Quote the CCTV system as one complete lot.	
10.	Access Control System	RFID/card + fingerprint/biometric access; suitable for office entry; 1,000+ user capacity; attendance/access log; exit push button; electromagnetic lock with bracket suited to the door type (minimum 300 kg holding force); door sensor; controller; software with PC application for logs and attendance; controller with power supply and battery backup; cabling, installation, commissioning and testing included; one set per door (quantity 2 = 2 doors; door locations as per Annexure H)	2
11.	Headphones / Headset	Wired stereo headset from a reputed brand (Logitech, Jabra, Sennheiser, Poly or equivalent); over-ear/on-ear; adjustable headband; built-in microphone with noise cancellation; 3.5 mm/USB connectivity; minimum 1-year warranty; suitable for online meetings	5
12.	Presentation Slide Changer / Presenter	Wireless presentation presenter; minimum 15 m range; laser pointer; next/previous slide; start/exit slideshow; USB receiver (Type-A, with Type-C adapter); rechargeable/battery powered; compatible with PowerPoint/PDF presentations; minimum 1-year warranty	1

13.	Monitor	23.8-inch to 24-inch Full HD IPS monitor with a refresh rate of 75 Hz or higher, USB Type-C connectivity with minimum 15 W power delivery, and HDMI connectivity; height-adjustable stand; minimum 3-year warranty. BenQ GW2490TC 24" or equivalent	2
14.	Portable speaker & Mic	Portable Trolley Speaker with 2 wireless mic. Wireless Bluetooth, USB, Portable PA Amplifier 800 Watts. .Ahuja ASPIRE-208 or similar	1
15.	Camera	Mirrorless Digital Camera with Lens and Accessories. (Accessories - Sony E PZ 18–105mm F4 G OSS lens, 256 GB V60 SD card, Camera bag, Basic Tripod, External microphone, Cables) with 2 year warranty. Sony Alpha ZV-E10K or similar	1

Brand and model names are given for reference only; equivalent or better products are accepted. Values stated as minimum are mandatory. Every item shall include all mounts, brackets, cables, adapters and accessories needed for installation and use. Each item carries the warranty stated, or the manufacturer's standard warranty if longer.

DELIVERY PERIOD

The successful bidder shall supply and deliver the ordered equipment to AIC-KUFOS, KUFOS Campus, Panangad, Kochi, within 30 calendar days from the date of the Purchase Order issued by AIC-KUFOS. Time is of the essence. The bidder shall ensure that all equipment is delivered safely within the stipulated period and that installation, configuration, testing and commissioning, wherever applicable, are completed promptly after delivery. All equipment shall be handed over in a fully functional condition after successful testing and commissioning. In the event of any anticipated delay in delivery or completion of installation, the bidder shall immediately communicate the same to AIC-KUFOS with reasons for such delay. The detailed delivery and installation schedule, wherever required, shall be finalised in consultation with AIC-KUFOS and shall form part of the Purchase Order or Work Order.

ELIGIBILITY CRITERIA

The bidder shall be a reputed and established manufacturer, authorised dealer, distributor, supplier or service provider having the necessary capability and experience to supply the

required office equipment. The bidder shall possess valid registration under applicable statutory requirements and shall comply with all applicable laws, rules, taxes and regulations. The bidder shall have the technical and operational capability to supply the equipment in accordance with the specifications and quantities specified in the tender and shall be capable of undertaking delivery, installation, configuration, testing and commissioning wherever applicable. The bidder shall supply only new, unused and genuine equipment of the specified make/model or equivalent, and refurbished, used or reconditioned equipment shall not be accepted. Wherever branded equipment is quoted, the bidder shall clearly provide the make, model and relevant technical details and product information. The bidder shall have adequate after-sales service and technical support capability for the equipment offered and shall clearly specify the warranty applicable to each item. Any deviation from the prescribed technical specifications shall be clearly disclosed in the proposal. The bidder shall submit all documents and information required under the tender and shall be responsible for the authenticity and correctness of the information furnished. AIC-KUFOS reserves the right to verify the eligibility, credentials, technical compliance and documents submitted by the bidder before awarding the contract.

