



**CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)  
PLOT NO – 1212A, SISHU BHAWAN SQUARE, UNIT – 1, BHUBANESWAR,  
ODISHA, TELEPHONE NO. : 0674- 2598150/51  
BHUBANESWAR-751009**

## **TENDER DOCUMENT**

**Tender Enquiry No. \_: CMGI/PCU/ C & C /2012 / 93/ 1591 dt. 15.09.2016**

**Supply and Installation of CCTV Cameras and Related Accessories in  
Gopabandhu Academy of Administration, Bhubaneswar**

Last Date for Submission of Tender:

Dt. 22.09.2016 by 2:00 PM

Place of Submission of Tender Document:

**CENTRE FOR MODERNIZING  
GOVERNMENT INITIATIVE (CMGI),  
1212(A), SishuBhawan Square, Unit-1,  
Bhubaneswar - 751009**

Date & Time of Tender Opening and Evaluation  
of General & Technical Bid:

Dt. 22.09.2016 at 3:00 PM

Date and Time of Opening of Financial Bid:

Dt. 22.09.2016 at 4.00 PM

The tender document contains total 10 pages.

## **INSTRUCTIONS TO BIDDERS**

1. The tender should be submitted in two-bid pattern i.e. Technical Bid and Commercial Bid. Both the envelopes should be sealed separately and superscripted as **“Tender for Supply and Installation of CCTV Cameras and Related Accessories in the training/conference halls of Gopabandhu Academy of Administration, Jayadev Vihar, Bhubaneswar - Technical Bid”** and **“Tender for Supply and Installation of CCTV Cameras and Related Accessories in the training/conference halls of Gopabandhu Academy of Administration, Jayadev Vihar, Bhubaneswar - Commercial Bid”** respectively. Both the envelopes should then be placed in another sealed envelope and super-scribed as **“Tender for Supply and Installation of CCTV Cameras and Related Accessories in the training/conference halls of Gopabandhu Academy of Administration, Jayadev Vihar, Bhubaneswar.**

### **Technical Specification of the Camera :**

Sl. No.	Camera Type	Technical Specification of Camera
1	IR Bullet High Definition (HD) Camera	<ul style="list-style-type: none"><li>• Range : 18 – 20 Meters</li><li>• Day &amp; Night Vision</li><li>• 1.0 Megapixel high-performance CMOS</li><li>• HD Video Output : Turbo HD output, up to 720P resolution</li><li>• Working Condition : 0° C - 60 °C (-40 °F - 140 °F)</li></ul>
2	IR Dome High Definition (HD) Camera	<ul style="list-style-type: none"><li>• Range : 18 – 20 Meters</li><li>• Day &amp; Night Vision</li><li>• 1.0 Megapixel high-performance CMOS</li><li>• HD Video Output : Turbo HD output, up to 720P resolution</li><li>• Working Condition : 0° C - 60 °C (-40 °F - 140 °F)</li></ul>

### **Technical Specification of the Digital Video Recorder (DVR) :**

- Data Backup provision at least for 30 days;
- Connectable to HD, TVI, IP, Network and Analog cameras;
- Encoding at up to 720P resolution;
- Instant playback for assigned camera during multi-channel live view mode;
- Support for synchronous playback; and reverse playback for multi-channel;
- Manual video quality diagnostics;
- Customization of tags, searching and playing back by tags;
- Locking and unlocking record files;
- Network detection function.

2. The tenders complete in all respects in two-bid pattern should be submitted in a sealed cover to reach this office on or before 2.00 PM, on Dt. 22.09.2016 either in person or by Registered post. Tenders should be in person submitted at the Address Below;

**CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)  
PLOT NO – 1212A, SISHU BHAWAN SQUARE, UNIT – 1, BHUBANESWAR**

The tender(s) received after the said date and time shall not be accepted.

3. The Technical Bid will be opened on Dt. 22.09.2016 at 3.00 Hrs. Date of opening of Commercial Bids will be notified to the firms whose technical bids are found qualified by the TEC (Tender Evaluation Committee). Tenderers or their authorized representative may be present at the time of opening of tenders. The representatives of the participating firms must carry authorization letter to attend the meeting of Tender Evaluation Committee.

