

TENDER DOCUMENT FOR INSTALLATION OF CCTV SURVEILLANCE SYSTEM

TENDER NOTICE NO. : 1/R&S 2012

DATE & TIME OF OPENING TENDER:

NAME AND ADDRESS OF TENDERER : The Registrar
Panjab University,
Chandigarh 160014

TENDER PURCHASE DETAILS:

- i. In cash: Rs. 500/- (Amount deposited in the Account of Registrar, Panjab University, Chandigarh) code No.
- ii. Rs. 500/- (If the Tender Downloaded from internet) Demand Draft No. _____ date _____ in favor of the Registrar, Panjab University, Chandigarh..
- iii. Rs. 600/- by Demand Draft No. _____ dt. _____.
Name of Bank : _____ Amount _____ (if required by post)
in favor the Registrar, P.U. Chandigarh.

EARNEST MONEY DETAILS :

- (i) Rs 20,000/- By Demand Draft* No. _____ dated _____.
- Name of Bank _____

*In favor of The Registrar, P.U. Chandigarh.

**The Registrar
PANJAB UNIVERSITY, CHANDIGARH.**

[Website : www.puchd.ac.in]

**TENDER DOCUMENT FOR INSTALLATION OF CCTV
SURVEILLANCE SYSTEM**



LAST DATE FOR RECEIPT OF TENDER:

DATE & TIME OF OPENING: 18th May, 2012

PRICE Rs. 500

**TENDER DOCUMENT FOR INSTALLATION OF CCTV
SURVEILLANCE SYSTEM**

**By
Panjab University, Chandigarh**

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SECTION – I

1. Invitation for Bids

- 1.1 The university proposes to enhance the surveillance system at various locations in Panjab University campus sector 14 and 25 Chandigarh. The Panjab University request for proposals from vendors who have experience in supplying, installing and maintaining the security system.
- 1.2 Sealed offers prepared in accordance with the procedure enumerated in Clause 1 of Section II should be submitted to The Assistant Registrar (R&S,) Panjab University, not later than the date and time laid down, at his address given in the schedule for invitation to Tender.
- 1.3 All bids must be accompanied by a bid security of Rs. 20,000/- in the form of Bank Draft / Bankers Cheque drawn from a scheduled bank in favour of the Registrar, Panjab University, Chandigarh, payable at Chandigarh as EMD
- 1.4 This tender document is not transferable.
- 1.5 The categories of items and quantity indicated in the Tender Document are tentative, PU reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the Department/University without assigning any reasons.
- 1.6 The tenderer should indicate specifically the Basic Price, Taxes/Excise duty, other duties (if any), and levies chargeable quantitatively against each item. No additional information will be entertained after due date.
- 1.7 The bids should indicate clearly that the rates are F.O.R. destination, P.U., Chandigarh.
- 1.8 The tender should be submitted in three cover system i.e. a, b and c. There should be proper indication of the contents on each envelope as indicated in clause 1.1 of section II.
- 1.9 A photocopy of the receipt of Earnest Money (The draft must be in a separate sealed envelope) indicating the amount, tender Notice Number and due date be enclosed with the prequalification bid.
- 1.10 The tenderer should clearly indicate the delivery period and validity period of tender.

- 1.11 The tenderer should clearly indicate the availability of service and maintenance facilities at Chandigarh for the items quoted.
- 1.12 The above mentioned details particularly the Sales Taxes/excise duty, VAT, any other duty, if not quoted properly, the bid can be cancelled.
- 1.13 **The tenderers are required to quote for each item separately in terms of basic price and all other charges.** Prices be quoted in Indian Currency only.
- 1.14 The Panjab University reserves the right to reject any or all tenders without assigning any reason whatsoever.
- 1.15 The tenders will be opened on the date and time indicated in the presence of tenderers if any present on the occasion. If the date of opening is declared to be a holiday the tenders will be opened on the next working day.
- 1.16 **No advance payment or payment against Performa invoice will be made. Payment will be made after receipt, inspection, installation/testing of surveillance system.**
- 1.17 All damaged or unapproved goods shall be returned at the Tenderer risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.
- 1.18 Printed conditions of the firm sent along with the quotation, if any, shall not be binding on us.
- 1.19 Packing list must be put in all packages.
- 1.20 On acceptance of tender, the date of installation should be strictly adhered to otherwise, PU reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, PU will be at liberty to make purchases through other sources, and to forfeit the earnest money of the Tenderer.
- 1.21 No claim on account of payment of octroi etc. within the limits of the Municipal Corporation, Chandigarh shall be accepted.
- 1.22 Payment of bill will be made through by crossed account payee Cheque drawn on the State Bank of India, Panjab University, Chandigarh. The decision to install the system shall be taken on comprehensive solution. The purchase of any item is dependent of other items quoted by the firm. However, It is not binding on the department to purchase all the items quoted by any particular firm.
- 1.23 **Schedule for Invitation to Tender**

