

**BHARATI COLLEGE  
(UNIVERSITY OF DELHI)  
C-4, JANAKPURI, NEW DELHI-110058**

**REF.NO: BC/CCTVCAMERA/CAMC/2024/910**

**Dated: 25-09-2024**

**NOTICE INVITING e-TENDER for  
Comprehensive Annual Maintenance  
Contract for CCTV Cameras**

Online e-tenders are invited on behalf of the Principal, Bharati College, University of Delhi for “**Comprehensive Annual Maintenance Contract for CCTV cameras**” at C-4, Janakpuri, New Delhi-110058.

**Document Download:** Tender documents may be downloaded from College website [www.bharaticollege.du.ac.in](http://www.bharaticollege.du.ac.in) (for reference only) or CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule. **CRITICAL DATE SHEET given on next page.**

**Approximate cost of the Tender:- 1,00,000/-**

Manual tender application will NOT be entertained.

The technical bids will be opened first and then the financial bids of technically qualified bidders in shall be opened the presence of the Purchase Committee.

**EMD Amount:** 5,000.00 (Rupees Five Thousand Only).

**Tender Fee:** Rs. 1,000.00 (Rupees One Thousand Only) Not Refundable.

The College Bank details are (Account Name: Bharati College Maintenance Grant A/c, Account Number: 1527000400332120 IFS Code: PUNB0495200, Bank: Punjab National Bank, Bharati College, University of Delhi, Janakpuri, New Delhi-110 058. The bidder shall submit the Tender Fee through RTGS/NEFT.

**Prof. Saloni Gupta  
Principal**

## 2. Critical Dates:

S.No	Particuars	Date	Time (hrs.)
1.	Published Date	26.09.2024	11:00 a.m.
2.	Bid Document Download Start Date	26.09.2024	11.05 a.m.
3.	Pre-Bid Meeting	27.09.2024	12:30 p.m.
4.	Bid Submission Start Date	26.09.2024	11:10 a.m.
5.	Bid Submission End Date	16.10.2024	05:00 p.m.
6.	Bid Opening Date (Technical)	18.10.2024	10:00 a.m.
7.	Bid Opening Date (Financial)	23.10.2024	10:00 a.m.

### 1. **Bid Submission: Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.**

Bidders are advised to follow the 'Special Instructions to the Contractors/Bidders for the e-submission of the bids online' available through the Link:

<https://eprocure.gov.in/eprocure/app>

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

3. Tenderer who can downloaded the tender from the college website [www.bharaticollege.du.ac.in](http://www.bharaticollege.du.ac.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be black listed from doing business with the Bharati College/University of Delhi.

4. Intending tenderers are **advised to keep checking the college website [www.bharaticollege.du.ac.in](http://www.bharaticollege.du.ac.in) and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

1. **GENERAL TERMS AND CONDITIONS:**

Interested bidders may download the tender enquiry documents and submit their tenders online at Central Public Procurement Portal website: <https://eprocure.gov.in/eprocure/app> and bid online through the portal [www.eprocure.gov.in](http://www.eprocure.gov.in). The bids are invited in a two bid system (Technical and Financial) from reputed firms and are required to be submitted in two parts, namely, (1) Technical Bid and (2) Financial Bid. The Financial Bid should be valid for one year from the date of opening of the Tender. Incomplete bid documents shall be rejected.

2. **EARNEST MONEY DEPOSIT (EMD)**

Earnest Money Deposit (EMD) for Rs. 5,000 /- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of "Principal, Bharati College " payable at Delhi must reach by hand or through registered post to the address at "The Principal, Bharati College, University of Delhi, C-4, Janakpuri, New Delhi-110058 on or before the scheduled opening of the technical bid. The EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No. interest shall be paid on the Earnest Money Deposit and EMD of successful bidder will be returned on receipt of performance guarantee as mentioned below. However the firms are in possession of valid and eligible exemption certificate issued by the Ministry of Micro, Small & Medium Enterprises/NSIC Certificate are exempted from furnishing the said Earnest Money Deposit.

3. **SECURITY DEPOSIT:**

On acceptance of the bid, the successful bidder shall within 15 days from the date of awarding of contract, shall submit an amount of Rs.25,000/- (Rupees Twenty Five thousand only) as Performance Security Deposit in the form of Fixed Deposit Receipt (FDR) drawn in favour of **Principal, Bharati College**. The validity of the FDR should be for 15 months. If the contractor fails to provide the security deposit within 15 days from the date of awarding of contract, such failure will be construed as a breach of the contract and in such an instance, the EMD will be forfeited. Performance Guarantee will be forfeited in case of any deviation is found for violating any terms and conditions of tender. On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest.