4. The rates/charges for supply and installation of relevant equipment/peripheral/services etc for installation of the CCTV Cameras and related accessories in Gopabandhu Academy of Administration, Jayadev Vihar, Bhubaneswar should be mentioned in the “**Commercial Bid**” indicating details of taxes/levies of Central/State Govt.

5. **Qualifying Requirements (QR)/Eligibility criteria :-**

(a) The prospective bidder should have a minimum of 03 years of experience in supplying and installing CCTV Cameras, Access Control System & related accessories in Govt Offices/Central Autonomous body/Central PSU/ Reputed Industries/Reputed Institutions. The bidder should have at least 3 work orders/completion certificates from any State/Central Government Organization regarding supply and installation of CCTV Cameras during last 3 financial years (2012-13, 2013-14, 2014-15).

(b) The average Turnover of the Contractor for last 3 financial years (2012-13, 2013-14, 2014-15) should be at least **Rs.10 Lakhs**.

**6. Period of Contract**

Rate contract shall be valid for 01 years, w.e.f., date of award of contract and can be renewed for a further period of 03 years (maximum) w.e.f. Date of award of contract with mutual agreement on same terms and conditions.

**7. Tender Validity**

The Tender shall remain valid for 120 days from the date of opening of financial bid.

**8. EMD**

a) Earnest Money Deposit of **Rs.10,000/-** (Rupees Ten Thousand only) may be submitted by Bank Draft only drawn in favour of “**Executive Director, CMGI**” of any Nationalized / Scheduled Bank payable at Bhubaneswar.

**b) The bid security of the unsuccessful bidder will be discharged /returned as promptly as possible and no interest would be paid thereon.**

## 9. Forfeiture of EMD

I. If a tenderer withdraws his tender during the period of tender validity, EMD shall be forfeited.

II. In case successful bidders fails to supply the goods / services / works at L-1 rate, EMD shall be forfeited.

## 10. Late Tenders

Any tender received in the office of CMGI, Bhubaneswar after the deadline prescribed for submission of tenders will not be entertained.

## 11. Award of Tender

The tender shall be awarded to lowest financial bidder i.e. L-1 party. Financial bids shall be opened only for technically qualified bidder.

## 12. CMGI's right to accept any tender and reject any or all tenders

12.1. Any tender in which either the terms and conditions are not acceptable by the tenderer in full or any other conditions are imposed (i.e. conditional tender), will be summarily rejected.

12.2. Tenders should be signed by a person who is legally competent to do so. Person signing the tender form or any other document forming part of the contract on behalf of the other shall be deemed to warrant that he had the authority to bind such other persons and if, on any enquiry, it transpires that the person signing the documents had no authority to do so, the CMGI may, without prejudice to other civil and criminal remedies, cancel the contract, forfeit the earnest money/security deposit and hold the signatory liable for such costs and damages as considered necessary by the CMGI.

15. Acceptance of the tender by CMGI, Bhubaneswar shall be communicated to the successful tenderer by a formal letter of acceptance of tender.

16. **Performance Security Deposit** : On receipt of letter of acceptance of tender from NIFT BBSR, the contractor shall within a period of Ten days, deposit Performance Security Deposit. **The successful bidders(s) will have to submit a Performance Security Deposit (in the form of Account Payee Demand Draft from a commercial bank equivalent to the value of Ten percent (10%) of the total value of the contract (to be decided later) excluding service/sales tax/VAT within ten days from the date of award of contract. Performance Security Deposit would be in the name of Executive Director, CMGI payable at Bhubaneswar and valid for a period of six months beyond the date of completion of all contractual obligations.** On due performance and completion of the contract in all respect to the entire satisfaction of competent authority of CMGI and GAA, Bhubaneswar , the security deposit shall be refunded to the contractor only after adjusting any payment, if any, due to the CMGI/GAA Bhubaneswar under this or any other contract. Should the contract be not performed to entire satisfaction of the competent authority of CMGI/GAA, he shall be entitled to forfeit the security deposit in part or in full as may be considered reasonable by him. Decision of Executive Director, CMGI, Bhubaneswar shall be final in this respect. Should the contractor fail to provide the said security deposit within the stipulated period,

such failure shall amount to breach of the contract and the Executive Director, CMGI, Bhubaneswar shall be entitled to make other arrangements at the contractor's risk and cost without giving any further notice to him and in addition forfeit the earnest money of the contractor.

