



Meghalaya
Information Technology Society
NIC Building, Secretariat Hill, Shillong 793 001

Memo No.MITS.02/2024/Pt./24- B

Dated Shillong the 13th August, 2025

TERMS AND CONDITIONS

A. Scope of the Tender:

The scope of the tender is for the “**Supply & Installation of a Complete Video Conference Systems**” as per the minimum specifications mentioned in **Annexure-I**, at the Office of the Information Technology & Communications, Meghalaya, Conference Rooms, Shillong.

B. Terms and Conditions:

1. Tender Fee:

A Non-Refundable Tender Fee of R.1000/- (Rupees One Thousand only) in the form of Demand Draft drawn in favour of Member Secretary, Meghalaya Information Technology Society, Meghalaya, Shillong.

2. Earnest Money Deposit (EMD):

- i) Bidders shall submit an EMD of ₹.50,000/- (Rupees Fifty Thousand only) in the form of a Demand Draft drawn in favour of Member Secretary, Meghalaya Information Technology Society, payable at Shillong.
- ii) EMD will be refunded to unsuccessful bidders after finalization of the tender.

3. Eligibility Criteria:

- i) The bidder must be a registered Firm/Dealer/Supplier having a valid GST Registration and PAN.
- ii) The bidder must have experience in supply and installation of video conferencing equipment for at least 1 (one) Government/PSU/Corporate clients in the last 5 (five) years.
- iii) The bidder must submit copies of relevant work orders/completion certificates as proof.

- iv) The bidder must not have been blacklisted by any Government Department/PSU.

4. Financial Eligibility:

The bidder should have an Average Annual Turnover of at least ₹.10,00,000/- (Rupees Ten Lakhs only) in each of the last 3 (three) financial years.

5. Price Bids:

- i) Rates must be written clearly both in figures and in words.
- ii) Prices shall be quoted in Indian Rupees (INR) and be all-inclusive, covering taxes, duties, comprehensive insurance (including transit and liability), out-of-pocket expenses, labour charges, and license fees.
- iii) Rates should be Free on Road (FOR) Shillong.
- iv) Rates must be valid for six (6) months from the date of finalization of the tender.
- v) All applicable taxes should be indicated clearly.

6. Warranty:

- i) A **comprehensive warranty of three (3) years** is mandatory and must be clearly stated in the bid.
- ii) The successful bidder shall provide support as and when required during the warranty period.
- iii) The OEM or bidder must have a **functional service centre or service support personnel in Shillong**.
- iv) Address and contact details of the service centre/personnel must be provided.
- v) **Response time for complaints** must be clearly stated, and any replacement required must be provided within **15 days**, failing which action will be taken.

7. Delivery & Installation:

- i) All items must be delivered, installed, and commissioned within **four (4) weeks** from the date of issue of the Purchase Order.
- ii) **Place of Supply & Installation:**
 - a) MSWAN Conference Room, 1st Floor, New I. T. & Communications Building, Secretariat Hills, Shillong – 793001.

- b) Conference Room, 2nd Floor, New I. T & Communication Building, Secretariat Hills, Shillong – 793001.

8. OEM Requirements:

- i) The OEM of the quoted Video Conference system must be **registered in India for at least 10 years**.

9. Licence Requirements:

- i) The successful bidder must submit a **valid Trading Licence** within **30 days** of award, failing which the contract shall be cancelled.

10. Sub-Contracting:

- i) Sub-contracting in any form is **not allowed**.

11. False Information:

- i) Submission of false information will lead to rejection of bid and forfeiture of EMD.

12. Rights of MITS:

- i) The Meghalaya Information Technology Society (MITS) reserves the right to modify the terms and conditions, reject bids, cancel or withdraw the tender, in part or whole, without assigning any reason and shall bear no liability for such decisions.
- ii) In case of any disputes, the decision of the Tender Committee shall be **final and binding**.

13. Payment Terms:

- i) **100% payment** will be made after successful installation, commissioning, calibration, and Final Acceptance Test (FAT).

C. Instructions to Bidders for Bid Submission

1. Submission Format:

- i) The tender should be addressed to the undersigned **by designation**.
- ii) Bids are to be submitted in two separate sealed envelopes and to be super-scribed:
 - a) **Technical Bid**
 - b) **Financial Bid**
- iii) Both envelopes in one large envelope, **super-scribed:**
“Supply and Installation of Complete Video Conference Systems”
- iv) Submit to the **Office of the Member Secretary, Meghalaya, Information Technology Society, Meghalaya, Shillong** by the date and time.