- a) Address at which tender is to be submitted:
The Registrar
Panjab University,
Chandigarh.
- b) Place, Time and Date of opening of Prequalification bids:

Place: Office of Registrar
Panjab University, Chandigarh.

Time & Date: 18th May, 2012
- d) Date till which the tender is valid:
180 days from the opening of technical bid.
Installation of whole equipment will be within 8 weeks
after the allotment of tender.
- c) Panjab University shall not be responsible for any postal
delay about non-receipt/non-delivery of the documents.

SECTION – II

1. Procedure for submission of Bids

- 1.1 It is proposed to have a Three Cover System for this tender
 - a) Prequalification Bid in one cover with cover super scribing the wordings “Prequalification Bid” along with proposals and technical details of Cameras, DVR to be used.
 - b) Technical Bid (in duplicate) in one cover after Demonstration and presentation.
 - c) Commercial bid (in duplicate) in one cover after demonstration and presentations.
- 1.2 Each copy of Technical Bid of the Tender should be covered in a separate sealed cover super scribing the wordings “Technical Bid”. Each copy should be marked as “Original Copy” and “First Copy”. Both should be put in a single sealed cover super scribing the wordings “Technical Bid”.
- 1.3 Each copy of Commercial Bid of the Tender should be covered in a separate sealed cover super scribing the wordings “Commercial Bid”. Each copy should be marked as “Original Copy” and “First Copy”. Both should be put in a single sealed cover super scribing the wordings “Commercial Bid”. Commercial Bid should only indicate prices (Preferably item-wise).
- 1.4 All the three documents viz. prequalification bid cover, Technical Bid Cover and Commercial Bid Cover prepared as above are to be kept in a single sealed cover super scribed with

“CCTV SURVEILLANCE SYSTEM”

- 1.5 The cover thus prepared should also indicate clearly the name and address of the tenderer to enable the Bid to be returned unopened in case it is declared “late”.
- 1.6 A photocopy of the received of Earnest Money, if paid in cash, must be enclosed along with the Tender. In case the Earnest Money is paid by Demand Draft, the draft must be in a separate sealed envelope indicating the amount, tender Notice Number and due date and enclosed with the bid.

2. Cost of Tender

The tenderer shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the client and the client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.

3. Clarification of Tender Document

A prospective tenderer requiring any clarification of the Tender Document may notify the client in writing at the Client's mailing address indicated in Clause 1.26 of Section I. The Client will respond to any request for clarification of the Tender Document, received not later than 07 working days prior to the last date for the receipt of bids prescribed by the Client. In case of any further clarification on any of the points in the tender, if required, a meeting can be held.

4. Amendment of Tender Document

4.1 At any time prior to the last date for receipt of bids, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender Document by an amendment.

4.2 The amendment will be notified in writing or by telex or E-mail to all prospective Tenderers who have received the Tender Documents by post and will be binding on them. Those who download the form announcement regarding amendment shall be notified on the PU website www.puchd.ac.in.

4.3 In order to afford prospective Tenderers reasonable time in which to take the amendment into account in preparing their bids, the Client may, at its discretion, extend the last date for the receipt of the Bids.