15. This invitation to Tender and instructions to the **Tenderers for Supply and Installation of CCTV Cameras and Related Accessories in Gopabandhu Academy of Administration, Bhubaneswar** has also been put on the websites of the [CMGI at www.cmgi.org.in](http://www.cmgi.org.in) . Blank tender forms and other details can also be downloaded from the website. In that case firm has to enclose the fee of Rs 1000/- (non-refundable) in the form of DD in favour of Executive Director, CMGI, Bhubaneswar payable at Bhubaneswar " Tenders without such fees will be summarily rejected. Tender Documents can also be obtained from the following address on payment of Rs. 1000/- (Non-refundable) in form of Demand Draft drawn in favour of Executive Director, CMGI, Bhubaneswar payable at Bhubaneswar " payable at Bhubaneswar.

16. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected outrightly.

## **TERMS & CONDITIONS**

**The terms and conditions of the contract will be as under: -**

1. In case of non-satisfactory performance, the amount as deemed appropriate may be deducted from the total bill/security deposit as decided by the Executive Director, CMGI, Bhubaneswar. The terms and conditions will be executed under the supervision of the user office.

3. The contractor will have to follow all the security instructions applicable from time to time. If the engineers deputed for installation or maintenance of the equipment are found guilty of any violation of security norms, they will be liable to be prosecuted under the law.

4. **Terms of Payment:** No advance payment for 'procurement and installation of CCTV Cameras and related accessories' will be made. The payment will be made after supply and installation of all required equipment/accessories and submission of a pre-receipted invoice/bill in triplicate.

5. As the requirement is time bound in nature, in case the tenderer fails to supply the items within the stipulated period, the tenderer shall be liable to pay liquidation damages at the rate of 5% per delayed week or part thereof of the ordered value subject to a maximum of 30% of the ordered value. Executive Director, CMGI, Bhubaneswar reserves the right to cancel the contract in such circumstances also.

6. **Effective Date of Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

7. **Arbitration :** CMGI and the supplier shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve the matter will be referred to Executive Director, CMGI whose decision will be final and binding on both parties. The arbitration proceedings shall be held in Bhubaneswar, Orissa.

8. **Legal Jurisdiction :** All legal disputes are subject to the jurisdiction of Bhubaneswar court only.

9. **Termination of Contract:** The CMGI/ Govt shall have the right to terminate this Contract in part or in full in any of the following clause:-

(a) The Seller is declared bankrupt or becomes insolvent.

(b) The Buyer has noticed that the Seller has utilized the services of any Indian /Foreign agent in getting this contract and paid any commission to such individual/company etc.

- (c) The Seller fails to supply and install the required equipment in stipulated time frame.

10. **Warranty & Annual Maintenance:**

All equipment, software and hardware shall be covered by at least **one year on-site warranty** from the date of commissioning of the project. The Firm will also be asked to offer **Comprehensive Annual Maintenance Contract (CAMC) for next three years**. Further, they have to provide training to support staff to run such equipment. **The rate of CAMC quoted in the Bid will, however, not be the criteria for deciding L-1 bidder and will be subject to negotiation.**

(a) A complaint will be attended to within 24 hours from the time of its lodging failing which a penalty @ Rs.100/- per day will be charged till the complaint is attended to and the equipment/accessories are made fully functional. It will be the responsibility of the contractor to keep the equipments in perfect working order, during the contract period.

(b) In case, any of the equipment is to be taken out for repairs to firm's workshop, a standby equipment of same/higher configuration shall be provided by the firm.

