



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

NOTICE INVITING TENDER

No. T- 1733

Dated: 13 Dec 2021

Comprehensive onsite Annual Maintenance Contract (AMC) of CCTV Surveillance System At The Institution of Engineers (India), HQ

Sealed Tender in Single Stage two Envelope bid system is invited for Comprehensive onsite **Annual Maintenance Contract (AMC) CCTV Surveillance System** at IEI.

The tender document to be downloaded from the website of the Institution (www.ieindia.org).

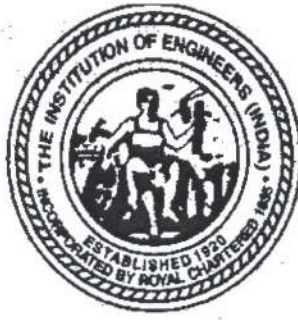
The sealed tender is to be submitted in prescribed format duly stamped and signed and dated on each page of the tender document as their unconditional acceptance to the terms prescribed by the Institution. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

The tender shall be in two parts viz. **Technical Part – (Envelope – 'A')** and **Financial bids (Envelope 'B')** (Envelope 'A' and 'B' with the content shall be clearly marked on the top of the envelopes separately). **Technical Part (Envelope – 'A')** shall comprise of compliance documents against Qualification Requirement, **Earnest Money Deposit of Rs 5,000/-, GST Registration, Trade License, Copy of PAN Card** and any other document in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document in **Envelope – 'B'**. Both Envelope – A & B shall be put in a third envelope, sealed and submitted within the prescribed date & time and with signature of the tender applicant over it.

The sealed tender duly superscribed, **"Comprehensive onsite Annual Maintenance Contract (AMC) of CCTV Surveillance System at IEI"** with Tender No. should be addressed to Director (Administration) sent at the Institution's address either by registered post/speed post/or by hand. Postal / couriered tender must reach to this office within stipulated date & time i.e., **upto 16.00 hrs of 27 Dec 2021.**

Tenders received after the stipulated date and time shall not be entertained. The Institution shall not be liable for any postal delays what so ever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason and any correspondence.


(Shukla Das)
Director (Administration)



The Institution of Engineers (India)

(IEI)

8 Gokhale Road, Kolkata-700020

Tender

for Comprehensive Annual Maintenance Contract of
CCTV Surveillance System

Tender No. : T- 1733

(Visit us at <https://www.ieindia.org>)

PART - A
TECHNICAL BID

General Terms and Conditions

T- 1733

1. Annual Maintenance Contract (AMC) would be comprehensive i.e., including cost of new /original spares for proper functioning of all systems and sub-systems
2. Parts and spares includes all component of camera, NVR as a whole or parts, active & passive component LAN till the port of switch, switch, mountable stands, POE injector, power adapter etc. shall come under comprehensive AMC
3. The price shall include all taxes, duties, levies, delivery charges, installation charges etc and no additional payment shall be admissible on any account.
4. The bidder has to deposit an earnest money of Rs 5,000/- along with quotation. In case of non-execution of the order by the successful bidder, the earnest money deposited will be forfeited. The earnest money deposited by unsuccessful bidders will be refunded on finalization and execution of the contract with the successful bidder. However, EMD of successful bidder shall be retained as Performance Guarantee. The bank Draft should be drawn in favor of "**The Institution of Engineers (India)**", payable at **Kolkata**. The same shall be returned to the vendor without any interest after expiry of contract.
5. The vendor will have to submit Income Tax Return and GST Registration Certificate.
6. Standard LD Clause for delay in supply @ 2% per week or part thereof subject to maximum of 10% of the order value will be applicable.
7. IEI reserves the right to reject any or all the quotations without assigning any reason whatsoever.
8. Vendor shall not subcontract the hardware maintenance jobs to any outside agency including their franchisee
9. Payment shall be made quarterly at the end of each quarter on providing satisfactory services. No advance payment will be made
10. The number of Camera / NVR under AMC mentioned in list can be increased or decreased at the discretion of this office. The quarterly payment shall be made for actual number of hardware under contract. The item-wise rate given in the AMC will be applied to the peripheral added during the period of contract.
11. Vendor is required to make site visit prior to the submission of tender document in order to avoid ambiguity
12. It is the responsibility of the firm to ensure the safety of the Equipment during Rectification, Testing, Transportation etc, and also their personnel. Standard and safe practices should be followed in packing & Transporting of the equipment when ever required to be transported by the Firm.

Signature of bidder with

Date & seal

13. The agency shall specifically ensure compliance of various Laws/Acts, including, but not limited to the following and their re-enactments/amendments/modifications:-
- Contract Labour [Regulation & Abolitions] Act 1970
 - Employees Provident Fund & Miscellaneous Provision Act. 1952
 - Employees State Insurance Act. 1948
 - Minimum Wages Act. 1948
 - Payment of Wages Act. 1936
 - Payment of Bonus Act. 1965
 - The West Bengal Labour Welfare Act. 1974
14. **Force Majeure :** If the performance as specified in this order is prevented, restricted, delayed or interfered by reason of Fire, explosion, cyclone, floods, War, revolution, acts of public enemies, blockage or embargo, Any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labour disputes which are not instigated for the purpose of avoiding obligations herein, or Any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided the party so affected uses its best efforts to remove such cause of non-performance and when removed the party shall continue performance with utmost dispatch.
15. **Arbitration :** In the event of a dispute or difference of any nature whatsoever between the vendor and IEI during the course of the assignment arising as a result of this order, the same will be referred for arbitration to a Board of arbitration. This Board will be constituted prior to the commencement of the arbitration and will comprise two arbitrators and an Umpire. Vendor and IEI will each nominate an arbitrator to the Board and these arbitrators will appoint the Umpire. Arbitration will be carried out at a place mutually decided by Vendor and IEI.
16. **Confidentiality:** The Vendor shall keep information related to IEI confidential and will not divulge to outside agencies without written consent from IEI.
17. **Contact Information:** For any clarifications vendor may contact Deputy Director (System Administration), The Institution of Engineers (India), 8 Gokhale Road, Kolkata - 700020.

