



**OFFICE OF THE
ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM :: GUWAHATI-21**

No. AHSEC/EST/VC/596/2018/2644

Date: 18 / 08 /2018

Request for Proposal for Supply and Installation of Video Conferencing System

Proposals are invited from reputed Manufacturer/Dealers/Representatives/Suppliers for Supply and Installation of Video Conferencing System. Interested Bidders may visit the official website of AHSEC (www.ahsec.nic.in) to download the Request for Proposal (RfP) document which will be available in the website from 21 / 08 /2018 onwards. Last date of submission of Proposal is 04 / 09 /2018 up to 3 PM.

**Sd/-
Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 21**

Memo No. AHSEC/EST/VC/596/2018/2644

-A-

Date: 18 / 08 /2018

Copy to: -

1. The Chairman, AHSEC for favour of kind information.
2. The Deputy Secretary (Inspection) for making necessary arrangement to upload the detail RfP document into the Website of AHSEC.
3. The Deputy Secretary (Finance), AHSEC for information.
4. The Superintendent, Establishment Branch, AHSEC for arranging to publish the advertisement in one issue of The Assam Tribune and The Amar Asom.

**Sd/-
Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 21**

Disclaimer

The information contained in this Request for Proposal (RfP) document or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of Assam Higher Secondary Education Council (AHSEC) or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this RfP document and such other terms and conditions subject to which such information is provided.

This RfP document is not an agreement or an offer by AHSEC to the prospective Bidders or any other person. The purpose of this RfP document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RfP document. This RfP document includes statements, which reflect various assumptions and assessments arrived at by AHSEC in relation to the proposed Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RfP document may not be appropriate for all persons, and it is not possible for AHSEC, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RfP document. The assumptions, assessments, statements and information contained in this RfP document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RfP document and obtain independent advice from appropriate sources.

Information provided in this RfP document to the Bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. AHSEC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

AHSEC, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RfP document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RfP document and any assessment, assumption, statement or information contained therein or deemed to form part of this RfP document or arising in any way in this Selection Process.

AHSEC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RfP document.

AHSEC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RfP document.

The issue of this RfP document does not imply that AHSEC is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the proposed Assignment and AHSEC reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by AHSEC or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and AHSEC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

1. Background

AHSEC was established as per the Assam Higher Secondary Act, 1984 in order to regulate, supervise and develop the system of Higher Secondary Education in the state of Assam. The Council is responsible for conducting examinations at senior secondary level for the students enrolled to the different Higher Secondary Schools/Colleges under its affiliation apart from performing works related to the academic curriculum and recognition and permission of institutions etc.

2. Important Dates

Date of downloading of RfP document	21 / 08 /2018 onwards
Last Date and Time for submission of Proposal	04 / 09 /2018 upto 3 PM
Date, Time & Venue of Technical Bid Opening	04 / 09 /2018 at 3:30 PM Venue: AHSEC, Bamunimaidam, Guwahati- 781021
Address for Communication	The Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati- 781021, Assam

Note:

- a. In the event of any date indicated above is a declared holiday, the next working day shall become operative for the respective purpose mentioned herein.
- b. RfP documents can only be downloaded from AHSEC website www.ahsec.nic.in.
- c. The Schedule indicated above is tentative and AHSEC may change any or the entire schedule.

3. Scope of Work

The selected Bidder will have to supply and install the Video Conferencing System in specific space given by AHSEC according to the technical specification given below:

All products to be supplied should be CE/UL/FCC compliant. Manufacturing plant of the manufacturer should be of ISO standard.

A) Video Conferencing System:

- A.1. The proposed video conferencing system must support PAL with a PTZ camera.
- A.2. The codec must be based on ITU standards.
- A.3. The VC End Point should be a codec-based hardware. No software-based solution will be accepted.
- A.4. All components of the VC system like Codec, Camera and Microphone should be from the same OEM.

