

**TENDER DOCUMENTS FOR SUPPLY, INSTALLATION & COMMISSIONING
OF CCTTV SURVEILLANCE SYSTEM**

**DIAMOND CITY WEST APARTMENT OWNERS' ASSOCIATION,
DIAMOND CITY WEST, 18 HO CHI MINH SARANI,
KOLKATA :700061**

NOTICE INVITING TENDER NO: NIT/DCWAOA/CCTV/001/2021

DIAMOND CITY WEST APARTMENT OWNERS' ASSOCIATION (DCWAOA)

**(Project name: DCWAOA CCTV, DIAMOND CITY WEST, 18 HO CHI MINH SARANI,
KOLKATA 700061)**

**TENDER DOCUMENTS FOR SUPPLY, INSTALLATION & COMMISSIONING OF
CCTTV SURVEILLANCE SYSTEM AT DAIMOND CITY WEST**

Name of the work:

(I) The Diamond City West Apartment Owners' Association (DCWAOA), 18 Ho Chi Minh Sarani, Behala, Kolkata – 700061 requires the services of a qualified contractor to supply, installation & commissioning of CCTV surveillance system.

Date & Time Schedule

1	Name of the work	Supply, Installation and Commissioning of CCTV Surveillance System for Diamond City West
2	Estimated Cost	25 Lakhs
3	Period of completion	2 Months
4	Earnest Money (1 % of EC)	Rs. 25,000/-
5	Tender Paper Cost (Non-Refundable)	Rs. 1,000/-
6	Tender Publication Date	15.03.2021
7	Pre Bid	17.03.2021 at 07:30 PM
8	Starting of Bid Submission	18.03.2021 at 10:00 AM
9	Last Date of Bid Submission	26.03.2021 by 04:00 PM
10	Opening of Technical Bid	27.03.2021 at 07:30 PM
11	Opening of Financial Bid	28.03.2021 at 03:00 PM

1. For Participating in the tender, the Tenderer shall have to pay the Earnest Money & cost of Tender Paper as indicated in Table -01 in shape of D. D. in favor of "DIAMOND CITY WEST APARTMENT OWNERS' ASSOCIATION.

2. A prospective Tenderer shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job. The Earnest Money of the all the unsuccessful tenderers, will be refunded after issuing work order of the said work.
3. **Pre Bid:** A Pre Bid meeting will be arranged for all type of clarification and site study. During pre-bid Bidder need to specify and take clearance about make of for main items i.e., Camera, NVR, Switch, Cables, Display & UPS to be supplied. All main items to be supplied must be of reputed make. In case of any dispute the decision by the DCWAOA representative will be final and non-negotiable. Bidders must give a letter stating they had properly understood the requirement and no diversion is done while supply and executing the project in their official letterhead.
4. **Eligibility criteria for participation in tender:**

The technical evaluation will be done on the following parameters and offers from firms not conforming to any of these parameters will be rejected.

- a) The bidder should have valid GST Registration Certificate & PAN. Bidder shall have to submit photocopy of the documents.
- b) The bidder should have at least 5 years' experience of CCTV Surveillance System. Necessary documents (Work Order/Completion Certificate of Govt. Organization) has to be submitted.
- c) The bidder should have executed at least one similar nature work (preferably in a housing complex) not less than Rs. 50 lakhs in last three financial years. Relevant Work Order copy to be provided.
- d) Bidder's experience working with Police or other Government Department of any state will be preferred. Working Experiences in Smart City may be given additional weightage.
- e) Agencies who will offer and complete pre-demonstration of different models of Camera which will be supplied, will be preferred.
- f) Bidder should have a local office within 10 – 30 kms of project implementation site.
- g) The bidder should have total turnover of not less than **Rs. 4.00 Crore** in the last three financial years. Bidder shall have to Audited Balance Sheet of last 3 financial years (2017-18, 2018-19, and 2019-20).
- h) Manufacturer's tender specific authorizations (MAF) for main items i.e., Camera, NVR, Switch, Cables & Display must be submitted.
- i) Cameras & NVR should be UL listed, CE and FCC Certified.
- j) Camera Test Report of UL accredited lab with lab accreditation certificate.
- k) The bidder should be an ISO Certified organization. Copy of valid Certificate is to be submitted
- l) The bidder should be MSME Registered unit.
- m) The bidder shall not have been blacklisted by any State/Central Government or PSU Organization or bilateral/multilateral funding agencies for breach of ethical conduct or fraudulent practices as on date of submission of the proposal. Declaration on bidder's letter head to be submitted.
- n) This EMD amount will be forfeited if, the Bidder refuses to accept purchase order, fails to carry out his obligations mentioned therein. No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful Bidders. The

Earnest money paid by the successful Bidder will be released only after completion of the work.