2. Technical Bid Contents:

- a) As per Checklist Tender Documents.
- b) *Annexure-II*: Specification Compliance Statement.

3. Financial Bid Contents:

- a) *Annexure-III*: Price Schedule.

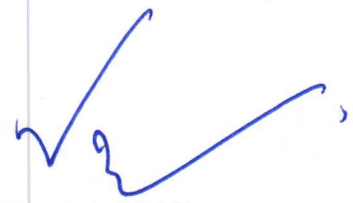
4. Important Dates:

- a) **Last date for bid submission:** 29th August, 2025 up to 3:00P.M
- b) **Date & time of bid opening:** 29th August, 2025 at 3:30P.M

D. Contact for Clarification:

For any clarification, please contact:

- kumbamut.nongbri@gov.in | Phone: 0364-2501208
- tjr.sangma@nic.in | Phone: 0364-2228376
- ga.lyngdoh@nic.in


(K. L. Nongbri, MCS)
Joint Secretary to the Govt. of Meghalaya,
Information Technology & Communications Department
& Member Secretary,
Meghalaya Information Technology Society

CHECKLIST

Sl. No	Particulars	Yes/No (Attach document)
1.	Non-Refundable Tender Fee of R.1000/-	
2.	Earnest Money Deposit of R.50,000/-	
3.	Certified Copy of PAN Card	
4.	Valid GST Registration Certificate	
5.	GST returns for the last quarter	
6.	Tax exemption certificate or licenses, if any.	
7.	Copy of Authorised Dealership Certificate (MAF) from principal company or OEMs	
8.	Valid Trading License (or to be submitted within 1 (one) month, if awarded)	
9.	Tax Clearance Certificate	
10.	Authorized Dealership Certificate from the OEMs or principal company for items quoted	
11.	Tender Document duly signed and sealed by bidder as compliance to the terms and conditions.	
12.	Other Documents as per this SNIT	

Annexure-I

(Minimum Technical Specifications)

Sl.No	Items Description	Specification Parameter
1	Package	UHD 2160p (4K) PTZ Camera, 4K Codec, Omnidirectional Digital Microphone(additional microphone 11 units) and Touch Control Panel must be from the same OEM.
2	Video Standards and Resolutions	It should support H.323 & SIP standards for communications.
		It should support interoperability and bandwidth saving using video compression H.264 AVC, H.264 High Profile, H.265
		It should support 4K 30fps, 1080p 60 fps, 1080p 30 fps ,720p 60 fps ,720p 30 fps.
3	Content Standards and Resolutions	It should support both wired and wireless content sharing using standard based H.239 and BFCP. It should also support audio from Laptop used for content sharing.
		It should transmit content to the far end location up to 4K15fps.
		It should support inbuilt feature for wireless content sharing from Windows, MacOS, Android, iOS Smartphones & Tables without downloading any application on the user device.
		It should support Content Annotation and White Boarding/Black boarding capability when connected to Touch Enabled Display/Monitor.
4	Audio Standards and Features	It should support G.711, G.728, G.729A, G.722, G.722.1, G.719 or better
		It should have inbuilt technology to identify and eliminate non-human distracting noises such as keyboard typing, paper shuffling and wrapper crinkling during video calls.
		Automatic Gain Control and Automatic Noise Suppression
5	Video and Audio Inputs	1 x HDMI/HDCI/USB input for connecting main 4K Camera
		1 x HDMI input to share 4K/Full HD content from PC/Laptop/Document camera/PTZ Camera.
		It should have additional USB port for connecting minimum 2 more cameras or it should support AV over IP to connect multiple cameras
		It should support minimum 6 digital omnidirectional mics. The bidder needs to quote 11 additional digital omnidirectional microphones with mute/unmute soft touch button on the microphone. Each microphone should have at least 3 feet pickup range. Bidder may also include additional components, such as AV over IP switch, to accommodate microphones

