

**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. The Institute has a campus spread over an area of around 25 acres with 14 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	19th Oct 2019
Earnest Money Deposit (EMD)	Rs. 15,000 in the form of Demand Draft in favour of the” “IIIT-Delhi Collections”” payable at New Delhi
Last date and time for submission of tender	30th Oct 2019 at 1500 Hrs
Date and time of bid opening	30th Oct 2019 at 1530 Hrs
Address for communication & submission of tender documents and opening of technical bid	A-201, Old Academic Block 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”**),

Contractor must visit site before quoting and fully satisfy himself of the site conditions.

The scope of work for CCTV Surveillance System includes:

- (a) All the equipment installed in all the buildings like IP IR Dome Camera 1080P , Dome Cameras, Bullet Camera, NVR, 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, NVR, DVR shall be enclosed.

The scope of work for Access Control System includes:

- (a) All the Access control equipment installed in 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.
- (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.

Technical Bid

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

S. No.	Particulars	Document (s) to Annex
1	As on 31.09.2019, the agency / Company should be in existence for at least Five years.	Certified copy of registration certificate.
2	The bidder should have direct authorization from the OEM for supporting the equipment mentioned or should be a distributor/service provider of M/s Honeywell.	Certificate copy is essential
3	Company should have average turnover of Rs.50 lacs in similar field in previous three financial years ending on 31.03.2019.	CA certified copy of turnover from annual maintenance contacts.

4	<p>Company should have experience of similar work in Institute/Academic Institute/Public Sector Undertaking/MNC/ Corporate Sector during last three (03) years.-</p> <p>i) Three similar completed works costing not less than the amount equal to Rs.1.6 lakhs. or ii) Two similar completed works costing not less than the amount equal to Rs 2.4 lakhs. or iii) One similar completed work costing not less than the amount equal to Rs.3 lakhs.</p>	Certified Copies of Work orders/ Experience certificate etc. on the letter head of the client / customer.
5	Company should have valid PAN, GST registration	Certified Copy of each document
6	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.
7	Earnest Money Deposit (EMD)	Rs. 15,000/- in the form of Demand Draft in favour of "IIITD-Collection Account" payable at New Delhi

Award of Work

Those who meet the eligibility 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. The item wise rates ie bifurcation of the cost of AMC (**Annexure-“A”**) should be provided at the time of issue of award letter.

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..**

Bidding Procedure:

Bids are invited in Two Bids System i.e. (1) Technical and (2) Financial

Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for "Non-Comprehensive Annual Maintenance Contract (AMC) of the CCTV Surveillance System and Security Access Control System" addressed to Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020.

Sealed quotations shall be received not later than 3.00 P.M. on **30th Oct , 2019**. No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and also for reasons beyond control of the Institute.

Technical bids must contain the EMD for specified amount, along with complete technical details as desired by this tender. Technical bids of all the tenderers will be opened on pre scheduled date, time & venue. Technical bids without EMD will be summarily rejected. The financial bid will be opened after evaluation of the technical bid. Financial bid of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date, time of opening of financial bid will be communicated later.

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 1500 Hrs on 30th Oct 2019**

**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**

S.NO	Equipment	Qty	Rate
1	CCTV Surveillance System		
a	IP IR Dome Camera 1080P High Definition H.264 IR Network Fixed Dome,- (Make : M/S Honeywell) Model No.: HED3PR3	150	
b	System Manager or Database Manager to support minimum 300 cameras - Central Include PC server,OS,DB,Video (Make : M/S Honeywell) Model No: HUS- XPRO-MAS-E	1	
c	NETWORK VIDEO RECORDER -(Make : M/S Honeywell)- Model NO: HUS- NVR-5100A-E	1	
d	Dome Cameras -1/3"540TVL,1.0 lux, Internal Sync. with Power Adaptors, 12VDC, 1Amp	80	
e	6" Speed Dome, TDN,WDR, Optical size 36x, Digital 12X, PTZ cameras	2	
e	Bullet Camera	3	
f	16 Channel embedded DVR	5	
g	8 Channel embedded DVR	3	
h	4 channel DVR	3	
2.	Access Control System		
a	Controllers with Power supply for 2 doors-(Make : M/S Honeywell) Model No- PRO3000	37	
b	Smart card readers -(Make : M/S Honeywell) Model No : OM30BHONCS	75	
c	Wall mounted addressable manual call point (Make – Agni/AD ES F1)	58	
d	Magnetic door locks of 600 lb holding force for single leaf door (Make:Abloy /AAIEMAGA4SSHSAL)	75	
e	Magnetic Door Contact for single leaf doors. (Make:Abloy /AAIEMAGA4SSHSAL)	75	
e	Software unrestricted users/Com user attendance software	1	
f	Exit Buttons	75	

Annexure-“B”

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

Sl. No.	Description	Maintenance Cost Without GST	GST	Maintenance Cost including all Taxes as GST etc. (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: