



**PROCTOR'S OFFICE
VISVA-BHARATI**

Memo no. P-25 (C)/27/2019-20/Retender

Date: 01.07.2019

INVITATION FOR QUOTATION
OFFICE OF THE PROCTOR
VISVA-BHARATI

Opening date for bid submission	01/07/2019
Last date of submission	08/07/2019
Hours (IST)	10.00 AM
Mode of submission	Online through CPP Portal

Quotations are invited for the following items by the Office of the Proctor, Visva-Bharati, Santiniketan -731235 for Closed Circuit Television Systems (CCTV) and other accessories as listed in the **Annexure I** within the due date and time mentioned above. Only one quotation from each bidder is invited.

Bidders are requested to go through all terms and conditions as well as the requirements of the bid stated below before finally uploading the bid onto the CPP Portal.

Please see that there are total 5 (five) annexures as Annexure I, Annexure II, Annexure III, Annexure IV and Annexure V. Bidders are requested to go through all five annexures carefully.

TENDER TERMS AND CONDITIONS

1. All tenders will be scrutinized in three stages – (a) Pre Bid (b) Technical bid and (c) Financial bid. Pre Bid is a part of Technical Bid. The check list for Pre bid is listed in **Annexure III**. All vendors are requested to strictly submit the documents in sequence as per the checklist in **Annexure III** to qualify Pre bid. Any document not submitted according to **Annexure III** will lead to disqualification of the bid. Bidders are advised to fill up all columns of the **Annexure III** before uploading it to the portal.

2. The bidder must be an active Indian Manufacturer / Dealer / Distributor / Wholesaler for Supply of CCTV Camera and related accessories. For this, bidder has to provide latest purchase orders received from at least three different organizations for purchase and installation of CCTV system.

3. The bidder has to submit last year's audited balance sheet.

4. In case the bidder is not manufacturer, it has to submit valid Authority letter/Dealer or distributor/supplier/Wholesaler agreement/agency certificate issued by Original Manufacturer.

5. Bidder must submit a ‘**Integrity declaration**’ in the following format

INTEGRITY DECLARATION

“We declare that M/s _____ has not been declared ineligible or black listed on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature by Government of India or any other Government body in the past.”

Sign. of authorized person of bidding firm

This is to be noted that bidder who does not comply/fail to submit the above declaration would be rejected. In any case, if such declaration is found to be false, the bidder would be blacklisted and would invite other legal provisions applicable.

6. In addition to points 2, 3, 4, and 5 above, the following essential documents must be submitted along with the bid.

Sl No.	Nature of the document	Remark if any
(i)	A proposal submission form as per Annexure II	
(ii)	Copy of the Partnership deed / Memorandum of Articles / Registration of Firm	whichever is applicable.
(iii)	GST registration copy	
(iv)	Permanent Account number (PAN) copy.	
(v)	The Satisfactory work completion Certificate of any three different Govt. organizations/Public sector undertaking should be attached to the bid where the bidder has installed the CCTV system.	

7. A non-refundable application fee of Rs. 1000/- (Rs One thousand only) must be paid for every bid submitted. This fee may be paid as hard copy to ‘Proctor, Visva-Bharati, Santiniketan 731235 with a forwarding letter referring the Tender reference and company for which such fee is being submitted. In case of Demand Draft, it should be in favour of the “**Accounts Officer, Visva-Bharati University**” payable at State Bank of India, Santiniketan.

8. Each bid must be accompanied by EMD of Rs. 20,000/- in the form of Demand Draft in favour of the “**Accounts Officer, Visva-Bharati University**” payable at State Bank of India, Santiniketan. A copy of the same must be uploaded along with the bid.

9. Those bidders who participated in the tender Ref. Memo no. P-25 (C) /27/ 2019-20 Date: 25.06.2019 should not deposit any application fee or EMD. However, they should upload the scan copy of the application fee and EMD in CPP Portal.

10. All tenders will be opened within 24 hours of closing the upload window. Bidders willing to participate in the bid opening should submit an authorization letter from the appropriate authority of the bidding firm beforehand to the tenderer. No separate invitation will be issued to bidders for this reason. All decisions will be published online through CPP Portal.