Sl.No	Items Description	Specification Parameter
		1 x RCA/3.5mm stereo line-in
6	Video and Audio Outputs	2 x HDMI outputs for connecting primary and secondary 4K(UHD)/Full HD displays. 1 x RCA/3.5 mm stereo line-out
7	Other Interfaces	1 x 10/100/1000 Ethernet port 1 x USB to support system software upgrade Bluetooth 5.0 and WiFi 802.11a/b/g/n/ac (MIMO) for Wireless Content Sharing for Guests using their Smartphones and Tablets (Android and iOS)
8	Camera	The camera should support group framing and presenter tracking and auto focus to the speaker The camera should support minimum 12X Optical Zoom, PAN +/-170°, Tilt +/- 30° & minimum 10 camera presets. The camera should support 4K UHD resolution Video Conference Camera and Codec should be controlled using same touch panel.
9	Touch Panel	Display: 10-inch screen or higher Aspect ratio: 16 x 10 Resolution: WXGA (1280 x 800) Power over Ethernet (PoE)
10	Network Features	H.323 and SIP bandwidth supporting up to 6 Mbps or more. Must support IPv4 and IPv6 from day one on both H.323 and SIP. Auto Gatekeeper Discovery, Lost Packet Recovery (LPR) technology, IP Precedence and DiffServ, Configurable MTU size
11	USB Pass-Thru Mode	The system should have inbuilt functionality to use the VC system as an external camera and microphones when connected to a Laptop/PC over a single USB cable without using any external hardware components to connect to any Cloud Based VC platform like Cisco Webex, Zoom, BlueJeans, Microsoft Teams, Google Meet, Bharat VC, etc. The system should be able to support up to 1080p30fps video transmit in USB Pass-thru mode. It should be possible to Mute/Unmute all the microphones and control camera functionality from the same touch control panel during USB pass-thru mode. The system should be supplied with 10 mtrs. single USB 2.0 cable from the same OEM for USB Pass-thru mode for seamless functionality.
12	Security	Media Encryption (H.323, SIP): AES-128, AES-256, H.235.6 support

Sl.No	Items Description	Specification Parameter
		Authenticated access to admin menus, web interface and APIs
		Local account password policy configuration
		Global Directory/Centralized Directory/LDAP support
13	Other Standards/features	H.460.18, H.460.19, SSL, TLS
14	Cloud Integration	It should be possible to natively register the VC system with Microsoft Teams Room and Zoom Room account for native cloud based video calling features and experience. USB Pass-Thru mode functionality should also be available when the system is running in Microsoft Teams Room / Zoom Room mode.
15	Additional Feature	It should be able to achieve 1080p resolution at 1024 Kbps while making video call with same set of endpoint.
16	Warranty	The complete solution should be from the same OEM with 3 years warranty from day one.

Annexure – III

(To be submitted in Technical Bid in Bidder's letterhead)

Sl.No.	Specification Description	Specification Parameter	Offered Specification	Compliance (Yes/ No)	Remarks (if any)
1	Package	UHD 2160p (4K) PTZ Camera, 4K Codec, Omnidirectional Digital Microphone(additional microphone 11 units) and Touch Control Panel must be from the same OEM.			
2	Video Standards and Resolutions	It should support H.323 & SIP standards for communications.			
		It should support interoperability and bandwidth saving using video compression H.264 AVC, H.264 High Profile, H.265			
		It should support 4K 30fps, 1080p 60 fps, 1080p 30 fps ,720p 60 fps ,720p 30 fps.			
3	Content Standards and Resolutions	It should support both wired and wireless content sharing using standard based H.239 and BFCP. It should also support audio from Laptop used for content sharing.			
		It should transmit content to the far end location up to 4K15fps.			
		It should support inbuilt feature for wireless content sharing from Windows, MacOS, Android, iOS Smartphones & Tables without downloading any application on the user device.			
		It should support Content Annotation and White Boarding/Black boarding capability when connected to Touch Enabled Display/Monitor.			
4	Audio Standards and Features	It should support G.711, G.728, G.729A, G.722, G.722.1, G.719 or better			
		It should have inbuilt technology to identify and eliminate non-human distracting noises such as keyboard typing, paper shuffling and wrapper crinkling during video calls.			
		Automatic Gain Control and Automatic Noise Suppression			
5	Video and Audio Inputs	1 x HDMI/HDCI/USB input for connecting main 4K Camera			
		1 x HDMI input to share 4K/Full HD content from PC/Laptop/Document camera/PTZ Camera.			
		It should have additional USB port for connecting minimum 2 more cameras or it should support AV			