5. Language of Bids

The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer and the Client, shall be written in English language, provided that any printed literature furnished by the Tenderer may be written in another language so long as accompanied by an English translation in which

case, for purposes of interpretation of the bid, the English translation shall govern.

6. Documents comprising the Bids

6.1 The Bids prepared by the Tenderers shall comprise of following components: -

- a) Prequalification Bid shall consist of the following
 - (i) Proposal of the company, as per the requirement of the University provided in section III, in respect of type of instruments/cameras to be installed at various locations and providing/using the present infrastructure for the connectivity to places of recording as per the requirement of the University provided in section III.
 - (ii) The company should clearly provide list/type of cameras with its features like zooming, day and night capability, resolution, illumination factor, capability of motion detection, out door all weather housing etc. to be installed at different locations.
 - (iii) Type of Recording facility (DVR card or DVR) including servers or any other instruments to be used with purpose, be clearly stated for each location keeping in view that university already has LAN on fiber optic available at locations given in section III
 - (iv) The company may have to present its solution in front of the committee.
 - (v) The company should provide details of satisfied customer in last two year where it has installed security system.

SECTION – III

The university proposes to have cameras (CCTV and/or IP based cameras with UL and FCC certifications) to be installed at following locations with provision of viewing and recording at its administrative block and Vice-Chancellors office.

1. All University gates (three) of sector 14 campus with capacity of reading number plates.
 2. Entrances of few Hostels
 3. University Institute of Legal Studies(inside as well outside).
 4. Student center (to cover maximum area around it)
 5. VC Office
 6. Certain parking area
 7. UIET
 8. DENTAL Institute
- University has Internet connectivity through Fibre cable extended through UTP cable at all the above locations including the university gates.
 - Vendors are advised to visit different locations in the university and provide best possible solution keeping in view the economy.
 - University has installed some IP based cameras and some cameras on DVR on its network. New Cameras to be installed should be accesible from central control room situated in admin office.

Criteria for pre qualification:

- A. The tender should have been submitted along with refundable Earnest Money of Rs.20,000/- .Tenders not accompanied by cost of tender and/or Earnest Money or incomplete in any respect will be rejected outright.
- B. The tender must be submitted along with the copies of last three Income Tax return of the company.
- C. Tenderer must have completed 3 years as surveillance providing company.
- D. Must have successfully executed atleast one job of Rs.10 lacs or two jobs of rupess five lacs.
- E. Must have service centre at Chandigarh tri-city.

**PERFORMA TO BE FILLED IN BY THE FIRM FOR
PREQUILIFICATION**

EMD Draft number		
Cost of Tender (Draft No.)		
Service station address		
List of Customers (CCTVs Camera) along with cost of project	1.	
	2.	
	3.	
Requirements	Type of the Camera/DVR with make(s) having UL and FCC certifications	Type of Connectivity to recording center (admin office)
<p>A. All University gates (three) of sector 14 campus with capacity of reading number on number plates.</p> <p>B. Entrance of hostel's gates/other buildings</p> <p>C. Parking area</p> <p>D. Student Centre</p> <p>E. Inside building- Corridors etc.</p> <p>F. DVR</p> <p>G. UPS</p>		

3. Financial Bid(after pre qualification Demo/meeting)

The Financial Bid may be submitted as per the technical bids covering all possible equipment material required for the installation of the system. (Cost for each item may be mentioned separately).

SECTION - IV

TERMS AND CONDITIONS

1. The company should adhere with all seriousness to the time schedule provided by the Panjab University.
2. The products asked for should be of very high standard and of reputed company with authorized service provider in Chandigarh. Mutual trust and nature of services provided should motivate the service provider to give more than what is asked for in the agreement.
3. All the rates will be F.O.R, Panjab University, Chandigarh.
4. The Company shall be liable to indemnify the Panjab University in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of and as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided.
5. The company should ensure quick back up response in case of equipment failure which should be replaced if needed within 24 hours of the distress call.
6. There is no provision for making advance payment to the Company as per Panjab University rules. However, the running bills for the jobs completed can be submitted by the company and will be cleared for payment within reasonable period.
7. Send a copy of the profile of the company along with the costumers' satisfaction report.