Sl. No.	Description	Specification
1	Package	Full HD 1080p camera, codec, Microphone Array, cables, and remote control
2	Video Standards and Resolutions	It should support H.323, SIP standards for communications.
		It should support H.261, H.263, H.264 AVC/ SVC, H.264 High Profile or better
		It should support 1080p 60 fps, 1080p 30 fps, 720p 60 fps and 720p 30fps
3	Content Standards and Resolutions	It should support content sharing using standard based H.239 & BFCP. It should also support audio from PC used for content sharing.
		It should transmit both people and content both simultaneously to the far end location at 1080p 30fps

4	Audio Standards and Features	It should support G.711, G.728, G.729A, G.722, G.722.1, AAC-LD or better
		It should support 20kHz or better bandwidth with crystal clear audio and stereo sound.
		Automatic Gain Control and Automatic Noise Suppression
		Keyboard noise reduction and instant adaptation echo cancellation
5	Video and Audio Inputs	1 x HDMI/HDCI input for connecting main HD camera
		1 x HDMI/HDCI input for connecting secondary HD camera
		1 x HDMI input for connecting PC/Laptop to share HD content
		1 x HDMI/Component for connecting VCR/DVD player
		2 x Microphone Input (Support for minimum 4 mics)
		2 x RCA line-in
6	Video and Audio Outputs	2 x HDMI output for connecting main monitor & second monitor.
		1 x HD output for connecting additional monitor or DVD recorder.
		1 x RCA pair stereo line-out
7	Other Interfaces	2 x 10/100/1000 LAN port
		2 x USB for software upgrade and connecting external devices
		1 x RS-232 mini-DIN 8-pin or equivalent
8	Camera	It should support 1080p 60 fps with 10x optical zoom.
		It should be capable of enhancing video conferencing experience with advanced face-recognition technology such that it automatically scans the room and seamlessly commands the main camera to appropriately frame the users during a call without any manual intervention.
		It should support PAN Range of +/-90°, and Tilt of +/-20°
9	Network Features	H.323 and SIP bandwidth up to 6 Mbps
		IPv4 and IPv6 support from day one
		Auto Gatekeeper Discovery
		IP Precedence, QoS
		H.323 based Packet Lost Recovery
10	Multisite Feature	It should support at least 8 sites at 720p
11	Security	Media Encryption (H.323, SIP): AES-128, AES-256
		The system should also support local recording of an encrypted call
		Authenticated access to admin menus, web interface and telnet API
		Local account password policy configuration
12	Other Standards	H224/H.281, H.323 Annex Q, H.225, H.245, H.241, H.239, H.243, H.460
		It should support native integration with on premise Lync server & SFB server.

B) LED Television:

Sl. No.	Description	Specification
1	Screen Size	47 inches and 55 inches
2	Picture Quality	Full HD (1920 x 1080)
3	Input	Minimum Two HDMI, One USB, One RS 232 port
4	Audio	Dolby Digital

*** However, the decision of the technical and financial committee will be considered final regarding procurement of 47 and 55 inches LED Television each or any/all of them/none of them as per requirement. Vendors should quote separately the price of each size as per specification given.**

4. Bid Processing Fee

Bidders are required to submit a non-refundable bid processing fee of Rs. 2,000/- (Two thousand Only) in the form of a demand draft drawn from a Nationalized/Scheduled bank located in India in favour of the Secretary, Assam Higher Secondary Education Council payable at Guwahati.

5. Earnest Money Deposit (EMD)

Bidders shall submit along with the Proposal an EMD of Rs. 10,000/- (Ten Thousand Only) in the form of demand draft drawn from a Nationalized/Scheduled bank located in India in favour of the Secretary, Assam Higher Secondary Education Council payable at Guwahati. The EMD of unsuccessful Bidders will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by AHSEC. EMD of the successful bidder will be returned upon submission of Performance Security in the form of Bank Guarantee as mentioned in Clause 6.

The EMD may be forfeited:

- If a Bidder withdraws its bid during the period of bid validity.
- In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RfP document.
- The Bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this RFP.

6. Performance Bank Guarantee

The selected Bidder shall have to furnish performance security by way of an irrevocable bank guarantee, issued by a nationalized/scheduled bank located in India in favour of the Secretary, Assam Higher Secondary Education Council for an amount calculated @ 10% (Ten Percent) of the total project cost (including Applicable Taxes) within 7 (Seven) days from the date of issue of LoI. The Performance bank guarantee should be valid upto 2 (Two) months from the date of expiry of warranty period.

7. Contract Agreement

The selected Bidder will be issued a Letter of Intent (LoI) prior to signing a contract agreement with AHSEC. The contract agreement will have to be signed by the selected Bidder within the stipulated time mentioned in the LoI.

8. Right to amend document

AHSEC reserves right to modify the RfP document through addendum/corrigendum, any time prior to the last date for submission of Proposal which will be uploaded into the AHSEC website only from time to time, not to be floated in any newspaper. In order to provide prospective Bidders reasonable time to respond to the modifications, AHSEC may, at its sole discretion, extend the last date for submission of bids.