Sl.No.	Specification Description	Specification Parameter	Offered Specification	Compliance (Yes/ No)	Remarks (if any)
		over IP to connect multiple cameras			
		It should support minimum 6 digital omnidirectional mics. The bidder needs to quote 11 additional digital omnidirectional microphones with mute/unmute soft touch button on the microphone. Each microphone should have at least 3 feet pickup range. Bidder may also include additional components, such as AV over IP switch, to accommodate microphones			
		1 x RCA/3.5mm stereo line-in			
6	Video and Audio Outputs	2 x HDMI outputs for connecting primary and secondary 4K(UHD)/Full HD displays.			
		1 x RCA/3.5 mm stereo line-out			
7	Other Interfaces	1 x 10/100/1000 Ethernet port			
		1 x USB to support system software upgrade			
		Bluetooth 5.0 and WiFi 802.11a/b/g/n/ac (MIMO) for Wireless Content Sharing for Guests using their Smartphones and Tablets (Android and iOS)			
8	Camera	The camera should support group framing and presenter tracking and auto focus to the speaker			
		The camera should support minimum 12X Optical Zoom, PAN +/-170°, Tilt +/- 30° & minimum 10 camera presets.			
		The camera should support 4K UHD resolution			
		Video Conference Camera and Codec should be controlled using same touch panel.			
9	Touch Panel	Display: 10-inch screen or higher			
		Aspect ratio: 16 x 10			
		Resolution: WXGA (1280 x 800)			
		Power over Ethernet (PoE)			
10	Network Features	H.323 and SIP bandwidth supporting up to 6 Mbps or more.			
		Must support IPv4 and IPv6 from day one on both H.323 and SIP.			
		Auto Gatekeeper Discovery, Lost Packet Recovery (LPR) technology, IP Precedence and DiffServ, Configurable MTU size			
11	USB Pass-Thru Mode	The system should have inbuilt functionality to use the VC system as an external camera and microphones when connected to a Laptop/PC over a single USB			

Sl.No.	Specification Description	Specification Parameter	Offered Specification	Compliance (Yes/ No)	Remarks (if any)
		cable without using any external hardware components to connect to any Cloud Based VC platform like Cisco Webex, Zoom, BlueJeans, Microsoft Teams, Google Meet, Bharat VC, etc.			
		The system should be able to support up to 1080p30fps video transmit in USB Pass-thru mode.			
		It should be possible to Mute/Unmute all the microphones and control camera functionality from the same touch control panel during USB pass-thru mode.			
		The system should be supplied with 10 mtrs. single USB 2.0 cable from the same OEM for USB Pass-thru mode for seamless functionality.			
12	Security	Media Encryption (H.323, SIP): AES-128, AES-256, H.235.6 support			
		Authenticated access to admin menus, web interface and APIs			
		Local account password policy configuration			
		Global Directory/Centralized Directory/LDAP support			
13	Other Standards/features	H.460.18, H.460.19, SSL, TLS			
14	Cloud Integration	It should be possible to natively register the VC system with Microsoft Teams Room and Zoom Room account for native cloud based video calling features and experience. USB Pass-Thru mode functionality should also be available when the system is running in Microsoft Teams Room / Zoom Room mode.			
15	Additional Feature	It should be able to achieve 1080p resolution at 1024 Kbps while making video call with same set of endpoint.			
16	Warranty	The complete solution should be from the same OEM with 3 years warranty from day one.			

Declaration:

I/ We hereby certify that the specification of the equipment offered complies with the required specifications mentioned above.

Signature of Authorized Signatory:.....

Name:.....

Designation:.....

Date:.....

Seal.....

Annexure-III

Price Bid Format (Financial Bid)

(To be submitted in a separate sealed envelope in Bidder's letterhead)

Sl. No.	Item Description(s)	Unit (Nos/Lot)	Quantity	Unit Price (INR)	Total Price (INR)	GST (%)
1					
2					
3					
..					
....					
Total (Before Tax) =						
Grand Total (Inc. GST) =						

Notes:

1. All prices should be **Free on Road (FOR) Shillong**.
2. Prices should be **inclusive of transit insurance, duties, labour charges, and any other applicable costs**.
3. Any additional items/services required to make the system fully functional should be included in the quote.

Signature of the Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal: _____