Eligibility criteria and documents: a bidder shall be eligible only if it meets all of the following and attaches the documents stated. In these criteria, the estimated value of this tender is Rs. 10 lakh including GST.

Criteria 1. Legal entity registered in India (company, LLP, partnership or proprietorship). Documents: registration certificate and PAN.

Criteria 2. Valid GST registration. Documents: GSTIN certificate and latest return.

Criteria 3. Manufacturer, or authorised dealer or partner of the manufacturer for each branded item. Document: letter or certificate from the manufacturer, where the bidder is not the manufacturer.

Criteria 4. Experience: one order of 80 percent of the estimated value, for similar IT and AV supply in the last 2 years. Documents: purchase orders and satisfactory-supply certificates.

Criteria 5. Average annual turnover of at least 90 percent of the estimated value over the last 3 financial years. Documents: Chartered Accountant certificate or audited financial statements.

Criteria 6. Service support in Kerala (own centre or authorised service partner) able to meet the response times in the Warranty clause. Document: address and contact details.

Criteria 7. Not blacklisted or debarred by any government body or public institution. Document: signed declaration.

PAYMENT TERMS

- No advance payment shall be made. Payment shall be released within 15 working days of the later of (a) the signed Acceptance Certificate and (b) receipt of a correct GST invoice with delivery challan, serial numbers and warranty certificates
- Payment shall be made by electronic transfer, after deduction of liquidated damages, TDS and other statutory recoveries
- AIC-KUFOS may withhold payment only for the specific item that is incomplete, defective or non-conforming, after written notice stating the reason, and shall release it within 15 working days of the defect being cured.

WARRANTY

The successful bidder shall provide a comprehensive warranty as specified in the Technical Requirements or the manufacturer's standard warranty, whichever is longer, comprehensive and on-site, counted from the date of the Acceptance Certificate. The Supplier shall be responsible for rectifying, at its own cost, any defects, deficiencies, faulty workmanship, material failures, or performance issues observed during warranty period. The warranty shall cover all equipment, accessories, software and associated components supplied and installed under this tender.

The Supplier shall respond to a fault call within 48 hours, repair within 3 working days, and replace the item with a new item of the same or better specification within 7 days if it cannot be repaired. A standby item shall be provided for laptops and projectors under repair beyond 7 days. The warranty period shall be extended by the number of days an item was out of service. All repairs and replacements during the warranty period shall be free of cost, including parts, labour and transport. Warranty certificates, licences and registrations shall stand in the name of AIC-KUFOS Kochi Foundation, together with all manuals and service documentation, at the time of handover.

PROPOSAL SUBMISSION DETAILS

Interested eligible bidders shall submit their proposals online only, through the Google Form at <https://forms.gle/wo9KZtPSwyNBN2xb9> . Proposals sent by post, courier, hand delivery or email shall not be accepted. The bidder shall enter its basic details in the form and upload the Technical Bid and the Financial Bid as PDF files.

The proposal shall consist of two parts (i) technical proposal and (ii) financial proposal, each uploaded in the form as a separate PDF file, namely PDF 1 (Technical Bid) and PDF 2 (Financial Bid). The Technical Bid PDF shall not contain any price information. The Financial Bid PDF will be opened only for technically qualified bidders. The technical proposal shall include the bidder's profile, organizational details, relevant experience in supplying similar IT and AV equipment. The technical proposal shall also contain the eligibility documents listed above, the bid forwarding letter (Annexure A), the eligibility checklist (Annexure B), the Technical Compliance Statement (Annexure C) against every row of the Technical Requirements giving make, model and datasheet, the declarations (Annexure E), the undertaking on new, unused and genuine goods (Annexure F), warranty

and service support details, a list of deviations (or nil), and copies of all applicable statutory registrations and certifications.

The financial proposal shall be in the format of the Price Schedule (Annexure D) and shall state, item-wise, the unit price, GST rate, HSN code, installation charges and total price in Indian rupees, with the grand total in figures and words. Unit prices shall include transportation, insurance, duties and all other incidental costs. Installation, testing and commissioning shall be quoted as installation charges. Prices shall be valid for 90 days from the closing date.