(c) The firm shall have to depute well qualified engineers on full time basis for the successful installation of the equipment/accessories for commissioning of the project and to train the user's staff for operating such system. The engineers deputed should be well versed with the equipment installed by the firm and equipped with all essential spare parts and tool kits.

(d) The services of the engineer of the contractor may be required on non-working days or beyond office hours on working days on some occasions to meet emergency situation. The contractor shall ensure that on such occasions also the personnel are deputed.

(e) Any problem reported by the users will be notified to the contractor's engineers and will be attended to by them based on the priority indicated by this office.

(f) The contractor will have to follow all the security instructions applicable from time to time. If the engineers deputed by the firms are found guilty of any violation of security norms, they will be liable to be prosecuted under the law.

## **Technical Bid**

### **Attach copies of the following supporting documents**

(a) The bidder should have a minimum of 03 years of experience in supplying and installing CCTV Cameras, Access Control System & related accessories in Govt Offices/Central Autonomous body/Central PSU/ Reputed Industries/Reputed Institutions. The bidder should produce copy of at least 3 work orders/completion certificates from any State/Central Government Organization regarding supply and installation of CCTV Cameras during last 3 financial years (2012-13, 2013-14, 2014-15). The bidder should produce copy of at least 3 work orders/completion certificates from any State/Central Government Organization regarding supply and installation of CCTV Cameras during last 3 financial years (2012-13, 2013-14, 2014-15).

(b)The average Turnover of the Contractor for last 3 financial years (2012-13, 2013-14, 2014-15) should be at least **Rs.10 Lakhs**. The bidder should produce copy of the audited balance sheet of last 3 financial years (2012-13, 2013-14, 2014-15).



**Bidder Information Sheet :**

Name of the Bidder:	
Email address:	
Telephone number office:	
Fax No.:	
Address:	
City:	
Pin Code:	
Year of Establishment:	
Status of the Firm	Proprietary / Partnership/Pvt. Ltd./ Pub Ltd
Names of the: Directors/Partners/Proprietor	
Name and address of the: Bankers	
Registration No. and date with: Registrar of Companies/Firms	
PAN Number:	
SERVICE TAX NUMBER	
VAT/CST Number:	
<b>Annual Turnover of the last three years (Attach audited copy of Balance sheet)</b>	<b>FY 2012-13:</b> Rs. _____ Lakhs
	<b>FY 2013-14:</b> Rs. _____ Lakhs
	<b>FY 2014-15:</b> Rs. _____ Lakhs

Seal and Signature of the Bidder/s.

Date:

Place:

## Commercial Bid

“ A ”

SI No. (a)	Item (b)	Specification (c)	Unit/ Qty. (d)	Rates quoted per Unit/ quantity (e)	Taxes (if any) (f)	Total Price (g) = (d) X (e) + f
1	IR <b>Bullet</b> High Definition (HD) Camera	As per the Technical Specification placed at page no. 02 (with installation (cabling & labour) charges)	12			
2	IR <b>Dome</b> High Definition (HD) Camera	As per the Technical Specification placed at page no. 02 (with installation (cabling & labour) charges)	04			
3	Digital Video Recorder (DVR): upto 24 Channels	As per the Technical Specification placed at page no. 02 (with installation (cabling & labour) charges)	01/02			
4	Hard Disk	4 TB SATTa EXTERNAL HDD.	01			
5	Power Supply	12V Power Supply (SMPS)	16			
6	CC TV Cable (Video Cable & 02 Core Power Cable )	RG-6 (Jelly filled weather proof). As per ISI Standards	As per requirement			
<b>Grand Total</b>						

**B. Charges for installing and commissioning including taxes: Rs. \_\_\_\_\_ (In Words \_\_\_\_\_)**

**C. Grand total : “A” + “B”: Rs. \_\_\_\_\_ (In words \_\_\_\_\_)**

**D. Rates of CAMC in terms of percentage (%) of the total cost of the project: \_\_\_\_\_ % (In Words \_\_\_\_\_)**

**\* The CAMC rate will not be criteria for deciding L-1 and will be subject to negotiation**