



MEGHALAYA & ARUNACHAL PRADESH  
GEO-SPATIAL DATA CENTRE  
SURVEY OF INDIA  
SHILLONG

Tender Document  
For  
Supply, Installation &  
Comprehensive AMC (3 Years) of CCTV  
Surveillance Cameras

TENDER NO. : S- 1098 /17-D-2  
Dated : 29-05-2020

TO BE SUBMITTED BY : 23- 06-2020 (12:00 hrs.)

TOTAL PAGES: 7

Cost of Tender Document : Rs. 200/- (Rupees Two Hundred only) (Non-Refundable)

Tender Document can also be downloaded from Survey of India website: [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in)

**SURVEY OF INDIA  
MEGHALAYA & ARUNACHAL PRADESH GDC  
SHILLONG**

**TENDER DOCUMENT FOR INVITING TENDERS FOR THE SUPPLY, INSTALTATION & COMPREHENSIVE AMC (3 YEARS) OF CCTV SURVEILLANCE CAMERAS.**

On behalf of President of India, the Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong invites sealed tenders for the Supply, Installation & Comprehensive AMC of CCTV surveillance cameras (3 Years) as per following terms and conditions:-

**1. PARTICULARS OF THE TENDER**

(a)	Designation and Address of the authority inviting tender	Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong- 793001 (Meghalaya) Phone: 0364-2223320 Fax: 0364-2224937 Email: megh.gdc.soi@gov.in
(b)	Tender No.	S- 1098 /17-D-2 dated: 29 <sup>th</sup> May 2020
(c)	Last date and time of sale of tender document	<u>22<sup>th</sup> June 2020 by 17:00 hrs</u>
(d)	Last date and time of receiving bids	<u>23<sup>th</sup> June 2020 by 12:00 hrs</u>
(e)	Date and time of opening bids	<u>23<sup>th</sup> June 2020 by 15:00 hrs</u>

**The details of CCTV cameras and specifications are given in Annexure ‘A’ of this document.**

**2. ELIGIBILITY CRITERIA**

- a. The bidding firm should be registered with the appropriate government authorities. The copy of registration certificate must be enclosed with the tender.
- b. The bidding firm must enclose registration certificates of GST/ VAT / Tax from the appropriate authorities as prevalent in the State of Meghalaya.
- c. The tenderer must provide the PAN/TAN number of the firm.
- d. The agency should have local office at Shillong to ensure satisfactory fulfillment of contractual obligations.
- e. **The bids received without the above mentioned certificates/documents will be rejected.**

### 3. TERMS AND CONDITIONS

- (1) The tender document can either be purchased from **Establishment & Accounts Officer, M & Ar. Pradesh GDC, Survey of India, Shillong** on payment of Rs. 200/- by cash/in form of D.D. in favour of **Establishment & Accounts Officer, Megh & Ar. Pradesh GDC, Survey of India, Shillong**, or, can be downloaded from Survey of India website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) and in such case the tenderer has to pay the tender document cost in form of D.D. for Rs. 200/- drawn in favour of the **Establishment & Accounts Officer, Megh & Ar. Pradesh GDC, Survey of India, Shillong**. In any case the Cash Receipt/DD should be enclosed with the tender, failing which the tender will not be accepted.
- (2) Response to the tender in sealed envelope should be addressed to Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong - 793 001 (Meghalaya). **The rates should be quoted in the format as given in Annexure 'A'**. The tender along with required documents should be kept inside a envelope marked as **'Tender for Supply, Installation & Comprehensive AMC (3 years) of CCTV Surveillance Cameras'**.
- (3) Rates quoted should be inclusive of **Supply, Installation & Comprehensive AMC (3 years) of CCTV surveillance cameras** including all taxes as per **Annexure-A**.
- (4) Rates quoted shall be mentioned by the agency both in figures and words. There should not be any erasing or overwriting whatsoever to avoid rejection of bid. Rates quoted/accepted will be valid for 12 months (3 year in case of Comprehensive AMC) from the date of award of contract and agreement & during this period no demand for increase of rates will be entertained. The Agency will have to provide its Telephone numbers to be available for contact for 24 hours x 7 days.
- (5) The rates quoted should be firm & final including all taxes till completion of the contract period.
- (6) An Earnest money deposit (EMD) of **₹ 2000/- (Rupees Two Thousand only)** in shape of Demand Draft drawn on any nationalized bank in favour of **Establishment & Accounts Officer, Megh & Ar. Pradesh GDC, Survey of India, Shillong** payable at Shillong should be furnished along with tender. Tender received without EMD will be summarily rejected. The EMD of un-successful tenderers will be returned within 30 days of the award of job order.
- (7) The Bidder should visit the site with prior appointment and carry out necessary inspection and test/measurement as are necessary before submitting its bids. All costs associated with such site visit and in preparation and submission of the Bid will have to be borne by the bidder. Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong – 793001 (Meghalaya) will in no case be responsible for such costs, regardless of the conduct or outcome of the bidding process.
- (8) Bids received after stipulated date and time due to any reason whatsoever including postal delay shall not be considered.
- (9) The Director reserves the right to accept or reject any/ all bids without assigning any reason whatsoever.