The completed proposal shall be submitted online through the Google Form on or before the last date and time stated in the Timeline. Each file shall be in PDF format and not larger than 100 MB. AIC-KUFOS Kochi Foundation reserves the right to accept or reject any proposal, wholly or partly, after recording its reasons on file, and shall award the contract on the basis of the evaluation criteria stated in this tender. Any proposal submitted after the stipulated deadline shall not be considered. Bidders should submit well before the deadline, as AIC-KUFOS Kochi Foundation is not responsible for delays caused by internet or account issues.

TIMELINE

- Tender Publication Date: 29 Oct 2026
- Last Date and Time for Submission of Bids: 11 Nov 2026, 5 :00 PM (online, through the Google Form <https://forms.gle/wo9KZtPSwyNBN2xb9>)
- Technical Bid Opening Date and Time: 12 Nov 2026 at 11:00 AM

Last date for written queries: 09 Nov 2026

All written queries are requested to be submitted to ceo.aic@kufos.ac.in for further consideration.

Financial Bid opening: to be intimated in writing to technically qualified bidders

Bid validity: 90 days from the closing date

ADDITIONAL TERMS AND CONDITIONS

Evaluation of bids:

Stage 1, Preliminary examination of signatures, mandatory documents and completeness.
Stage 2, Technical evaluation of eligibility and compliance with every row of the Technical Requirements on the basis of datasheets, with a demonstration or sample where the committee requires.

Stage 3, Financial evaluation of technically qualified bidders only. The order shall be placed with the lowest evaluated responsive bidder on the basis of the total price including GST for the whole package. Bidders shall quote for all 15 items, and a bid for only some items will be rejected. A bid priced abnormally low must be justified in writing or shall be rejected.

Variation of quantity: The Purchaser may increase or decrease the quantity of any item

Liquidated damages: If the Supplier fails to deliver and commission any item within the delivery period, the Purchaser may deduct liquidated damages of 0.5 percent of the value of the delayed item for each week or part of a week of delay, up to a maximum of 10 percent of the value of that item.

Inspection and acceptance: The Purchaser shall inspect and test the equipment within 7 days of installation. Non-conforming items shall be replaced within 7 days at the Supplier's cost. The Acceptance Certificate shall be signed only after all items pass. Title and risk pass to the Purchaser on acceptance; risk in transit is the Supplier's, and the Supplier shall insure the goods until acceptance.

Force majeure: Neither party is liable for delay caused by events beyond its reasonable control, such as natural disaster, war or government order, if it gives written notice with evidence within 7 days. Delay by a sub-supplier is not force majeure.

Termination for default: If the Supplier breaches the contract, delays beyond the liquidated damages limit, supplies non-conforming goods or commits fraud, the Purchaser may terminate after 15 days' written notice and buy the goods elsewhere at the Supplier's risk and cost.

Taxes and subcontracting: Prices are inclusive of all taxes, duties and charges except GST, which shall be shown separately. The Supplier shall not assign the contract or subcontract the supply without the Purchaser's written consent, and remains fully responsible.

Confidentiality and data protection: The Supplier shall keep confidential all information about the Purchaser, its network, CCTV footage and access control data, and shall not copy, transfer or retain them. CCTV and biometric data shall be stored on the Purchaser's premises only, in compliance with the Digital Personal Data Protection Act, 2023.

Governing law and disputes: Indian law applies. Disputes shall first be settled by discussion between senior officers within 30 days. If unresolved, they shall be referred to arbitration under the Arbitration and Conciliation Act, 1996, before a sole arbitrator appointed by mutual consent (failing which by the High Court of Kerala), with the seat at Kochi. The courts at Ernakulam have exclusive jurisdiction.

PURCHASE COMPLIANCE AND DECLARATIONS

Declarations: Each bidder shall submit signed declarations that it (a) is not blacklisted or debarred, (b) has no conflict of interest with any member of the Purchaser's committees, (c) has not colluded with any other bidder or offered any gift or inducement to any official, and (d) that all information given in the bid is true and correct.