11. If necessary, bidders may be asked to give a presentation/demonstration of their quoted system before finalization of the bid. Demonstration of the camera system is compulsory for qualified bidders. Once order is received, the supply and installation must be completed within 30 days. No extension would be given without valid justification.

12. The bid, if submitted by OEM can not be transferred to its authorized partner/any other firm or vice versa.

13. All self attested copies of documents to be uploaded.

14. The bidder should have an active service wing and proof of providing service to the institution or similar institutions nearby should be attached with the bid.

15. The Office of the Proctor reserves the right to remove any item/items from the list without assigning any reasons.

16. The bidder must submit a compliance certificate in the form **Annexure IV**.

17. The price bid should be submitted strictly according to **Annexure V**.

18. The bids should clearly indicate the **unit price of each item** from serial no 1 to 23. For compatibility reason, total cost of items from serial no. 1 to 6 would be considered for price comparison.

19. The purchaser will not pay any charges against packing, forwarding, insurance, transporting the items to the destination, i.e. Visva-Bharati, Santiniketan. .

20. Two years on site warranty essential for items from Serial no 1 to 6. For Serial no. 17, one year warranty is must.

21. The bidder should clearly indicate the delivery period and validity period of the bid from the date of receipt of order. The bidder shall have no right to revise the quote within the period of validity on the plea of fluctuations in the market rate. Normally the validity of the offer should be for a specified period of 90 days.

20. If awarded, a Performance Security, not more than 10% of the total final bid value would be acquired by the purchaser from the bidder.

21. All payments will be made after receipt, inspection, installation/testing of the tendered items as per the University procedure.
22. All damaged or unapproved goods shall be taken back at bidders risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.
24. The bidder shall have no right to place any pre condition for submitting bid for this NIT. Any conditions of the firm sent along with the bid, if any, shall not be binding on the purchaser.
25. In case the order is not executed within the stipulated period, the office of the Proctor will be at liberty to make purchases through other sources, and to forfeit the earnest money of the bidder.
26. The purchaser shall not be responsible for non-receipt/non-delivery of the documents due to postal delay or delivery at another address.
27. The purchaser is not liable to bear any cost incurred by the bidder in preparing the bid, attending the bid opening event, presentation, demonstration or any other relevant expenditure to the tender.
28. In case of any amendment by the purchaser to any part of the tender, the same will be notified in the website. The bidders may submit their response to the amended part separately within stipulated period.
29. Any grievances/issues should be addressed within 48 hrs from the opening of technical bid. Beyond this period, no grievances will be addressed. All grievances should be addressed to the tenderer only. **Communication in any form to anyone other than bidder will be treated as canvassing and such bidder will be outrightly rejected without any notice.**
30. The language of the bid is English.
31. Visva-Bharati reserves the right to impose liquidated damage as and when required; the rate of penalty will be at par with the same of the Govt. Of India's instruction.
32. Bank Commission where applicable will have to be borne by the supplier.
33. The tenderer reserves the right to cancel the tender without assigning any reason.
34. All disputes subject to "Bolpur, Birbhum, W.B. Jurisdiction" only.

Proctor
Visva-Bharati

ANNEXURE I

GENERAL AND TECHNICAL SPECIFICATIONS FOR CLOSED CIRCUIT TELEVISION SYSTEMS (CCTV) AND OTHER ACCESSORIES

Sl No	Items
1.	4mp IP 67 Camera (Bullet)
2	2mp IP 67 Camera (Bullet)
3	2mp IP 67 Camera (Dome)
4	32 port NVR
5	16 port NVR
6	8 port NVR
7	4Port 2 up Link POE switches
8	GIGABIT 8 port switches
9	8 port 10/100 switches
10	8 port POE switch
11	16 port POE switches
12	305 metre CAT06 Cable
12	RJ-45 Connector
13	800VA UPS
14	2TB surveillance Hard disk
15	1TB surveillance Hard disk
16	6TB surveillance Hard disk
17	32" LED Monitor (with HDMI)
18	4 port spike Guard
19	4" × 4" PVC Box
20	Rack for 32 port NVR
21	Rack for 16 port NVR
22	Rack for 8 port NVR
23	Installation @Rs/meter

TECHNICAL PROPOSAL SUBMISSION FORM
(To be printed on Bidder's letterhead)

Date

LETTER OF BID

To
The Proctor,
Visva-Bharati
Santiniketan-731235.

