

Industrial Training Institute, Begusarai

(Ministry of Labour Resource Department, Government of Bihar)
Panhash PO-Suhird Nagar ,Dist-Begusarai-851218 Tel: 06243-231349,
Email-govtitibegusarai@gmail.com

Ref. No.: _____

date _____

Subject: Supply, Installation, Testing and Commissioning of CCTV Surveillance System in the Campus of Industrial Training Institute(I.T.I), Begusarai

Sealed tenders are invited from reputed and eligible contractors/firms in two bid system (Technical & Financial) for the **Supply, Installation, Testing and Commissioning of CCTV Surveillance System in the Campus of Industrial Training Institute(I.T.I), Begusarai "** Tender document can also be downloaded from Labour Dept. website i.e. <http://labour.bih.nic.in> .

1	Name of work	Supply, Installation, Testing and Commissioning of CCTV Surveillance System in the Campus of Industrial Training Institute(I.T.I), Begusarai" .
2	Cost of Tender	Nil
3	EMD	Rs.10,000 (Rupees Ten Thousand only) in the favour of Secretary , IMC of ITI, Begusarai" .
4	Last date, time and venue for submission Tender.	23-06-2017 Up-to 03.00 p.m. in the office of Principal , I.T.I, Panhash, PO-Suhird Nagar, Dist-Begusarai-851218
5	Date and time for opening of Technical Bid.	23-06-2017 Up-to 03.30 p.m. in the office of Principal , I.T.I, Panhash,Po-Suhird Nagar, Dist-Begusarai-851218
6	The bids shall be submitted in two envelop viz. (i) Technical Bid (ii) Financial bid . Detailed specifications of the item(s) to be supplied is placed at Annexure-E	
7	Refer tender/bid document for other details.	

Sd/-
Secretary , IMC of ITI

NOTICE INVITING TENDER

IMC of ITI, Begusarai invites item rate tender (in two bid system – Part I Technical & Part II Financial) from reputed and experienced manufacturer/ authorized reseller/ channel partner for the **Supply and Installation of CCTV surveillance System in the Campus of Architecture Industrial Training Institute(I.T.I), Begusarai".**

1. **Scope of work: Supply, Installation, Testing and Commissioning of CCTV Surveillance System.**
2. **Earnest Money Deposit (EMD) in form of Demand Draft: - Rs. 10,000** (Rupees Ten Thousand only) in favour of "**Secretary, IMC of ITI, Begusarai".**
3. **Completion period:** Supply of Hardware/Equipment within 15 days from the date of /Work Award Letter, and installation within 15 days after the delivery of material received at **Industrial Training Institute(I.T.I), Begusarai.**
4. **Availability of Tender Document:** Tender Documents with detail terms & conditions can be downloaded from the dept.website i.e. [http://labour.bih.nic.in.](http://labour.bih.nic.in)"
5. **Validity Period of Offer:** The rates offered in Part II (Financial bid) should be valid for 180(one hundred and Eighty days) from the date of opening of Part II (Financial Bid) of the Tender.
6. **Receipt and opening of Tenders: Sealed bid containing Technical bid along with EMD & Financial bid** (Technical bid along with EMD) should reach to this office at **Industrial Training Institute (I.T.I), Begusarai".** on or before 23.06.2017 up-to 03.00 PM. The Technical Bid will be opened on the same day at 03.30 pm.
7. The required EMD as stated above in the form of DD must be enclosed with the Technical bids failing which the offer will be treated as non-responsive.
8. Principal cum Secretary IMC of ITI , Begusarai" reserve the right to accept or reject any or all the tenders wholly or partially without assigning any reason thereof.

INSTRUCTIONS TO BIDDERS

- 11 **Scope of work:-Supply, Installation, Testing and Commissioning of CCTV Surveillance System in the Campus of Industrial Training Institute(I.T.I), Begusarai."**
- 12 **Definitions:**
 - IMC** means Institute Management Committee, Begusarai".
 - ITI** means Industrial Training Institute, Begusarai".
 - Campus** means Campus of **Industrial Training Institute(I.T.I), Begusarai**
 - Bidder** means the Manufacturer or his direct authorized reseller Partner.