Product approvals: Where applicable, goods shall carry valid BIS registration, MTCTE and WPC approval (Wi-Fi equipment), security conformity certification for CCTV cameras and recorders, and shall comply with the e-waste (extended producer responsibility) rules.

Integrity: Any attempt to influence the evaluation, misrepresentation, or submission of false documents shall lead to rejection of the bid and debarment, as the rules allow.

INDEMNIFICATION

Indemnity by the Supplier: The Supplier shall defend, indemnify and hold harmless AIC-KUFOS Kochi Foundation, KUFOS and their officers, employees and agents from all claims, losses, damages, penalties, costs and reasonable legal fees arising from: infringement of any patent, copyright, trademark, licence or other intellectual property right in the equipment, software or firmware supplied; death, injury or illness of any person, or damage to property, caused by the Supplier, its staff or subcontractors during delivery, installation, testing or service; breach of any law, including labour, safety, tax, environmental and e-waste rules, and non-payment of wages, EPF, ESI or other dues to its staff; supply of counterfeit, used, refurbished or unlicensed goods or software; any loss, misuse or leak of data caused by the Supplier or its staff; and fraud, wilful misconduct or gross negligence of the Supplier or its personnel.

Procedure: The Purchaser shall give prompt written notice of any claim and cooperate at the Supplier's cost. The Supplier shall conduct the defence and shall not settle any claim that admits fault for, or imposes obligations on, the Purchaser without its written consent.

Infringing goods: If any item is held or is likely to be held infringing, the Supplier shall at its cost obtain the right to continue use, or replace or modify the item without loss of specification, or refund the price and take the item back.

Limit of liability: The Supplier's total liability, other than for the matters listed above and for fraud, shall not exceed 100 percent of the order value.

Supplier's personnel: The Supplier's staff are not employees of the Purchaser. The Supplier is responsible for their conduct, safety and statutory dues and shall follow KUFOS campus rules and safety instructions.

CLARIFICATIONS AND GRIEVANCE REDRESSAL

Nodal officer: All communication on this tender shall be addressed to the Nodal Officer: M Fasil, Chief Executive Officer, ceo.aic@kufos.ac.in

Pre-bid queries: Queries shall be sent in writing to the CEO, in the format of Annexure G, by the last date for written queries in the Timeline and Replies will be given by mail within 3 working days.

Clarification during evaluation: The committee may ask a bidder in writing to clarify or supply a missing document that already existed on the closing date. The reply is due within 3 working days. No change to price, make, model or substance of the bid is allowed.

Grievance redressal: A bidder may submit a written representation, with grounds and evidence, to the Chief Executive Officer within 5 working days of the tender being published or of the decision complained of.

ANNEXURES TO BE ATTACHED

Annexure A: Bid forwarding letter.

Annexure B: Eligibility checklist.

Annexure C: Technical Compliance Statement.

Annexure D: Price Schedule.

Annexure E: Declarations (non-blacklisting, no conflict of interest, no collusion, correctness of information).

Annexure F: Undertaking on new, unused and genuine goods.

Annexure G: Pre-bid query format (to be used only by bidders who have queries).

Annexure H: CCTV camera locations and access control door layout (filled in by AIC-KUFOS, for the bidder's information; not to be submitted).

ANNEXURE A: BID FORWARDING LETTER

(To be submitted on the bidder's letterhead)

To,
The Chief Executive Officer,
AIC-KUFOS Kochi Foundation,
KUFOS Campus, Panangad, Kochi - 682506

Date: []

Subject: Bid for Purchasing of Office Equipment for AIC-KUFOS Kochi Foundation (Tender No. [])

Sir/Madam,

We have read and understood the tender document and submit our Technical Bid (PDF 1) and Financial Bid (PDF 2) through the Google Form. We confirm that:

- (a) Our bid is valid for 90 days from the closing date.
- (b) We meet all the eligibility criteria and have attached the documents required in Annexure B.
- (c) We accept all the terms and conditions of the tender without any deviation, except those listed in Annexure C.
- (d) Our Technical Bid contains no price information.
- (e) All the information furnished by us is true and correct. We understand that false or misleading information will lead to rejection of our bid and debarment.
- (f) If our bid is accepted, we shall supply, deliver, install, test and commission the equipment within [30] calendar days of the Purchase Order.

