



## TERMS OF REFERENCE

### 1. **Project Name:** Projector Installation

### 2. **Background**

College of Language and Culture Studies under Royal University of Bhutan is located 16 kilometers south of Trongsa town. It has 89 acres of campus boundary with 1000 plus student and 100 plus staff. The area is divided into 2 campus namely Academic zone (Administration & faculties offices, classrooms, library and etc.) and Residential zone (Hostels, Staff quarter, Guest House etc.) 800m in between.

### 3. **Objective**

The objective is to install projectors and screens in Classrooms, Auditorium and Lecture Theater.

### 4. **Scope of the work**

The scope of the work should cover comprehensive **study on existing rooms** and supply the equipment and then accordingly install and meet the requirement of college.

The entire projector should be installed in Classrooms (ceiling mountable), Lecture Theater (wall mount) and Auditorium (rear). There are 23 area or space (including classrooms, Lecture Theater, Auditorium) to be mounted with projectors. HDMI cable is used as connector in between. So HDMI cable and power wire should be properly adjusted into casing capping. The actual distance between projector and instructor desk differs based on size of classroom, Lecture Theater or auditorium. The estimated distance is based on HDMI cable mentioned in projector specs (classroom 15m, auditorium 50m, Lecture Theater 25m).



The cost of mounts is included with projector as mentioned. And while installing the projector, the costs of additional accessories like casing capping, wires, socket or any other necessary accessories should be beard by firm. After physical installation is completed it shall be fully tested and verified.

The screen should be mounted on the wall, based on projector screens size described in Annexure IV. The screens should extend and retract manually, with the user simply pulling the screen down by hand or 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. There are 33 areas or places to mount screen on the wall.

## **5. Technical Qualification Requirement**

The supplier should have prior experience in designing, installation and configuration of projectors.

In order to qualify for financial bid evaluation, the business firm must demonstrate having considerable experience in design, installation and implementation of similar work in the past.

Following are list of mandatory criteria

- I. Must meet specification of equipment listed
- II. Company's experience in carrying out similar work in the past.

*The claim must be supported by documentary evidence such as proof of work.*

## **6. Deadline**

The firm should complete the work within 2 months after the work is awarded.

## **7. Documents to be submitted**

The business firm should submit the financial bid along with the documents for technical qualification. Bidder shall demonstrate clear understanding of the TOR and how the assignment could be achieved.



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## **8. Bid Evaluation**

The evaluation will be done on the technical qualification requirements followed by the financial bid. In absence of incomplete technical qualification requirements the bid shall be **disqualified for further evaluation.**