9. Right to accept or reject bids

AHSEC reserves right to accept or reject any or all bids without assigning any reason whatsoever. The decision of AHSEC in this regard will be final.

10. Number of Proposals

No Bidder shall submit more than one Proposal for the proposed work.

11. Currency

The Bidders shall express the price of their Assignment / Job in Indian Rupees only. All payments will be made in Indian Rupees only.

12. Due diligence

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms, guidelines and specifications in this RfP document. The Proposal should be precise, complete and in the prescribed format as per the requirement of the RfP document. Failure to furnish all information required by the RfP document or submission of Proposal not responsive to the RfP document in every respect will be at the Bidder's risk and may result in rejection of Proposal. AHSEC shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

13. Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its Proposal and AHSEC shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

14. Period of Validity

14.1 Proposals shall remain valid for 180 (One hundred and eighty) days after the last date of submission of bids. AHSEC holds the right to reject a Proposal valid for a period shorter than 180 days as nonresponsive, without any correspondence.

14.2 In exceptional circumstances, AHSEC may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. EMD provided may also be mutually extended. A Bidder may refuse the request without forfeiting the EMD. A Bidder granting extension of validity will not be permitted to modify his Proposal.

15. Time of Completion

The supply and installation of Video Conference System shall be completed by the selected Bidder within 15 (Fifteen) days from the date of signing the contract agreement.

16. Delay in Completion of Work

In case of any delay by the selected Bidder to complete the work in the scheduled time, AHSEC will serve show cause notice to it. Depending on the reply of the selected Bidder and subsequent enquiry regarding the matter, AHSEC may extend the time period for the proposed work or impose a penalty @ 0.2% (Zero Point Two Percent) of the total Project Cost per week on the selected Bidder or terminate the contract which it deems fit. In case the performance of the selected Bidder is not found satisfactory even after serving of show cause notice or imposition of penalty, AHSEC reserves the right to **Blacklist** the selected Bidder with immediate effect.

17. Termination of Contract

AHSEC reserves the right to terminate the agreement with immediate effect at any stage in case of breach of any of the terms and conditions by the selected Bidder or in case their performance is not found satisfactory. AHSEC shall be entitled to terminate the agreement in case of any neglect or lapse on the part of the selected Bidder. AHSEC may also terminate the Contract at any time without cause by providing at least 15 (Fifteen) days' prior written notice to selected Bidder.

18. Sub-Contracting

Any part of the Assignment as per the scope of work mentioned in the RfP document shall not be outsourced to a third party without seeking the consent of the AHSEC Authority in writing. The Authority may allow or disallow sub-contracting of a part of the Assignment depending upon the justification for the necessity of sub-contracting.

19. Indemnity

The selected Bidder shall have to indemnify AHSEC against any loss/expenditure incurred or any disputes/claims from anybody for having used/using patented design. Any patented design shall be under manufacturer's license agreements and a copy of such agreement authorizing the selected Bidder to manufacture the patented designs shall be given to AHSEC.

20. Date of Reckoning

The experience of the Bidders and their professionals should be reckoned from the last date of submission of Proposal for the proposed work of AHSEC

21. Pre-Qualification Criteria:

The Bidder should have the following pre-qualification criteria to participate in the technical bid-

(A) Technical:

A.1. The Bidder should be the manufacturer / authorized dealer/representative/supplier. Letter of Authorization from original equipment manufacturer (OEM) for participating in this tender need to be enclosed.

A.2. The Bidder should be an entity registered under following acts for last 5 (Five) years:

- Indian Companies Act
- Limited Liability Partnerships Act
- Indian Partnership Act

A.3. The Bidder should have completed at least 2 (Two) project of worth Indian Rupees not less than 4 (Four) Lakhs of similar nature (supply and installation of video conferencing system) from Government/Semi Government/Autonomous/PSU organizations or departments in India during the last 5 (Five) years. Work orders for such projects should not be issued earlier than 5 (Five) years prior to the last date of submission of Proposal for the proposed work of AHSEC.

A.4. The OEM must have an office located in Guwahati with minimum 2 (Two) Nos. of technical support engineers.

A.5. The Bidder should not be blacklisted by any department/organization.

A.6. The Bidder/OEM should be of ISO 9001 and ISO 14001 standard.

A.7. The Bidder must have GST Registration, GST Return, Income Tax return and valid Trade License.

Only single company/firm is eligible to bid. Consortium or joint venture formed for the purpose of this project will not be allowed.