Yours faithfully,

Signature and seal: _____

Name and designation of authorised signatory: _____

Name of bidder: _____

Address, phone and email: _____

PAN: _____ GSTIN: _____

Date and place: _____

ANNEXURE B: ELIGIBILITY CHECKLIST

Bidders shall fill in this checklist and attach the documents listed. A bid that does not meet every criterion will be rejected.

Sl. No.	Eligibility criterion	Documents to attach	Complied (Yes/No)	Page no. in bid
1	Legal entity registered in India (company, LLP, partnership or proprietorship).	Registration certificate and PAN.		
2	Valid GST registration.	GSTIN certificate and latest return.		
3	Manufacturer, or authorised dealer or partner of the manufacturer for each branded item.	Letter or certificate from the manufacturer, where the bidder is not the manufacturer.		
4	Experience: one order of at least 80 percent of the estimated value for similar IT and AV supply in the last 2 years.	Purchase orders and satisfactory-supply certificates.		
5	Average annual turnover of at least 90 percent of the estimated value in the last 3 financial years.	Chartered Accountant certificate or audited financial statements.		
6	Service support in Kerala (own centre or authorised service partner) able to meet the response times in the Warranty clause.	Address and contact details of the service centre or partner.		

7	Not blacklisted or debarred by any government body or public institution.	Signed declaration (Annexure E).		
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Signature and seal of bidder: _____ Date: _____

ANNEXURE C: TECHNICAL COMPLIANCE STATEMENT

Bidders shall respond to every row. The specification required is as stated in the matching row of the Technical Requirements table. State any deviation clearly and write “Nil” if there is none. Attach the datasheet for each item and give its page number.

Sl. No.	Item	Qty	Specification required	Make and model offered	Complies (Yes/No)	Deviation, if any	Datasheet page no.
1	Portable SSD 1TB	1	As per row 1 of the Technical Requirements				
2	Laptop	2	As per row 2 of the Technical Requirements				
3	Interactive Smart Board	1	As per row 3 of the Technical Requirements				
4	LED TV	2	As per row 4 of the Technical Requirements				
5	Digital Signage Display	1	As per row 5 of the Technical Requirements				
6	Android Smart Phone	1	As per row 6 of the Technical Requirements				

7	Projector	1	As per row 7 of the Technical Requirements				
8	Conference Camera and Microphone System	1	As per row 8 of the Technical Requirements				
9	CCTV Surveillance System	1	As per row 9 of the Technical Requirements				
10	Access Control System	2	As per row 10 of the Technical Requirements				
11	Headphones / Headset	5	As per row 11 of the Technical Requirements				
12	Presentation Slide Changer / Presenter	1	As per row 12 of the Technical Requirements				
13	Monitor	2	As per row 13 of the Technical Requirements				
14	Portable speaker & Mic	1	As per row 14 of the Technical Requirements				

15.	Camera	1	As per row 15 of the Technical Requirements				
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Signature and seal of bidder: _____ Date: _____

ANNEXURE D: PRICE SCHEDULE (FINANCIAL BID)

To be submitted as PDF 2 only. Do not include any price in the Technical Bid. All amounts are in Indian rupees. Unit prices include transportation, insurance, duties and all other incidental costs, but exclude installation charges and GST, which are shown separately. Installation charges cover installation, testing and commissioning. For item 9 (CCTV Surveillance System), quote one lump-sum price for the complete system. Prices are valid for 90 days from the closing date.

Total price (Rs.) = (Unit price x Quantity + Installation charges) + GST on that amount.