Materials Description

Slno	Description	Type	Unit	Remarks
1	Honeywell-NVR-1032-E with 2 x 2 TB Hard Disk	Existing	2	
2	Honeywell Dome Camera H2D2PR1	Existing	27	
3	Honeywell PTZ Camera HISD-1301WE	Existing	1	
4	POE Injector / Adapter	Existing	28	
5	Cat6/OFC Cable & related passive components	Existing	-	LAN and associated items pertaining to the smooth functioning of CCTV camera. It includes all components from the Camera's end to the port of the switch at other end
6	Hard Disk 4 TB compatible with Honeywell-NVR-1032-E NVR	New	2	To be supplied by the Vendor to enhance the storage capacity. Warranty to be provided by vendor

Signature of bidder with

Date & seal

Scope of Work

T- 1733

1. All above items should be covered under the comprehensive AMC with parts and spares.
2. In case of any technical problem, call should be attended within 4 working hours
3. Vendor has to troubleshoot and provide technical support as and when required
4. Vendor has to provide onsite support
5. Free replacement of parts should be provided in case of any defect related to CCTV system during the contract period.
6. All spares used for replacement shall be genuine and of same brand. If case original spare is not available with the OEM, then the vendor may use compatible upgraded versions of the same spare available with the OEM or use a compatible equivalent spare of any other reputed make.
7. The spares / items used for rectification of a fault shall not affect the original performance of the system or alter the original parameters and technical characteristics of the system in anyway.
8. In case PTZ / Dome Camera cannot be repaired, the same shall be replaced with new one having the same or better specifications without involvement of additional cost on part of IEI.
9. All the cabling including Data Cat6 / OFC/Power cables/Patch cord /Rewiring / Replacing / Slicing/Network cable/ crimping / Terminations/ casing related items are covered in the scope of this contract.
10. The services pertaining to LAN connectivity of CCTV to be covered under AMC. It includes all components / items from the device's end to the port of the switch at other end e.g. patch cords, Cat-6 cable, I/O set, POE, Casing, laying and mounting charges etc.
11. Necessary testing tools, equipment & cleaning material etc. shall be the responsibility of the vendor.
12. Any features existing in the system which are not activated (e.g. Camera Patterns, selection of presets, schedule recording's default PTZ presets etc.) will be activated by the firm's technician whenever it is required.
13. Video clippings of recordings, if required for any inquiry have to be retrieved from the system by the firm's technician and copied on a CD/DVD as per the directive of IE. However CDs/DVDs for this purpose will be provided by IE.
14. Vendor has to configure the NVR for access and storage of CCTV footage
15. In case of corruption or damage to the Program / configuration due to any reason, the reconfiguration and reprogramming shall be the responsibility of the contractor T- 1707 covered under the scope of this contract.
16. During the period of maintenance contract, IEI may add or modify certain equipment from the AMC contract.
17. Provision to be made for storage of Video recording at least 30 days, in case any need to enhance the storage that is to be mentioned by vendor.
18. Vendor has to provide Technical onsite support, as per requirement.

Signature of bidder with

Date & seal

20/

19. Preventive maintenance on monthly basis.
20. Vendor has to provide necessary training on the operational aspect of CCTV.
21. Dismantling additional components pertaining to CCTV i.e. 17 nos. of camera and POE's to be removed and replaced with the malfunctioning units, and balance CCTV and POE's handed over to the IEI.
22. Upgradation of firmware of NVR and Camera shall be within the scope of the work and has to be done as and when required.

QUALIFICATION REQUIREMENT:

(Necessary documents in support of following qualification requirement are to be submitted as proof of credential etc)

1. The company who already have the experience of maintaining the IP based CCTV Surveillance System with NVR storage management for any one of the last three preceding years in Government/Autonomous bodies / PSU / Reputed Private Organization.

(Copy of Order, Completion Certificate / Final Bill payment certificate / Bank statement showing settlement of final bill to be submitted)

2. The company should have at least Rs. 5.00 Lakhs of Annual Turnover from its AMC/AMC business only, in last three financial years.

(The Profit & Loss and Balance Sheet are to be enclosed).

(Document proof regarding authorized associates / partnership with Honeywall is to be enclosed)

Signature of bidder with

Date & seal

for

Part - B

Financial Bid

T- 1733

Financial Bid for Comprehensive onsite Annual Maintenance Contract (AMC)
CCTV Surveillance System at IEI.

A. Rate of Items

SI No	Description	Category	Unit	Rate	% of GST	Amount
1	Honeywell-NVR-1032-E with 2 x 2 TB Hard Disk	AMC	2 Pcs			
2	Honeywell Dome Camera H2D2PR1	AMC	27 Nos			
3	AMC Honeywell PTZ Camera HISD-1301WE	AMC	1 Nos			
4	POE Injector with Adapter	AMC	28 Nos			
5	Cat6/OFC Cable & related active & passive components	AMC	-			
6	P Hard Disk 4 TB compatible with Honeywell-NVR-1032-E NVR	New Procurement	2 Nos			
Total:						

Total Amount against SI. No. ----to---- as mentioned above will be Rs.....

(Rupees.....)

Name :
Designation :
Signature :
Company Name :
Address :
Phone No. :
E-mail :
Date :

Seal of the Company