- (10) The tender response should be signed by the tenderer in all pages. Incomplete and unsigned quotations are liable to be rejected.
- (11) Bids with overriding conditions will be summarily rejected.
- (12) If there is no mention of taxes etc. in the bid, the bid will be considered to be inclusive of all taxes and no extra tax will be paid in any case.
- (13) The successful tenderer will have to deposit Performance Security equal to **10%** of the total bid value in the shape of FDR/Bank Guarantee from any nationalized bank drawn in favour of **Establishment & Accounts Officer, Megh & Ar. Pradesh GDC, Survey of India, Shillong** at the time of awarding the work order. Performance Security deposit should remain valid for the entire period of contract plus for a further period of 30 days after the completion of contract.
- (14) The successful tenderer will have to furnish an agreement on Rs. 100/- Non Judicial Stamp Paper at their own expense.
- (15) The period of AMC will be up to 3 years from the day of successful installation and functioning of CCTV surveillance cameras including hardware spare parts software.
- (16) The 100% payment will be made after successful installation and integration of the system subject to issue of 'Final Acceptance Certificate'. However the charges for Comprehensive AMC will be paid on quarterly basis after successful maintenance of the system.
- (17) Any variation or additional taxes /duties and not statutory levies, if any imposed by the regulatory bodies during the currency of this contract/service will be payable by the maintenance agency over & above the quoted AMC service charges.
- (18) The successful firm will be entirely responsible for the execution of the job in accordance with the terms and conditions of this document and the job shall not be assigned or subletted to any other firm/agency.
- (19) In case of any dispute relating to the execution of the job between the parties, the matter will be referred to Surveyor General of India and his decision shall be final and binding on both the parties.
- (20) Any of the vendors, who may so desire, may be present at the time of opening of the bids.
- (21) Any structure, permanent or temporary, dismantled or destroyed during the execution of the work, shall be refilled/remake or restore to its previous condition by the vendor at its own cost.
- (22) Providing original manuals, Warranty certificate, Test reports of all hardware items Supplied/Installed.
- (23) Quantities mentioned under **Annexure-A** are approximate only. So the successful bidder should supply items listed in this section as and when required during the execution of the work. **The payment will be made only for actual/supply installed/ utilized quantities & labour at the site.**

- (24) The Director reserves the right to inspect the supply, installation & commissioning of all the Hardware and the relevant Software. Only on complete satisfaction of the Consignee in the above mentioned process, the 100% payment will be made.
- (25) Architecture diagram of the network design and functioning, System and Network Should be submitted after successful completion of installation.
- (26) Award of Contract:-  
The contract will be awarded to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the lowest evaluated bid.
- (27) The tenderer should furnish a certificate to the effect that “**All the Terms and Conditions of the tender document have been understood by him and he is ready to abide by the same without any variation**”.