- o) All technical compliance to be signed & stamp by OEM on their letter head.

5. Required OEM DECLARATION: -

1. Camera OEM company for all Cameras should have its own company registered in India (under Incorporation of Companies Act, 1956/ 2013) for more than 10 years. Any representation through a Dealer/ Distributor/ Joint Venture/ consortium/ subsidiary shall not be treated as OEM. This has to be supported by necessary statutory documents.
2. OEM should have own Service Centres in West Bengal. This is to be supported with documentary evidence.
3. Camera OEM company for Cameras should have its own company registered in GST. Registration certificate needs to be submitted.
4. Camera OEM should be an ISO 9001 and ISO 14001 certified Company.
5. Malicious code undertaking letter by OEM or any malicious activity during the execution will lead to cancellation of the contract at bidder's cost.
6. Camera of only those make which have CE, FCC & UL certifications shall be eligible for participating in the tender.
7. Certificate of Non-Obsolescence: OEM must provide a certificate that the proposed model of Camera products must not become obsolete within a period of 5 years. In case it gets EOL due to technology advancement then OEM will support with equivalent or higher model. Also, any product which is nearing the End-of-Sale (EoS) must not be proposed in the solution.
8. The OEM of the Camera equipment's should not be banned by any government institution globally. OEM declaration to be submitted.

6. Submission of Tenders

Please enclose the TECHNICAL BID in a separate sealed Envelope (Marked as Envelope-1), PRICE BID in a sealed Envelope (Marked as Envelope-2) and the Demand Draft of Tender Fee and EMD in a separate Envelope (Marked as Envelope-3) and all the three sealed envelopes should be placed in a Fourth Envelope (Marked as Envelope – 4) sealed and submitted to the undersigned super scribing with “**TENDER FOR SUPPLY, INSTALLATION & COMMISSIONING OF CCTV SURVEILLANCE SYSTEM**”.

The Tender Inviting Authority reserve the right to accept or reject any tender application without assigning any reason whatsoever.

Note

- a) Tenders will be summarily rejected if any item in the statutory cover is missing.
- b) In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- c) Necessary deduction i.e. GST. I.T. CESS etc. will be made as per relevant Govt. order.

7. Non-Statutory Technical cover containing,

- a) Up to date Professional Tax (PT) Clearance receipts and IT PAN, up to date Income Tax Return receipts valid up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered.
- b) Up to date GST Registration Certificate and up to date and valid Return Certificate of the last submitted of the current financial year.
- c) Registered Deed for Partnership Firm / MOA for Limited or Private Limited Companies
- d) Work Order and Work Completion Certificate.
- e) For Registered Unemployed Engineers Co-Operative Societies and Registered Labour Co- Operative Societies registration papers in support of their registration, Bye Laws, up to date audited balance sheet.
- f) Experience profile should be furnished in given format in Annexure-A in the end of this document.

THE ABOVE STATED NON-STATUTORY TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER:

Sl. No.	Category Name	Sub- Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. GST Registration Certificate 2. PAN Card 3. P Tax Registration Certificate 4. Income Tax Returns
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. 5-year experience certificate with documentary proof. 5. Power of Attorney (Registered)
C.	CREDENTIAL	CREDENTIAL	1. Completion Certificate for Similar Nature of Work Done

NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE-MENTIONED DOCUMENTS WILL RENDER THE TENDER LIABLE TO REJECT.

8. Financial Proposal:

- a) The Financial proposal should contain the following documents in one cover (envelope) i.e. Bill of quantities (BOQ). The contractor is to quote the rate in the BOQ as per format shared in XLS.
- b) Only downloaded format copy of the above documents are to be submitted.

9. Penalty for suppression / distortion of facts: If any Tenderer fails to produce the original hard copies of the documents or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the submitted documents or if there is any suppression, the Tenderer will be suspended from participating. In addition, Earnest Money Deposit will stand forfeited. Besides, the Chairman may take appropriate legal action against such defaulting Tenderer.