(B) Financial:

- The Average Annual Turnover of the Bidder must be equal to or more than Indian Rupees 60 (Sixty) Lakhs during the last 3 (three) financial years from supply and installation of IT equipment works only.

22. Authentication of Proposal

The Proposal shall be signed on each page by a person or persons duly authorized by the Bidder. The Bidder also need to submit a copy of the RfP document sealed and signed by the authorized signatory as a token of acceptance to the terms and conditions of the RfP document.

23. Language of Proposal

The language of Proposal, all related correspondence and supporting documents should be written only in English. In case language of any document submitted is other than English, a translated English version duly certified by competent authority should be submitted.

24. Validation of Interlineations in Proposal

Any interlineations, erasures, alterations, overwriting, additions shall be valid only if the person or persons signing the Proposal have authenticated the same with signature.

25. Sealing and Marking of Proposal

The envelopes for the technical bid and the financial bid shall be placed in a sealed outer envelope clearly marked as "Proposal for Supply and Installation of Video Conferencing System". If the outer envelope is not sealed and marked as required, AHSEC will assume no responsibility for the Proposal's misplacement or premature opening.

26. Address for Proposal submission

The Proposal complete in all respect should be submitted to the following address-
The Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati- 781021, Assam

27. Rejection of Proposal

Proposals, incomplete in any respect or received without drafts for cost of RfP document or EMD or received after due date and time will be summarily rejected.

28. Payment Terms

The payment will be made after successful supply and installation of video conferencing system. AHSEC will have no liability regarding transportation, boarding and lodging of the selected Bidder, their staff and machineries.

TDS applicable as on date shall be deducted from the actual bill submitted for payment.

29. Warranty

The selected Bidder will have to provide on-site warranty on the Solution till 3 (Three) years from the date of installation. During warranty period the following activities will have to be carried out by the selected Bidder-

29.1 **Supports to Staff:** As and when required by AHSEC, the selected Bidder will have to provide onsite support.

29.2 **Technical Training:** The selected Bidder will have to provide technical training to at least one person of AHSEC.

30. Maintenance

Maintenance will start after the completion of warranty period. Maintenance should cover end user's problem resolution. All upgrades / updates will be provided during Maintenance period. The selected Bidder will ensure smooth functioning of the video conferencing system during Maintenance through off-site/ onsite (as per requirement of AHSEC) support.

31. Confidentiality

The selected Bidder shall be responsible to maintain the confidentiality of data and any other information and make sure that information is not shared outside the AHSEC. The required confidentiality agreement, if required shall be signed by the selected Bidder.

32. Presentation/Demonstration

The Bidders may be called for a presentation/demonstration as per convenience of AHSEC at a short notice for evaluation purposes if required.

33. Evaluation and comparison of bids

Technical bid evaluation will be completed prior to any financial bid is being opened. After evaluation of the technical bid, only technically qualified bidder will be called for financial bid evaluation. Any condition of the Bidders sent along with the bids, if any, shall not be binding on AHSEC and liable to be rejected.

The rates mentioned in the financial bid are to be mentioned in words as well as in figures. In case of any deviation, the rate quoted in words will be accepted. It is not a binding on AHSEC to accept the lowest quoted rate.

34. Submission of Bids

Interested Bidders are requested to submit the technical bid (Annexure-II) and financial bid (Annexure-VII) in two separate envelopes clearly marking as "Technical Bid" and "Financial Bid" on the respective envelopes. Both these envelopes are to be put inside an outer envelope as mentioned in clause 25. The demand draft for bid processing fee, demand draft for EMD and covering letter (Annexure-I) shall be the part of the technical bid.

Proposal complete in all respect is to be submitted to the address mentioned in clause 26.

Covering Letter
(On Bidder's letterhead)

FROM: (Full name and address of the Bidder)

.....
.....
.....

To

**The Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 21, Assam**

Sub: - Supply and Installation of Video Conferencing System

Ref: RFP No. AHSEC/EST/VC/596/2018/2644

Dated 18 / 08 /2018

Sir,

We hereby submit our Proposal in full compliance with terms & conditions of the above referred RFP document. A copy of the RFP document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms & Conditions. We have submitted the requisite amount of bid Processing fee and EMD in the form of Demand Drafts.