Ref: Invitation for Bid No. Tender Ref. Memo no. P-25 (C)/27/2019-20/Retender Date:
01.07.2019.

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents.
2. We offer to execute the supply order for all items in conformity with the Bidding Documents.
3. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept the lowest bid or any other bid that you may receive within the due dates

Yours sincerely,

(Authorised Signatory)



(Sign inside the box)

SEAL

Full Name of authorised signatory
Designation

ANNEXURE III

CHECK LIST FOR EVALUATING PRE BID

(Please submit only required number of documents. Any additional documents will not be given weightage)

Sl No	Items required	Submitted/not submitted
1	Filled in Annexure III	
2	Filled in Annexure II	
3	Purchase orders received from at least three different organizations for purchase and installation of CCTV system	
4	Last year's audited balance sheet	
5	Authority letter/Dealer or distributor/supplier/Wholesaler agreement/agency certificate issued by Original Manufacturer	
6	Integrity declaration as per point 5 under terms and conditions	
7	Copy of the Partnership deed or Memorandum of Articles or Registration of Firm	
8	GST registration copy	
9	Permanent Account number (PAN) copy.	
10	The Satisfactory work completion Certificate of any three different Govt. organizations/Public sector undertaking should be attached to the bid where the bidder has installed the CCTV system.	
11	Application Fee of Rs. 1000/-	
12	EMD of Rs. 20000/-	
13	Compliance certificate for specifications as per the Annexure IV	

Signature with Seal
Vendor : M/s.

COMPLIANCE CERTIFICATE FOR SPECIFICATIONS

(Tender Ref. Memo no. P-25 (C) / 27 / 2019-20/ Retender Date: 01.07.2019)

Fill up all information

Specifications as per NIT (see Annexure I)			
Sl no.	Item specification as per Annexure I	Make	Complied/ not complied

I declare that the above information are as per the NIT and any deviation to this statement will lead to disqualification of my bid.

Signature with Seal
Vendor : M/s.

PRICE SCHEDULE (FINANCIAL BID)

(Tender Ref. Memo no. P-25 (C) /27/ 2019-20/ Retender Date: 01.07.2019)

Fill up all information

Name of the firm/company		
Bid Ref		
Telephone Fax	Mob	Email

Sl No	Items (Provide Information Brochure where necessary)	Unit	Maker's Name	Rate (Quote rate for each item here. Don't add tax here)	Taxes and Duties	Total value (4)+(5)	Warranty (wherever applicable)
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	4mp IP 67 Camera (Bullet)	1					
2	2mp IP 67 Camera (Bullet)	1					
3	2mp IP 67Camera (Dome)	1					
4	32 port NVR	1					
5	16 port NVR	1					
6	8 port NVR	1					
7	4Port 2 up Link POE switches	1					
8	GIGABIT 8 port switches	1					
9	8 port 10/100 switches	1					
10	8 port POE switch	1					
11	16 port POE switches	1					
12	305 metre CAT06 Cable	1					
12	RJ-45 Connector	1					
13	800VA UPS	1					
14	2TB surveillance Hard disk	1					
15	1TB surveillance Hard disk	1					
16	6TB surveillance Hard disk	1					
17	32"LED Monitor (with HDMI)	1					
18	4 port spike Guard	1					
19	4" x 4" PVC Box	1					
20	Rack for 32 port NVR	1					
21	Rack for 16 port NVR	1					
22	Rack for 8 port NVR	1					
23	Installation @Rs/meter	1					

I declare that there is no additional costs other than the quoted price mentioned in this price bid and any further addition of cost/price at any stage of the tender process upto work completion will forfeit my L1 claim.

Date :

Place :

Name & Signature of Authorised Signatory