4. **BID OPENING PROCEDURE:**

The Technical Bids will be opened by a committee nominated by the Competent Authority from [www.eprocure.gov.in](http://www.eprocure.gov.in) website. The Financial Bids of such of those Bidders, who have qualified in the Technical Bid stage by the Evaluation Committee, will be taken up for after finalization of the Technical Bid opening process. L-1 Bidder will be selected by the system automatically.

5. **RIGHT OF ACCEPTANCE:**

The Principal, Bharati College reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder(s) or any obligations to inform the affected Bidder(s) of the grounds for such action. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render bids liable for rejection. In case of any failure to comply with the provisions of the terms & conditions mentioned, by the bidder that has been awarded the contract, the Competent Authority reserves the right to award the contract to the next eligible bidder and the performance guarantee will be forfeited.

6. **COMMUNICATION OF ACCEPTANCE:** Successful Bidder will be informed of the acceptance of their bids through email / speed post.

7. **PENALTY**

In case of breach of any conditions of the contract and for all type of losses caused during the currency of the Contract, the successful bidder to whom the work order has been awarded shall fully indemnify the Office of the Principal, Bharati College, Delhi for all types of losses in cases of negligence's in performing duties, as stipulated herein the Annexure. In such cases, this office shall make deductions from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Office of the Principal, Bharati College

8. **TERMS OF PAYMENT**

**No advance payment shall be made.** The payment will be done on Quarterly basis. The Quarterly bills in duplicate shall be submitted within 1st week of subsequent month. All payments shall be made by NEFT only. The successful bidder should give the Bank Account Details. The payments will be release in full or in part subject to recovery of penalties, if any, mentioned as above.

9. **Contract Period**

The contract between the Principal, Bharati College, Delhi and successful bidder shall be valid for a period of two year from the date of acceptance of CAMC contract by the successful bidder.

10. **ARBITRATION**

Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, arbitration / conciliation clauses formulated by International Center of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to Delhi jurisdiction only.

## 11. SCOPE OF WORK

- A. The service provider should agree to maintain systems and peripherals as listed below.

S.No	Description	Qty.	Unit
1	1/3' CCD, Fixed Indoor Night Vision Dome Camera High quality image sensor. 650 TVL	20	Nos
2	1/3' CCD, Fixed Outdoor Night Vision weather Proof Camera	4	Nos
3	STP Walk DVR with Built in HDD-1TB for 8 Cameras. JPEG 2000-Wavelet	3	Nos
4	6U Rack	1	Nos
5	Power Spikes	3	Nos
6	Computer (Lenova) Think Centre	1	Nos
7	LCD Screen 32"	1	Nos
8	Software Control Center & SC Player used to image the device	2	Nos
9	Video Cable RG6 Copper	3000	Mtrs
10	Power Cable 3 Core	2000	Mtrs
11	PVC Conduit, Batten, Flexi Pipe, Shaddle and other fixtures	2500	Mtrs
12	Training Calibration, training provided, cabling Connectorisation	1	LS

- B. The service provider shall provide service from 10 AM to 5 PM, Monday to Saturday, to keep the equipment in good working order. The repair works shall be carried out at the location of the equipment except in exceptional circumstances when the equipment or any component may be required to be taken out for repairs in workshop at no extra cost to the Office of the Principal Bharati College, Janakpuri, New Delhi-110058.
- C. Comprehensive service includes labour, parts, freight, and transportation etc, taxes, duties and levies on spare parts.
- D. Maintain the systems inventory details in proper manner.
- E. Scheduled Preventive Maintenance (PM) once in a quarter. Service Provider would maintain the Job Card for the PM. The PM Job Card has to be signed by the designated officer of this office.
- F. Unscheduled, on call corrective and remedial maintenance service to set right the malfunctions of the system. This includes replacement of unserviceable parts. The parts replaced will either be a new part or equivalent in performance to new part. Whether defective item/components are to be replaced or repaired shall be at the sole discretion of Service Provider.

G. Comprehensive maintenance for the following equipments installed in The Office of the Principal Bharati College, Janakpuri, New Delhi

Sl.No.	System Make & Model No.	Qty	Nos
1	1/3' CCD, Fixed Indoor Night Vision Dome Camera High quality image sensor. 650 TVL	20	Nos
2	1/3' CCD, Fixed Outdoor Night Vision weather Proof Camera	4	Nos
3	STP Walk DVR with Built in HDD-1TB for 8 Cameras. JPEG 2000-Wavelet	3	Nos
4	6U Rack	1	Nos
5	Power Spikes	3	Nos
6	Computer (Lenova) Think Centre	1	Nos
7	LCD Screen 32"	1	Nos
8	Software Control Center & SC Player used to image the device	2	Nos
9	Video Cable RG6 Copper	3000	Mtrs
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11	PVC Conduit, Batten, Flexi Pipe, Shaddle and other fixtures	2500	Mtrs
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**PRINCIPAL  
BHARATI COLLEGE**

**LIST OF ANNEXURES:**

- i. **Annexure – A - Technical Bid – Eligibility**
- ii. **Annexure – B - Qualifying Bid document**

**ANNEXURE – A**

**TECHNICAL BID - Eligibility Criteria**

- a) At least 1 year experience in doing similar business viz., sales, installation and maintenance of CCTV cameras.
- b) Should not have been blacklisted by any PSU / Govt. Department (a self certification is required)
- c) The Bidder company/firm should have at least one branch offices(s) at Delhi for 100% support services.
- d) Should have PAN, and a copy of same work in the past 3 year.
- e) Should have GST Registration.

***Supporting document(s) to be enclosed for above or else bids will be rejected***

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**ANNEXURE - B****QUALIFYING  
BID  
DOCUMENT**

<b>Sl.No</b>	<b>Description</b>	<b>To be filled-in by the Bidder</b>
1.	Name & address of the Firm/Company	
2.	Name & Designation of the authorized person submitting the Bid	
3.	Tel No	Off:                      Mobile:
4.	e-mail	
5.	No. of years of experience in doing similar business viz., sales, installation and maintenance of CCTV	
6.	PAN No. and IT returns for the last financial year to be uploaded). If exempted from filing of returns, please attach the relevant audited statements.	
7.	GST Registration No. (if exempted upload the self declaration in	
8.	Details of EMD/ NSIC	D/D No.                      Date:
9.	Signed copy of the NIT documents. (TO BE UPLOADED)	-

**DECLARATION**

I/we hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted; performance guarantee will be forfeited and will not qualify to have any dealing with the department in future.

(Signature of authorized signatory with  
Name & date)

**(2) Financial Bid****Annexure-I**

Rates for AMC of CCTV Camera

Section No	Description of work	Quantity	Rate in Rs. per year per Gen.	
			In Figure	In word
1	1/3' CCD, Fixed Indoor Night Vision Dome Camera High quality image sensor. 650 TVL	20		
2	1/3' CCD, Fixed Outdoor Night Vision weather Proof Camera	4		
3	STP Walk DVR with Built in HDD-1TB for 8 Cameras. JPEG 2000-Wavelet	3		
4	6U Rack	1		
5	Power Spikes	3		
6	Computer Set (Lenova) Think Centre	1		
7	LCD Screen 32"	1		
8	Software Control Center & SC Player used to image the device	2		
9	Video Cable RG6 Copper	4000 Mtr		
10	Power Cable 3 Core	4000 Mtr		
11	PVC Conduit, Batten, Flexi Pipe, Shaddle and other fixtures	3000		
12	Training Calibration, Training Provided, Cabling Connectorisation	1		

**Signature of Bidder& Stamp**

It will contain the schedule of rates and the rates to be quoted in words and figures duly signed by the contractor. Financial Bid only of those bidders will be opened whose Technical Bid found to be valid by the Committee as nominated for the purpose. If it happens to be a holiday on any of the date given above the transaction will be held on next working day. Principal, Bharati College reserves the right to reject any or all Tenders without assigning any reasons.

### **Eligibility**

4. Tenderer signing the Tender should in case of firm clearly specify whether they are signing as  
(a) Sole proprietor (b) Partner (c) Under the owner of attorney (d) Director, Manager, Secretary etc. as the case may be. Copies of the documents authorizing the Tenderers signing the Tenders on behalf of such companies firms or persons should be attached with the Tender.
5. There should be no over writing/correction in schedule of rates. If any, that must be initialed. **Conditional Tenders are also liable to be rejected. The rates must be inclusive of all taxes including sale tax, octroi and local charges etc. However GST on AMC charges and major parts will be paid extra as applicable from time to time.**
6. The contract will be awarded for a period of two year from the date of agreement. And after the expiry of the said period of contract the period of contract may be extended on mutual consent on the same rates and term & conditions. For such period as may be agreed to, but not beyond further two years at the discretion of the PRINCIPAL Employer or at terms settled mutually in writing.
- 7(i) The successful Tenderer including bidder will have to deposit a security by Bank Draft/FDR & he/they will have to execute an agreement on non judicial stamp paper worth Rs.100/- with Bharati College within ten days of the written intimation of acceptance of Tender.**
- (ii) The tenderer including bidder whose tender is accepted shall deposit security of an amount equal to the 10% of the total accepted value will be deposited by the successful Tenderer. 5% EMD will automatically be converted into security deposit and balance 5% will required to be deposited in the shape of FDR's or recovery from bills. Security Deposit will be valid for 18 months before signing the agreement. Security deposited shall be refunded after six months from the completion of tender after obtaining the NOCs from the Caretaker/Electrician of the College.
8. If any Tenderer withdraws before the final acceptance of the Tender or if any fails to deposit the security as prescribed, within stipulated period the earnest money of the Tenderer is liable to be forfeited.
9. The Principal, Bharati College reserves the right to reject/accept any Tender or Tenders without assigning any reason thereof and may or may not accept the lowest or any of the Tender as the authority to accept the Tender rests with the Principal, Bharati College. He further reserves the right to accept all for any Tender in part/parts.
10. Earnest money will be refunded to the unsuccessful Tenderers in due course in accordance with the rules of the department.
11. The Principal, Bharati College will not be liable to pay any interest on the

