



INDIAN AUDIT & ACCOUNTS DEPARTMENT

Office of The Director General of Audit (Central), Kolkata

8, Kiran Shankar Roy Road, Kolkata-700 001



PREVIEW OF TENDER

TENDER REFERENCE No : Record-I/AMC of CCTV System/2017-18 dated 26.03.2018

DATE OF ISSUE OF TENDER DOCUMENT :26.03.2018

LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 09.04.2018 till 05.00 pm

TIME AND DATE OF OPENING OF THE TENDERS: 10.04.2018 at 03.00 pm.

PLACE OF OPENING OF THE TENDERS: O/o the D.G.A(C), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing),Kolkata: 700-001

Sub: Tender for Annual Maintenance Contract of CCTV System

The details of Tender are as summarized below:-

- A) Name of Work:** Comprehensive Annual Maintenance of CCTV system (Including 15 IP Dome and 01 IP Box camera, 40" full HD monitor(1 no.),19" 12U Rack, etc [details mentioned in Annexure-A]) installed at O/o the Director General of Audit (Central), Kolkata.
- B) Pre-Qualification Requirement (PQR)** of bidders eligibility criteria for the issue of the Tender document are as under: -
- i. Reputed CCTV manufacturers/ or their authorized dealers / or their authorized Service providers are eligible to participate.
 - ii. Should have well established servicing facility in Kolkata .
 - iii. At least three years Experience in the field of Installing and maintaining CCTV camera system. In this regard it is stated that Director General of Audit (Central), Kolkata reserve the right to call for documentary proof, if required.
 - iv. Trade License Certificate should be furnished.
 - v. Xerox copy of latest Income Tax certificate and Xerox copy of PAN card should be furnished.
 - vi. Tender form can be downloaded from our web site pdackolkata.gov.in from 26.03.2018 onwards.
 - vii. Tenders in a closed envelop with all documents relating to Pre-Qualification requirement superscripting "AMC of CCTV systems" should reach this office either by Speed post/hand delivery latest by 09.04.2018 till 05pm. Tenders received after due date and time will not be entertained/considered.
 - viii. Tender will be opened on 10.04.2018 at 03.00 pm at the O/o the Director General of Audit (Central), Kolkata.

C) General Terms and Conditions:-

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
2. The service provider shall provide direct service and shall not employ Sub- Contractors.
3. Sealed quotations are invited for the Annual Maintenance contract of **CCTV systems** (including CCTV cameras and all other essential peripherals as enclosed in **Annexure-A.**)
4. **All the bidders are requested to inspect the site and equipments, after taking prior approval between 10am to 5 pm on all working days. No extra cost shall be payable for non awareness of the site/equipments conditions and constraints.**
5. The bidder who will be entrusted with the responsibility to provide AMC of CCTV systems are required to prepare a DVD/CD containing videos/snaps at quarterly interval and provide this back-up to the office quarterly.
6. The contractor will send efficient and experienced technicians for attending the CCTV cameras. Further, a monthly visit should be carried out for the preventive maintenance of cameras.
7. Necessary arrangement to depute your service engineer in each month under the intimation to the Record-I section for preventive and remedial maintenance service to the CCTV system (Annexure-I) is to be made during the entire contractual period.
8. All break down calls shall be attended within 24 hours of working days except holidays. If any complaint is not attended within 24 hours limit as stated previously, 2% amount as penalty will be deducted from the monthly charges for unattended complaints.
9. The time schedule given for attending breakdown call is 24 hours and if any parts is required to be moved to workshop for major repair which may shut down the entire operation of the system, loan parts shall have to be provided without any extra cost. No transportation charges will be provided for that.
10. Any additional work not covered under the AMC contract must be paid on the agreed rates before doing the work.
11. The contractor should make use of the existing usable parts. If additional parts/cable is required contractors will be allowed to put the new cable/part, subject to prior intimation to this office .
12. If any damages to the existing peripherals of the CCTV system is done by the contractor, the contractor must make good to it during the AMC period.
13. The contract will be initially for **12 months from the date of the award of the contract (tentatively from 01.05.2018 to 30.04.2019)** .The contract may be extended up to a certain period as specified in due course , subject to satisfactory performance and approval of competent authority.
14. Corrections, if any in the tender form must be attested by the tenderer.
15. Director General of Audit (Central), Kolkata reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
16. Late tenders will not be considered and shall be rejected.
17. The contract covers periodical servicing once in a month.
18. **Payment will be given on quarterly basis on one fourth of the total contract value, after completing the each quarter. No advance payment will be made**
19. Tax at source will be deducted from each bill of the vendor as applicable under Rules in respect of Income Tax Act, 1961.
20. The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.

Encl: Annexure-A – Details of CCTV system
Annexure-B– Tender Format



Sr. Audit Officer
(Record)

Annexure-A
Details of the CCTV system required for AMC

Sl No.	Details of Peripherals	No./s/Quantity
1	IP Dome Camera	15 Nos.
2	IP Box Camera	1 No.
3	16 Ch Network Video Recorder	1 No.
4	19" 12U Rack for Control Room	1 No.
5	24 Port PoE Switch	1 No.
6	UTP Cat-6 cable	3 Boxes
7	Fiber Optic Cable	100 metres
8	UTP Cat-6 patch Chord	16 Nos.
9	19 inch 6U 530mm Depth	01 No.
10	40" LED Monitor(HD)	1
11	Converter BNC to RJ 45	27 Nos.
12	PVC Conduit	1280 Mtrs.

Annexure-B

Tender Format

To
The Director General of Audit,
Govt. Of India Press Building (East Wing),
8, Kiran Sankar Roy Road,
Kolkata-700 001.

Madam,

With reference to your tender Notice No. _____

dated _____ I am to submit my tender for Annual Maintenance Contract of
CCTV system installed in your Office.

I further affirm that I have read and fully understood the tender notice and agree to abide by
all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I
fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to
the termination of contract as mentioned in the terms and conditions.

Enclo:

1. Statement of quoted value of contract.
2. Terms and conditions duly signed.
3. Copy of Trade License.
4. Working experience in reputed office.
5. Income Tax Certificate
6. Xerox copy of PAN card

Signature-----

Name of Tenderer-----

M/s-----