

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY-
DELHI
(IIIT-DELHI)**

Okhla Industrial Estate, Phase III
New Delhi 110020
(Tel No 011-26907400, Website: www.iiitd.ac.in)

**NOTICE INVITING TENDER FOR NON-COMPREHENSIVE AMC OF CCTV
SURVEILLANCE SYSTEM AND SECURITY ACCESS CONTROL**

The Indraprastha Institute of Information Technology Delhi was created as a State University by an Act of Delhi Government empowering it to do research and development and grant degrees. The Institute has a campus spread over an area of around 25 acres with 17 buildings. The Institute invites sealed tender from reputed agencies in two bid system i.e. Technical and Financial along with EMD for “**Non-Comprehensive Annual Maintenance Contract (AMC) for CCTV Surveillance System and Security Access Control System.**”

Bid Schedule

Date of Start and downloading the tender	08 Aug 2018
Earnest Money Deposit (EMD)	Rs. 5,000 in the form of Demand Draft in favour of the” IIITD” payable at New Delhi
Last date and time for submission of tender	04 Sep 2018 at 1400 Hrs
Date and time of bid opening	04 Sep 2018 at 1500 Hrs
Address for communication & submission of tender documents and opening of technical bid	IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020

Scope of Work

BOQs for AMC of CCTV Surveillance System and Security Access Control System at IIITD campus New Delhi is as per enclosure at (**Annexure-“A”**),

The scope of work for CCTV Surveillance System includes:

- (a) All the equipment installed in all the buildings like Dome Cameras, DVR, PTZ Cameras, Power Supply units Central Management Master Server etc. related to CCTV systems shall be maintained by the contractor with preventive maintenance i.e. once every month to ensure proper functioning of the CCTV surveillance system. The contract also includes breakdown maintenance which has to be attended within 24 hours of the breakdown coming to notice.
- (b) A monthly maintenance chart should be maintained and be approved and signed by concerned authorities of the Institute.
- (c) The contract shall cover spot breakdown maintenance, preventive maintenance, servicing and repairing of machines. The SLA for attending any breakdown will be maximum 24 hrs.

- (d) The firm shall maintain sufficient inventory of spares. In case of failure of any items the same should be replaced by item in spare to ensure that the system is operational and available.
- (e) Certificate of authorization of service of installed product i.e. Camera, DVR shall be enclosed.

The scope of work for Access Control System includes:

- (f) All the Access control equipment installed in all the buildings like Controllers with Power Supply, smart card readers, Magnetic lock with sensors, and Access control software shall be maintained by the contractor with preventive maintenance i.e. once every month to ensure proper functioning of the Access control system. The contract also includes breakdown maintenance which has to be attended within 24 hours of the breakdown coming to notice.
- (a) A monthly maintenance chart should be maintained and be approved and signed by concerned authorities of the Institute.
- (b) The contract shall cover spot breakdown maintenance, preventive maintenance, servicing and repairing of machines. The SLA for attending any breakdown will be maximum 24 hrs.
- (c) The firm shall maintain sufficient inventory of spares. In case of failure of any items the same should be replaced by item in spare to ensure that the system is operational and available.

Technical Bid

The agencies / companies who fulfill the pre-qualification criteria mentioned below will only be considered for opening of financial bid:

S. No.	Particulars	Document (s) to Annex
1	As on 31.07.2018, the agency / Company should be in existence for at least Five years.	Certified copy of registration certificate.
2	Company should have average turnover of Rs.50 lacs in similar field in previous three financial years ending on 31.03.2018.	CA certified copy of turnover from annual maintenance contacts.
3	Company should have experience of similar work in Institute/Academic Institute/Public Sector Undertaking/MNC/ Corporate Sector during last three (03) years.	Certified Copies of Work orders/ Experience certificate etc. on the letter head of the client / customer.
4	Company should have valid PAN, GST registration	Certified Copy of each document
5	Company should not have been barred / blacklisted for taking up similar work in any organization	A certification to this effect on the letter of the bidder.
6	Earnest Money Deposit (EMD)	Rs. 20,000/- in the form of Demand Draft in favour of "IIITD-Collection Account" payable at New Delhi

Award of Work

Those who meet the pre-qualification criteria as above will only be considered for opening of financial bid. In this regard decision of the Institute shall be final and not open to dispute/challenge. The agency quoting the lowest rate for AMC shall be considered for award of work. However, IIIT-Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

Financial Bid

Interested agencies may submit financial bid as per enclosed format (**Annexure-“B”**), duly authenticated and stamped. Bidders are advised to inspect the site before quoting the rates. **The Financial Bid should contain all relevant price information for Non-Comprehensive AMC.** The Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial Bid should not contradict the technical offer in any way.

Payment Terms

GST compliant quarterly bill by the 7th day of next month shall be raised for 25% of the total contract value plus taxes, as applicable. Payment shall be released within 15 days of raising bill. Payment shall be released through online mode only. The bidder is advised to furnish copy of the cancelled cheque and funds transfer details as will be provided by the Institute.

Performance Guarantee

Selected company will be required to deposit Performance Guarantee @ 5% of the Work value which shall be in the form of DD/FDR/Bank Guarantee in favour of the Institute. The format of which will be provided at the time of Award of Work.

How to submit

The interested agencies may submit their proposal along with the above mentioned documents by subscribing the envelope “**Non-Comprehensive Annual Maintenance Contract (AMC) of the CCTV Surveillance System and Security Access Control System**” enclosing separate sealed envelopes marked as **Technical Bid** and **Financial Bid**, so as to reach the Registrar, **IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020 by 1400 Hrs on 04 Sep 2018**

**For and on behalf of
Indraprastha Institute of Information Technology Delhi
Signed
Registrar**

Annexure A

BOQ for Non-Comprehensive Annual Maintenance contract (AMC) for CCTV Surveillance System and Security Access Control System

SNO	Equipment	Quantity
1	CCTV Surveillance System	
a	Dome Cameras -1/3"540TVL,1.0 lux, Internal Sync.	66
b	6" Speed Dome, TDN,WDR, Optical size 36x, Digital 12X, PTZ cameras	9
c	16 Channel embedded DVR (Make : M/S Honeywell)	9
d	4 channel DVR	2
e	Central Management Master Server: Include PC server,OS,DB,Video management Software License, License cover 300 video channels. (M/S Honeywell)	1
f	Power Adaptors, 12VDC, 1Amp	74
2.	Access Control System	
a	Software unrestricted users/Com user attendance software	1
b	Controllers with Power supply	30
c	Smart Card readers	55
d	600lbs magnetic lock with sensor	55
e	1200lbs magnetic lock with sensor	1
f	Exit Buttons	55

Annexure-“B”

**Format of Financial Bid for Non Comprehensive Annual Maintenance Contract (AMC)
for CCTV Surveillance System and Access Control System**

Sl. No.	Description	Cost Without GST	GST (Please mention SAC as per GST)	Maintenance Cost including Taxes (All inclusive) Rupees
A	Non Comprehensive Annual Maintenance Contract (AMC) For CCTV and Security Access Control System as per the details provided in the tender document under “Scope of Work”			
Total (Rs. in figures). Non Comprehensive				
Total (Rs. in words) Non Comprehensive				

We agree to carry out the Work at the rate quoted above for the duration of one full year. We understand that IIIT, Delhi is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

(Name and Signature of Authorized Signatory with seal)

(Signature of the bidder)

Date: