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## **TERMS OF REFERENCE**

### **Supply and Installation of Projectors and Screens**

#### **Objective**

The objective is to supply and install projectors and screens in specified areas.

#### **Scope of the work**

The bidder should do comprehensive study on existing rooms space and supply the equipment and then accordingly install accordingly in classrooms, Lecture Theater, Auditorium and Meeting Hall.

#### **Projector Installation**

The entire projectors should be installed in Classrooms (ceiling mountable), Lecture Theater (wall mount), Meeting Room (ceiling) and Auditorium (rear) with its mounts.

There are 33 area or space (including classrooms, Lecture Theater, Auditorium) to be mounted with projectors. There are 15 old projectors to be mounted with existing 18 new projectors. Bidders will be supplying 18 new projectors.

#### **Connector**

HDMI and Ethernet cable will be used as connector in between. HDMI, Ethernet and power cable should be properly fitted into the casing capping. The estimated length of HDMI cable is mentioned with projector specification (i.e classroom 15m, Lecture Theater 25m and Auditorium 50m).



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### **Screen Installation**

Bidder should be supplying motorized screens with automatic pullover. The screens should extend and retract automatically using button to control the screens, locking it in its desired height. To retract the screen, pull down the handle to release the rolling mechanism to lift the screen back into the casing.

Following are the size of screens in each category of projectors with quantities.

Sl	Location	Size	Quantity
1	Lecture Theater	18x10 feet, widescreen PC 16:10	2
2	Classroom	8x6 feet, widescreen PC 16:10	31

**\*\*\*Note\*\*\*** *The participating firm should submit clear specs of screens either as sample, picture or CD or DVD copy without which the item will be rejected and ultimately rejection of other items too.*

### **Other Accessories**

As mentioned in terms and conditions below, while installing the projector, the additional cost of accessories like casing capping, wires, socket or any other necessary items should be beard by bidder.

The additional accessories or items mentioned with projectors should be clearly reflected, without which the projector will be rejected.

**Successful bidder should strictly adhere to following work schedule:**

Key Activities	Estimated Timeline
Contract Signing and Awarding (Supply Order/Work Order)	Within X time (date of awarding work)
Site Preparation and Delivery of Equipment	Within X time + 25 days
Implementation	Within X time + 40 days
Testing	Within X time + 45 days
Commissioning and Sign Off	Within X time + 60 days



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### **Terms and Conditions**

- 1) Bidder should have a registered office with legal presence and have valid Sales Tax No. & VAT No. as applicable.
- 2) Bidder should be a licensed Bhutanese firm.
- 3) Bidder must be an OEM and/or produce Manufacture Authorization letter of key infrastructure directly from the OEM or any authorized partner of the OEM. Authorized partners should provide certificate or letter of authorization from OEM on original letterhead.
- 1) The bidder must submit BoQ/BoM with make and model and brochure, along with the bid document, for each and every item they are supplying. Without which the item will be rejected.
- 4) The bidder is required to submit Curriculum Vitae (CV) of every team member along with the certificate of past work experiences in the similar field. Preference shall be given to OEM certified engineer/professional.
- 5) The bidder should provide detail structure of overall project team and their profile (qualification, experience, individual role in the project).
- 6) Bidder should have prior experience in designing, installation and configuration of projectors. The claim must be supported by documentary evidence such as proof of work.
- 7) All the licensing requirements/warranty/support of supplied hardware should be of minimum 3 years from the date of purchase.
- 8) Successful bidder operate/maintain/support for a period of 2 years from the date of commissioning of services. An agreement shall be signed after the completion of the project, and before operationalizing the services.



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- 9) Eligible bidders are advised to carry out survey prior to submission of bid in order to ensure complete solution. In case there are need of any additional equipment or accessories, after the award of contract, it is the responsibility of bidder to ensure that all the required equipment/accessories are provided without incurring any additional cost to the Purchaser. The bidder is expected to provide complete end-to-end solution and support.

***(\*\*\* Note: Bidders failing to fulfil above terms and conditions will be rejected)***