Sl. No.	Item	Qty	Make and model	Unit price excl. GST (Rs.)	Installation charges (Rs.)	HSN code	GST rate (%)	Total price incl. GST (Rs.)
1	Portable SSD 1TB	1						
2	Laptop	2						
3	Interactive Smart Board	1						
4	LED TV	2						
5	Digital Signage Display	1						
6	Android Smart Phone	1						
7	Projector	1						

8	Conference Camera and Microphone System	1						
9	CCTV Surveillance System	1						
10	Access Control System	2						
11	Headphones / Headset	5						
12	Presentation Slide Changer / Presenter	1						
13	Monitor	2						
14	Portable speaker & Mic	1						
15	Camera	1						
	Grand total							

Grand total in figures: Rs. _____

Grand total in words: Rupees _____ only

Signature and seal: _____

Name and designation of authorised signatory: _____

Name of bidder: _____

Date and place: _____

ANNEXURE E: DECLARATIONS

(To be given on the bidder's letterhead and signed by the authorised signatory)

We, [name of bidder], declare that:

- (a) Not blacklisted or debarred: We have not been blacklisted, debarred or suspended by any government body or public institution, and no such proceeding is pending against us.
- (b) No conflict of interest: We have no conflict of interest with any member of the Purchaser's committees.
- (c) No collusion: We have not colluded with any other bidder, and we have not offered any gift or inducement to any official of the Purchaser.
- (d) All information given in our bid is true and correct. We understand that any misrepresentation will lead to rejection of our bid and debarment.

Signature and seal: _____

Name and designation of authorised signatory: _____

Name of bidder: _____

Date and place: _____

ANNEXURE F: UNDERTAKING ON NEW, UNUSED AND GENUINE GOODS

(To be given on the bidder's letterhead)

To,
The Chief Executive Officer,
AIC-KUFOS Kochi Foundation,
KUFOS Campus, Panangad, Kochi - 682506

Tender No.: [] Date: []

We, [name of bidder], undertake that:

- (a) All equipment we supply will be new, unused and genuine, of the make and model quoted in our bid. No used, refurbished or reconditioned equipment will be supplied.
- (b) All software and licences supplied, including Windows 11 Pro, will be genuine and licensed, and will be registered in the name of AIC-KUFOS Kochi Foundation.
- (c) The equipment will carry the BIS, MTCTE, WPC and other approvals that apply to it, and will comply with the e-waste (extended producer responsibility) rules.
- (d) We will provide original invoices, warranty certificates, user manuals and installation and commissioning reports with the equipment.
- (e) If any item is found to be used, refurbished, counterfeit or non-conforming, we will replace it at our cost within 7 days. The Purchaser may also take other action allowed by the tender.

Signature and seal: _____

Name and designation of authorised signatory: _____

Name of bidder: _____

Date and place: _____

ANNEXURE G: PRE-BID QUERY FORMAT

Queries shall be sent in writing to the Nodal Officer by the last date for written queries given in the Timeline. A query received after that date will not be answered.

Name of bidder: _____

Contact person: _____

Phone and email: _____

Sl. No.	Tender clause or page no.	Query or clarification sought	Suggested change, if any
1			
2			
3			
4			
5			

Signature and seal of bidder: _____ Date: _____

**ANNEXURE H: CCTV CAMERA LOCATIONS AND ACCESS CONTROL DOOR
LAYOUT**

Part 1: CCTV camera locations

NVR 1 location: Ground Floor, Academic Block (serves cameras 1 and 2).

NVR 2 location: 5th Floor, Academic Block (serves cameras 3, 4 and 5)

Camera no.	Location	Camera type (dome/bullet)	Indoor/outdoor	Approx. cable run from its NVR (m)
1	AIC Office, Ground Floor, Academic Block	Dome	Indoor	10
2	Kheema Room, Ground Floor, Academic Block	Dome	Indoor	30
3	Entrance, 5th Floor, Academic Block	Dome	Indoor	10
4	Room 1, 5th Floor, Academic Block	Dome	Indoor	10
5	Corridor, 5th Floor, Academic Block	Dome	Indoor	20

Part 2: Access Control doors

Controller and power supply location: Ground Floor, Academic Block

Door no.	Location	Door type (glass/wood/metal)	Door size (width x height)	Notes
1	AIC Office, Ground Floor, Academic Block	Metal	4 ft x 7 ft	
2	5th Floor, Academic Block	Metal	5 ft x 7 ft	