13 Who can apply?

- (a) If the bidder is an Original Equipment Manufacturer (OEM) firm in CCTV Surveillance system, the application shall be signed by the OEM with his full type written name and the full name of his firm with its current address, Contact details etc.
- (b) If the bidder is an Authorized reseller or Channel partner, the authorization letter shall be signed by OEM must be submit with tender.

14 Sealing and Marking of Bids

- (a) **Technical Bid shall be submitted along with EMD.**
- (b) The bidder shall place the two separate sealed envelopes marked “**Technical Bid**” and “**Financial bid**”.
- (c) The sealed outer envelope containing the technical bid and financial bid shall be addressed to Principal, I.T.I, Begusarai-851218
- (d) The sealed tender shall bear the name and identification number of the Tender on the cover of the Envelope(s).

15 Bid Submission:

- (a) The envelop named “**Technical Bid**” shall comprise of all documents as per **Clause-16 along with EMD.**
- (b) The “**Financial Bid**” must be place in separate envelope.
- (c) Each page of the Technical Bid, Tender Document must be sealed and signed by the authorized signatory of the bidder.
- (d) Duly signed tender document along with all corrigenda, addendum issued, if any, should also be sealed as part of technical bid.
- (e) Conditions other than those laid down in the Tender document will not be entertained.

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Eligibility Criteria for Technical Bid Date:

All eligibility documents with EMD must also be submitted in hard copy with Technical bid

S.No	Documents	Yes/No	Annexure
1	Letter of Transmittal		Annexure A
2	2 Tender form for Supply, Installation, testing and commissioning of CCTV surveillance System in Architecture Building at School.		Annexure B
3	Income Tax Registration (PAN Number.). Service Tax Registration. DVAT Registration/ TIN Number.		Enclose Copy
4	Company Registration No. with appropriate authority.		Enclose Copy
5	Copy of previous three Financial Year's Income Tax return.		Enclose Copy
6	Length of relevant experience in particular Business in years. (min: 2 years)		Enclose Copy
7	Average financial turnover (annual) of Rs.50 Lakhs (Rupees Fifty Lakhs) during the immediate last three consecutive financial years, duly audited, signed & stamped by a Chartered Accountant.		Annexure C
8	Tendered must have an experience of minimum 02 years for S/I/T/C of CCTV surveillance system. Copies of work order/contracts and satisfactory performance certificates in support of proof thereof for the contracts executed must be submitted as (i) Single order costing not less than 6 lacs OR (ii) Two orders costing not less than 4 lacs.		Enclose Copy of work order & satisfactory performance certificates
9	That the bidder/organization has not been blacklisted/debarred by any of the government/ public sector agencies in India. A declaration of fair business practice by the Bidder.		Annexure D
10	Firm should have an authorized service Centre in Begusarai.		Enclose Copy
11	The bidder must submit the technical specification of the quoted items along with printed catalogues for technical evaluation.		Enclose Copy
12	An authorized reseller or channel partner an authorization letter from the OEM need to be submitted.		Enclose Copy
13	All systems and components must be in compliance with FCC, CE, UL requirements.		Enclose Copy
14	The bidder must have at least one Technical Expert in his team and they should be associated with the organization since more than two calendar years at the time of opening the bid.		Submit Undertaking

Place:

Name & Signature(s) of Bidder(s) with seal

17 Opening of Technical Bids & Evaluation:-

The details submitted by the bidders will be evaluated in the following manner:

- (a) The "initial eligibility criteria" prescribed in Para 16.1 to 16.12 of clause 16 above in respect of experience in similar class of works completed, financial turnover, profitability and valid registrations, etc. will first be scrutinized.
- (b) Even though any bidder may satisfy the above requirements, he/she would be liable to Disqualification if he/she has:-
 - Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
 - Record of poor performance such as abandoning work, not properly completing the Contract, or financial failures/weaknesses etc.

18 Opening of Financial bid and evaluation:

After the Technical evaluation of the bids, the ITI will open the 'Financial Bids' of all the bidders who have qualified in the Technical Eligibility Criteria as per Clause 16, at notified time, date and place, if any. The lowest financial bidder shall only be considered for award of work.