Yours Faithfully,

**Signature of the authorized signatory of the
Bidder with name, designation, seal and date**

Technical bid
(On Bidder's letterhead)

SL. No.	Particulars	Give details or mention page no. where attached
1	Name of the Bidder	
2	Address, email id and telephone number of the registered office of the Bidder	
3	Address, email id and telephone number of the office of the Bidder located at Guwahati	
4	Name, designation, address, email id and mobile number of the contact person of the Bidder	
5	Date of Incorporation (attach photocopy of documents)	
6	Date of Commencement of Business	
7	Registration number of the Bidder as per Certificate of Incorporation (attach photocopy of registration certificate)	
8	PAN Number of the Bidder (attach photocopy of PAN card)	
9	GST registration (attach photocopy of documents)	
10	GST return of the Bidder (attach photocopy of documents)	
11	Income Tax Return of the Bidder for last 3 (Three) financial years (attach photocopy of documents)	
12	Trade License of the Bidder (attach photocopy)	
13	Certification for ISO 9001(attach documents)	
14	Certification for ISO 14001 (attach documents)	
15	Experience of the Bidder in supply and installation of video conferencing systems during last 5 (Five) years in the format at Annexure- III along with relevant work order/successful completion certificate	
16	Certificate about number of technical support engineers in the format at Annexure-IV	
17	Certificate for not being blacklisted in the format at Annexure- V	
18	Chartered Accountant certified Turnover by the Bidder during the last 3(Three) financial years from the works relevant to supply and installation of IT equipment with year- wise break up in the format at Annexure-VI	
19	Sealed and signed copy of the RfP document	

Signature of the authorized signatory of the Bidder with name, designation, seal and date

Annexure-III

Experience in Supply and Installation of Video Conferencing Systems
(On Bidder's letterhead)

A. Completed Works during the last Five years (extra rows may be added if required):

Sl. No.	Name & Address of The client	Date of start of the work	Date of Completion	Description of Work	Cost of the Project in Indian Rupees
1					
2					
3					
4					

B. Ongoing Works during the last Five years (extra rows may be added if required):

Sl. No.	Name & address of the Client	Date of Start of the work	Work Duration	Description of Work	Cost of the Project in Indian Rupees
1					
2					
3					
4					

Note: Please also note that the copies of work orders or satisfactory completion certificate from the clients shall be required to be submitted for all the above mentioned works.

Signature of the authorized signatory of the Bidder with name, designation, seal and date

Certificate about Technical Support Engineers[@]
(On OEM's letterhead)

Sl. No.	Name of the Professional	Designation	Educational Qualification	Years of experience in technical support to Video Conferencing Systems
1				
2				
3				
4				
5				

@ Use additional sheet, if required

Declaration:

This is to certify that the above mentioned professionals are permanent employees of our organization having experience as technical support engineers in the field of video conference.

**Signature of the authorized signatory of the
OEM with name, designation, seal and date**

Certificate for not being blacklisted
(On Bidder's letterhead)

To

**The Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 21**

Date:

Sub: Self Certification

Sir,

I, the undersigned hereby certify that neither the M/s _____ nor any of its directors/constituent partners have been blacklisted by any State or Central Government or Government Undertaking / Enterprise, prior to the date of submission of this Proposal for the purpose of Supply and Installation of Video Conferencing System.

The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by AHSEC with the intention of verifying the correctness of this statement or regarding the competence and general reputation as stated above.

Yours faithfully,

**Signature of the authorized signatory of the
Bidder with name, designation, seal and date**

Annexure-VI

Annual Turnover Statement
(On the letterhead of Chartered Accountant/Auditor)

The annual turnover of for the past 3 (Three) financial years from the works relevant to Supply and Installation of IT Equipment are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover (inclusive of Tax) (In Figures)	Turnover (inclusive of Tax) (In Words)
1	2015 - 2016		
2	2016 - 2017		
3	2017 - 2018		
Total			
Average turnover per annum			

Date:

**Signature of the Auditor/Chartered Accountant
with name (in capital letters) and seal**

Financial Bid[@]
(On Bidder's letterhead)

Name of Work: Supply and Installation of Video Conferencing System

Particulars	Quantity	Total (INR) Including all Applicable Taxes/Duties (In Figures)	Total (INR) Including all Applicable Taxes/Duties (In Words)
Total			

@Extra rows may be added, if required

Declaration:

This is to certify that we, before signing this assignment have read and fully understood all the terms and conditions contained in the RfP document for Supply and Installation of Video Conferencing System and undertake ourselves to strictly abide by them.

Signature of the authorized signatory of the Bidder with name, designation, seal and date