#### 4. SCOPE OF WORK

- a) Supply, Installation and maintenance of CCTV surveillance cameras and accessories at Survey of India Campus, Shillong as per the specifications and details given in **Annexure ‘A’**.
- b) On site preventive and corrective maintenance of CCTV Cameras from time to time for the period of three years from the date of contract.
- c) **The contract would be on-site comprehensive i.e. including replacement of parts of Original Equipments Manufacturers (OEM) in case of CCTV cameras & Passive components and also includes replacement of Faulty parts.** All replaced parts should be of original make and incase of non-availability it should be of appropriate standard as decided by Director, Megh. & AR.. Pradesh. GDC, Survey of India, Shillong.
- d) The maintenance contract also includes repair, maintenance and troubleshooting of all CCTV components to keep fully operational including the cost of spare parts.
- e) Standby arrangement to be made in case the equipment is to be taken to workshop for repairs.
- f) Maintenance of CCTV cables Network connectivity in the existing setup in offices as and when required.
- g) Well trained/qualified engineers should be deployed at offices to resolve the hardware/SW problems, between 9:00 AM to 13.00 PM on working days. These engineers are also liable to work on holidays and Saturday/Sunday (if services are required) and no additional amount will be paid. Engineer shall be equipped with mobile phones to ensure their availability. ***Tenderer should submit the information about their engineer while submitting the bid.***
- h) All the engineers will coordinate with store section for prompt up-keep and maintenance of all CCTV cameras & Accessories for (24x7) surveillance.
- i) Repair to be carried out at the location of the equipment. However, if necessary to carry any damaged items to the workshop for repair purpose, agency will bear transportation and other incidental charges and will take due permission from O/O Director, Megh & Ar. Pradesh GDC, Shillong.

- j) The parts/components/sub-assemblies used for repair/replacement by the contractor will be of the same/equivalent or higher make and functional capability as originally available in CCTV cameras. **All damaged / replaced storage media will be property of Survey of India.**
- k) The systems that are not serviceable by the agency due to obsolescence of technology or non-availability of parts/components/assemblies will be withdrawn from the maintenance contract. The decision of Director regarding non-availability and obsolescence of technology will be final. Withdrawal of such systems shall be communicated to the agency and equivalent maintenance charges shall be deducted from the amount due to the agency.
- l) The contractor shall be responsible for any loss or damage caused to any of the CCTV cameras & accessories owing to negligence on his part. The contract will be on comprehensive basis inclusive repairs and replacement of spare parts without extra payment.
- m) Director reserves the right to terminate the contract by giving two weeks' notice, if the firm is incapable of carrying out the maintenance as per terms and conditions or in the event of unsatisfactory performance by the firm.
- n) All the data collected is the property of Survey of India. Service engineers are not allowed to take any data along with them.
- o) The cameras, cables and accessories installed outside should be out of reach to general public.

#### 4.1. Service warranty

- a) The tenderer should cover services provided including the quality of workmanship under warranty.
- b) The successful tenderer will not be allowed for frequently changing the hardware engineers.



(T.P. MALLIK)

Director

Meghalaya & Arunachal Pradesh GDC  
Survey of India, Shillong

**ANNEXURE 'A'****RATES FOR SUPPLY, INSTALLATION & COMPREHENSIVE AMC OF CCTV SURVEILLANCE CAMERAS (3 YEARS)**

Sl. No.	Item Description	Qty in Nos.	Rate (Rs.)	Amount (Rs)
1	CP Plus/ Hikvision IP Camera 8 MP 80 mtrs, HD Night vision (including laying and fitting)	12	₹	₹
2	NVR 16 Channel	1	₹	₹
3	4 TB Hard Disk	1	₹	₹
4	POE Switch 8 Port 10/100/1000	6	₹	₹
5	LAN Cable (including laying and fitting)	2800 mtrs	₹	₹
6	RJ 45 Connector	100	₹	₹
7	IKVA UPS APC	1	₹	₹
8	19.5" LED Monitor	1	₹	₹
9	GI Pole (including digging and fitting)	12	₹	₹
10	Configuring of CCTV System		₹	₹
11	Annual, maintenance for 3 years		₹	₹
<b>TOTAL</b>				₹
Other Charges if any (Please specify)				₹
Taxes if any (Please specify)				₹
<b>GRAND TOTAL</b>				₹

It is certified that all the terms and conditions of the tender document No. S-1098/17-D-2, dated 29-05-2020 have been understood by me/us and I/we are ready to abide by them without any variation in the event of selection of our firm for awarding the job.

**(Signature/ Signatures of authorized Representative(s) of the firm with Seal)**

**Place :**

**Name(s):**

**Date :**

**Address :**

**Note:**

1. Rates should be for Supply, Installation & Comprehensive AMC of CCTV Surveillance Cameras, i.e. including replacement of parts of Original Equipments Manufacturers (OEM).
2. Rates should be quoted for all the equipments listed above. If rate is not quoted for a particular equipment, it will be assumed that tenderer is ready to provide AMC for that equipment free of cost.