19 Earnest Money Deposit:

- (a) The Earnest Money Deposit (EMD) must be attached (see Clause 3). The Earnest Money Deposit shall be accepted only in the form of Demand Draft and shall be made in favour of "**Secretary , IMC of ITI, Begusarai.**"
- (c) Tenders with no earnest money deposit will summarily be rejected. In case of successful bidder of the financial bids, the earnest money will be returned after obtaining the required 10% Performance Security in the form of FDR/BG (FDR/BG should be valid for a period of 2 Year) along with the agreement on non-judiciary stamp paper of Rs. 100/-. However, the successful bidder shall be required to enter into an agreement with the ITI for providing the Comprehensive Irrecoverable Warranty of 2 years and AMC of next 1 year (extendable) after completion of warranty period from the date of final installation of the product.
- (d) In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

20 Financial Bid:

The bidder shall quote unit item rates in INR only, both in words and figures in the Financial Bid only. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. No changes in unit rates shall be allowed. The rates quoted in schedule of quantity (Financial Bid) are for finished and completed items and no extra amount for cartage or transporting material, labour etc. shall be paid. **The rates should be inclusive of all loads and lifts for all materials for the completed items and also include all taxes, insurance, royalties etc. as applicable. Supplier has to quote the price inclusive of all charges i.e. freight, insurance, packing, handling, assembling, installation, commissioning up to the ITI or as given in the work order.**

21 General:

- (a) All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a "Nil" or "No Such Case" entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as "not applicable". The bidders are cautioned that incomplete information called for in the tender document or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.

- (b) The bid document should be legibly written and serially numbered with proper tagging and binding. The bidder should sign each page of the bid.
- (b) Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, Initialling with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered. Bid should be submitted as a package with signed letter of transmittal.
- (c) References, information and certificates from the respective clients certifying Suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization with name & designation.
- (d) If any information furnished by the bidder is found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in ITI **which may also result in forfeiture of EMD/performance security.**
- (e) If the bidder obtains a contract from ITI as a result of wrong tendering or other non Bonafide methods of competitive tendering, the ITI reserves the right to terminate the contract with penalties to the contractor, which may also result to forfeiture of EMD/performance security.
- (f) Escalation: Increase in rates of material/Labour will not be allowed on any account. Price quoted shall be fixed and no escalation will be allowed on any account/stage.
- (g) The ITI reserves the Right to vary quantities at the time of issuing of Purchase Order/Signing of the Contract.

22 Award of the Contract

A written Work Order shall be issued by the ITI to the successful Bidder and it will constitute the formation of the Contract.

23 The Scope of Work

The Scope of work shall consist, Supply & Installation, erection and placing in position at site, complete in all respects, and its maintenance during warranty period for items mentioned in Tender.

- (a) Specification for Work and Quality The procurement of various materials shall be either from the manufacturers or their main authorized dealers to ensure that no duplicate/spurious makes are used in the works. All systems and components shall have been thoroughly tested and proven in actual use.
- (b) Safety and Security Safety and Security of workers/staff, material, equipment's, etc. will be the responsibility of the contractor. The School will not be held responsible on this account.

24 Final decision making authority

- (a) The ITI reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained /paid by the School to the bidder(s).
- (c) The ITI has reserves the right to execute the work or reject the tender without assigning any reason or incurring any liability to the bidder.
- (d) The ITI has the power to make alteration in, omission from, addition of or substitution for the original specifications, drawings, designs.

25 Site visit

The bidder is requested to visit the work site and get acquainted with site conditions regarding layout and all other matters, affecting the work before filling in the item rates. Submission of a tender by a bidder, implies that they have read these instructions and have made themselves aware of the scope of the work, conditions of the Contract and ITI will not, therefore, bear any extra charges on any account, in case the bidder finds later on to have misjudged the site conditions or specification.

26 Amendment of tender document:

- (a) Before the deadline for submission of tender, the ITI may modify the tender document by issuing addenda/corrigenda.
- (b) Any addendum thus issued shall be a part of the tender document and shall be uploaded on the dept.website i.e.Labour.bih.nic.in. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

27 Validity of Tender:

60 (Sixty) days from the date of opening of **Financial Bid** of the tender. During this period no bidder shall be allowed to modify/withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained in this regard.