earnest money or security deposit, which remain in its custody.

12. The Principal, Bharati college also reserves the right to forfeit the earnest money and the security deposit, if after the acceptance of the Tender, the successful Tenderer, fails to comply with any of the terms & condition set out in agreements which may be drawn up as a consequence of the acceptance of the Tender, In such cases, the right to cancel the Tender/contract is also retained by the College and the decision of the Principal, Bharati College (including forfeiture of the earnest Money/Security deposit) will be final and binding.
13. TDS will be recovered on the Gross amount payable for the work done as applicable from time to time.
14. If there is any dispute in the interpretation of any clause/clauses in the terms & condition of the contract or in case of any other dispute, the matter will be referred to the sole arbitrator nominated by Principal, Bharati College whose decision in this regard will be final & binding to both the parties.
15. If the contractor refuses to accept the work order for any specified work or fails to give the specified output, College reserves the right to get work done by other agency/contractor even at higher rates and difference of the cost will be deducted from the contractor's pending bills or security alongwith penalty, as the case may be.
16. The contractor shall receive all letters addressed to him by Principal, Bharati College either personally or through his authorised person failing which letters will be posted to him. Department will not be responsible for non-receipt of letters & contents of such letters shall be binding on the contractor as if these letters have been received by him on the date of posting.
17. The work will be done as per directions/specification given by the concerned. All the consumable as well as parts replaced should be of original make of that ISI.
18. The contractor shall submit his bills on quarterly basis to Principal, Bharati College duly verified by concerned where the bills be processed to make payment normally within 30 Days of the receipt of bills subject to availability of funds and proper submission of bills.
19. Any attempt direct or indirect on the part of the Tenderer to influence by any means for the acceptance of a particular Tender will render the Tender liable to exclusion from consideration.
20. Next working day shall be applicable in case there happens to be a holiday on any of the dates above for sale and receipt of the Tenders.
21. Incomplete Tender, conditional Tender or Tender without earnest money is not likely to be considered.
22. In unavoidable circumstances like war, Civil Commotion, Fires, Floods Strikes or lock outs either party can intimate within 21 days of occurrence and upto 60 days on option to terminate the contract
23. The contractor will be responsible & liable to make good any losses, which may be caused to the Deptt. or/and other agency due to negligence of the contractor and of his any employees.

**PENALITY**

24. The fault must be attended and repaired within 24 hours of receipt of intimation failing which a penalty of Rs. 500/- per day per E/A shall be imposed on the contractor. If the E/A remained unattended for more than three days the E/A can be got repaired from open market and bill will be adjusted to his running bills or security. This will be in addition to penalty imposed for the whole period for which the E/A had remained out of order till it is repaired by contractor or third party. The maximum penalty will be 10% of the total Tender cost.
25. The contractor will submit proof of payment viz challan etc for GST with the subsequent bills. The payment of bills will be made on availability of funds after sanction by the competent authority.
26. The college shall not be responsible for any type of losses caused to the AMC contractor, or to his employees due to any mishap or accident during the course of the work agreement.
27. The contractor shall himself be responsible for completing all due formalities as applicable under labour act in respect of employees employed by him for the job against this contract and College will in no way will be responsible for their pay/dues etc.
28. The contractor shall intimate to the department the particulars of the technical staff employed by him for the job and no person other than the said employees shall be allowed to enter the College. The contractor himself however, may visit the College only in connection with the job entrusted to him

**TERMS AND CONDITIONS**

1. Total estimated cost of the Tender is **Rs.1 Lakh** including the cost of replacement of parts .
2. ***List of documents to be submitted with technical BID:***  
Documents/certificates/DDs or Receipts of payments to be submitted along with the qualifying bid as per clause 5 of NIT.

**Principal  
Bharati College**