10. Rejection of Bid

The employer (Tender accepting authority) receives the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of contract without thereby incurring any liability to the affected Tenderers or any obligation to inform the affected Tenderer or Tenderers.

11. Award of Contract

The Tenderer whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority. The notification of award will constitute the formation of the Contract. The Agreement in Tender Form with incorporation of all the required documents, i.e., NIT including all its addenda & corrigendum, Application and Financial Offer on Bill of Quantities (BOQ) will be executed between the Tender Accepting Authority and the successful Tenderer. The Tender Inviting Authority may ask for submission of the hard copy of all the uploaded documents of all eligible tenderers along with original, before awarding contract.

12. Formalities

During execution if any approval from the competent authorities is required the same must be obtained by the tenderer/agency.

13. Specification

Before quotation of rate the tenderer should inspect the site and get fully acquainted with all physical and technical parameters related to the successful completion of the work. Detailed specification sheet to be filled which is provided with this tender document as BOM.

14. Mode of Payment

Payment will be made as per the availability of the fund for the respective project. No mobilization advance and secured advance will be allowed.

15. Security Deposit

The successful bidder has to submit the Performance Security Deposit amounting to 10% (ten percent) of the value of the work in form of Bank Guarantee or the amount will be deducted from the running account bill of the tenderer. No interest will be paid on Security Deposit.

16. Warranty

All the items of this tender should be under warranty of 03 (Three) years with free maintenance services from the date of installation & Commissioning of the complete system.

17. DCWAOA has the right to cancel or modify the tender without citing the reason thereof.

18. All disputes will be settled within the jurisdiction of the Court of Kolkata.

19. Supplementary / Additional items of Works:

Notwithstanding the provisions made in the related printed tender form, any item of work which can legitimately be considered as not stipulated in the specific price schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the Contractor, if so directed by the Engineer-in-Charge and the rates will be fixed in the manner as stated below:-

- a) Rate of Supplementary items shall be analyzed in the 1st instant extended possible from the rates of the allied items of work appearing in the tender schedule.
- b) Rate of supplementary items shall be analysed to the maximum extent possible from rates of the allied items of work appearing in the schedule of rates of probable items of work as will be in force at the time of NIT.
- c) If the rates of the supplementary items cannot be computed even after application of clauses stated above, the same shall be determined by analysis from market rates of material, Labour and carriage cost prevailing at the time of execution of such items of work. Profit and overhead charges (both together) @ 10% (ten percent) will be allowed only. The contractual percentage will not be applicable.
- d) Black market rates shall never be allowed.
- e) It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the Work Order Book or any written order from the tender accepting authority.

20. FORCE MAJEURE — OBLIGATIONS OF THE PARTIES:

“Force Majeure” shall mean any event beyond the control of the client or of the Service Provider, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:

- a) War, hostilities, invasion, act of foreign enemy and civil war;
- b) Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts;
- c) Strike, sabotage, unlawful lockout, epidemics, quarantine and plague;
- d) Earthquake, fire, flood or cyclone, or other natural disaster.

As soon as reasonably practicable but not more than 48 (forty-eight) hours following the date of commencement of any event of Force Majeure, an affected party shall notify to the other party of the event of Force Majeure setting out, inter-alia, the following in reasonable detail:

- a) The date of commencement of the event of Force Majeure.
- b) The nature and extent of the event of Force Majeure.
- c) The estimated Force Majeure Period,
- d) Reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the contract is affected by the Force Majeure.
- e) The measures which the affected party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected thereby.
- f) any other relevant information concerning the Force Majeure and /or the rights and obligations of the parties under the contract.

21. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. PRESIDENT, DIAMOND CITY WEST APARTMENT OWNERS ASSOCIATION (DCWAOA) also reserves the right to accept or reject any or all the tenders without assigning any reason and does not bind him to accept the lowest tender.

Accepted

(Signature of the bidder)

(Print Name of the bidder)

ANNEXURE-A

Experience profile (in Non-Statutory cover)

List of projects completed that are similar in nature to the works executed for the last 5(five) financial years i.e. from FY 2013-2014 to FY 2017-2018

Name of Work	Name & Address of Agency	Value of the Work	Date of Completion