28 Performance Guarantee:

- (a) The successful bidder shall be required to furnish a Performance Guarantee of 10% of the total tendered value after successful installation of the product at site. The Performance Guarantee should be valid up to guarantee/warranty period.
- (b) Performance Guarantee will be refunded after completion of the warranty period as per clause 29.
- (c) In case of non-submission of Performance Guarantee within specified time, the earnest money will be forfeited and the ITI may consider to black list/de-bar the contractor.

29 Warranty

- (a) The bidder shall provide 2 years Warranty (on-site and comprehensive) on all items from the last date of final acceptance by the ITI and shall be responsible for any defects that develop in the item. They shall also replace any defective part of the product supplied and other accessories, without any exception and recourse, free of cost.
- (b) The bidder is responsible for all packing, unpacking, assembly, installation of units. The bidder will test the products and accomplish the adjustments necessary for successful and Continuous operation of the products supplied at all installation sites and shall ensure maintenance of the supplied products during the warranty period. All the repairing / replacing of defects shall be done by the bidder totally free of cost.
- (c) The Supplier must have a Service Centre in Patna/Begusarai to provide maintenance service, efficiently and promptly. If the performance of any individual equipment or System fails to meet the contract specifications then the same shall be replaced by the Supplier free of cost during the term of the warranty and AMC period.

30 Training:

The scope of work envisages that the Bidder shall undertake to train the staff nominated by the School in different aspects of equipment design, functioning, field installation, testing, commissioning, system management, operation & administration, maintenance and repair.

31 Site Preparation:

The site for installation of the CCTV System shall be provided by the ITI as per the required environmental conditions before the installation of the system. The Supplier shall provide site plan and equipment layout plan for the System. The complete installation of the System including civil work at the ITI site shall be the responsibility of the Supplier. Earthling arrangements for all the Equipment shall be the responsibility of the Supplier and to be carried out as per standard procedures.

32 Responsibility of Completion & Software Optimization:

Any fittings or items which may not be specially mentioned in the specifications but which are necessary are to be provided by the Supplier without any extra charge for completeness of the work under this Tender.

33 Duration

The items covered under this tender are required to be delivered and installed in ITI, Begusarai of within 60 days. The 60 days will start from date of Issue of letter of Work Order by the ITI.

34 Taxes and Duties

All statutory taxes and duties including. Value Added Tax (VAT), Service Tax on Contracts as applicable on finished goods shall be included by the Bidder.

(a) The contractor shall get himself registered under BIHAR (VAT) Value Added Tax on the award of contract.

(c) Necessary VAT (Sales Tax) / income tax with surcharge if any shall be deducted from the due payment as TDS and shall be deposited with the concerned Department. All statutory taxes and duties payable by manufactures on raw materials and other inputs for the production of finished equipment shall be included in the quoted supply price.

35 Delay and Non Conformance

(a) If the bidder fails to deliver the Equipment with in the period specified in the Purchase Order, ITI shall without prejudice to its other remedies under the Purchase Order, deduct from the contract price, as liquidated damages, a sum equivalent to 1% (one percent) of the contract price of the delayed goods weekly or part thereof of delay until actual delivery. The penalties will be maximum of 10% of the contract amount/awarded Value.

(b) In case of extraordinary delay or beyond 30 days of stipulated delivery period, ITI reserves the right to terminate the contract, without any liability to cancellation charges, forfeit/encase the submitted Performance Guarantee and blacklist/debarred the defaulting firm.

36 Payment of AMC Fee shall be made yearly on Prorata basis.

37 Services during warranty

(a) The Supplier shall provide necessary Software updating free of cost during the Warranty and AMC period. During the term of warranty and AMC the service/repair calls will have to be attended by the Supplier within 24 hours from the time of such calls. The defective item should be repaired/ replaced within 2 days at ITI premises.

(c) In case of major defects requiring the defective item to be taken to the Supplier's Service Centre, it should be returned within one week duly repaired and an immediate substitute item will be provided by the Supplier for the smooth operation of the System. The to and fro transportation of the item will be borne by the Supplier.

(d) Delays in attending the calls and or repairing the defective item beyond time limit specified, without providing the substitute, will attract penalties to be decided and fixed by the ITI.

(e) If the Supplier fails to repair or replace the defective item, the ITI will be free to get the same repaired/replaced from the market and its cost will be adjusted from the Supplier's Performance Security.

38 Arbitration and Settlement of Disputes:

All disputes claims shall be settled by arbitration, in accordance with the provisions of the arbitration law in force or any statutory requirements thereof and shall be referred to the Sole Arbitrator to be appointed by the ITI. The Contractor shall not be entitled to raise any kind of objection whatsoever, in the event of the ITI decides to appoint any officer or employee of the ITI as the Sole Arbitrator. The award given by the Arbitrator shall be final and binding on both the parties i.e. 'ITI and the 'Contractor'

39 Force Majeure

For purpose of this Clause, Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this Supply Order. If a Force Majeure situation arises, the supplier shall promptly notify the School in writing of such conditions and the cause thereof. Unless otherwise directed by the School in writing, the Supplier shall continue to perform its obligations under the Purchase Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

LETTER OF TRANSMITTAL

From:

To

**Principal cum Secretary
IMC of ITI , Begusarai.**

Subject: Submission of Tender Document for the work of **“Supply, Installation, Testing and Commissioning of CCTV Surveillance System in the Campus of Industrial Training Institute(I.T.I), Begusarai”**.

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statement made and information supplied in the enclosed Annexure/Forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further Pertinent information to Supply, Installation, Testing and Commissioning.
3. I/we hereby submit that we have gone through and understood the Bidding Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.
4. If any misleading or false statement is found at any stage, I/We accept that my/our Tender can be rejected without any reason at any stage.

Name & Signature(s) of Bidder(s) with seal

ANNEXURE – C

DETAILS OF ANNUAL TURNOVER

A. FINANCIAL DETAILS

Financial Years	Gross Annual Turnover (In Lakhs)	Profit/Loss (In Lakhs)
2016-2017		
2015-2016		
2014-2015		

B. Audited balance sheet and profit & loss account for above three years to be submitted. Must be attested by the Chartered Accountant along with Seal.

(Name & Signature of Bidder with Seal)

DECLARATION FOR FAIR BUSINESS BY THE BIDDER

This is to certify that I/We, M/s in submission of this offer confirm that:-

- i) I/We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
- ii) I/We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Central/State Government Department/Public Sector Undertaking or Enterprise of Central/State Government.
- iv) I/We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and I/we am/are fully responsible for the correctness of the information and documents submitted by us.
- vi) I/We understood that in case of any statement/information/document furnished by me/us or to be furnished by me/us in connection with this offer is found to be incorrect or false, my/our EMD in full will be forfeited and business dealings will be banned.
- vii) I/We have not been punished/penalized by way of imprisonment in last three years.
- viii) I/We have not been blacklisted/debarred by any of the Government/Public Sector Agency in last three years.

Signature, Name of the Bidder with Seal

Bill of quantities.

Sl.No	Description of Item	Qty.	Unit rate (in figure)	Unit rate (in word)	Amount (in Rs.)
1	Supply of Network Video Recorder (NVR) 32 Channel (Approved make : CP Plus/Godrej)	01 No.			
2	Supply of 3 MP IP Bullet Camera with IR Distance 20 m. (Approved make : CP Plus/Godrej)	05 No.			
3	Supply of 3 MP IP Dome Camera with IR Distance 20 m. (Approved make : CP Plus/Godrej)	04 No.			
4	Supply of Network Wire (CAT 6) (Approved make : Dlink/Fenolex)	600 m.			
5	Supply of SMPS 20 Amp Adaptor (POE Switch) (Approved make : Dlink/Cloud 9)	02 No.			
6	Supply of LAN Switch (16 Port Hub) (Approved make : Dlink/Digisol)	01 No.			
7	Supply of RJ 45 Connectors (Approved make : Dlink/Iball)	20 No.			
8	Supply of UPS 600 VA (Approved make : Microtek/Luminous)	01 No.			
9	Supply of 32" Screen LED TV (Approved make : LG/Samsung/Sony)	01 No.			
10	Supply of Surveillance Hard Disk SATA 3.0 Capacity 4 TB.	01 No.			
11	Installation Charges	LS			
12	Annual Maintenance Contract (AMC) Fee for 3 Years after Expiry of warranty .	LS			

Signature with seal