

Office of the Principal Accountant General (Audit-I)
Odisha, Bhubaneswar

email id:-agauorissal@cag.gov.in

No. OM-I (AU-I)/2023-24/02/61/160

Date: 07 Sep 2023

Bid for supply, installation, commissioning of CCTV Cameras

Last date for receiving sealed Bid : 25 Sep 2023
Date and time of opening the Technical Bid : 26 Sep 2023 (3.30 PM)
Venue of opening tender : O/o the PAG (Audit-I), Odisha, Bhubaneswar.

Notice

The Principal Accountant General (Audit-I), Odisha, Bhubaneswar, invites sealed tenders through advertised open tender enquiry for supply, installation, commissioning of CCTV cameras from reputed distributors/firms/agencies having at least three years' experience of satisfactory completion of similar supply, installation of CCTV works in any government/semi government organization (or) PSUs [public sector undertakings].

The offers may be submitted in TWO-BID SYSTEM (separate technical bid and financial bid). The tender form and detailed specifications, terms and conditions for the supply, installation and commissioning of CCTV cameras system at campus of O/o the Principal Accountant General (Audit-1), Odisha, Bhubaneswar can be downloaded from the web site <https://cag.gov.in/ag1/odisha> free of cost.

The bidders will have to deposit the earnest money (EMD) of Rs. 5000 in shape of Demand Draft/Banker's Cheque payable at Bhubaneswar in favour of Sr. Audit Officer/Cash, O/o the Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.

The bidder or his authorized representative must sign on every page of bid document with seal. The Principal Accountant General (Audit-I), Odisha reserves the right to amend or withdraw any of the terms and conditions obtained in the bid document or to reject any or all the bids in whole or in part without giving any notice or assigning any reasons. The decision of the Principal Accountant General (Audit-I), Odisha in this regard shall be final and binding on all.

Instructions for submitting the Tender:

1. Tender will be submitted in three-sealed envelope as mentioned below:

(A) Envelope "A" shall contain-

I. Technical Bid as per Annexure-II along with all others documents as per document required in Annexure-I.

II. Covering letter on the letterhead of the firm as per Annexure-III.

III. Authorized dealer/seller certificate for the items offered.

(B) Envelope "B" shall contain: -

I. Financial Bid as per annexure-IV

(C) Envelope “C” shall contain

All two aforesaid sealed envelope A&B should be sealed in envelope “C”. Envelope “C” should be super scribed as “Tender for supply, installation, commissioning of CCTV cameras at Principal Accountant General(Audit-1) “ No. No. OM-I (AU-I)/2023-24/02/61/160 Date: 07 Sep 2023 and it should be addressed to Principal Accountant General (Audit-I), Odisha, Bhubaneswar.

Note: Bidder is required to sign each and every page of tender form with seal.

Sd/-

Sr. Deputy Accountant General (Admn)

SCOPE OF WORK

Supply, installation & commissioning of CCTV cameras as per the specifications and quantities mentioned in Annexure IV

Details of scope work as below-

1. Supply, installation & commissioning of CCTV cameras and accessories in and around AG Office Building at AG Square, Bhubaneswar with 30 days of feed storage.
2. The bidder must ensure flawless working of system and must be flexible enough to capture the future requirements.
3. Bidder must ensure the OEM parent country of origin should not be under restriction or barred by Government of India/any Government Department /agency. Principal Accountant General (Audit-I), Odisha may reject /cancel the bid if any OEM is not deemed fit as per Government/Intelligence/Cyber Security/internal classified reports and use only government approved OEMs products and equipment's.
4. The contractor will arrange for and provide all equipment, supplies, related support services to complete the installation, commissioning and training.
5. The contractor shall be solely responsible for making available all requisite installation equipment, special aids, tools, tackles and testing equipment, appliances etc. for executing the works.
6. The successful contractor shall have to train two persons of the Institute onsite by the certified and trained engineers/personnel on the hardware of the products supplied.
7. The department may seek recording of CCTV for viewing/download on external medium, anytime in the past up to 30 days, therefore such recording must be stored without loss in a reliable manner with the facility to record in external hard disk for five years.
8. The bidder must provide all active/passive software license purchased for the setup in the name of Principal Accountant General (Audit-I), Odisha and shall handover all hardware/software to the department.
9. In case of delay in delivery more than the specified/allowed time, or any inconvenience caused either in terms of delivery or quality of the above-mentioned products, Principal Accountant General (Audit-I), Odisha, reserves full rights to impose penalty. For delay in delivery for every week or part thereof, a penalty of 0.5 %(point five percent) of the purchase order amount, subject to maximum of 10% of the purchase order amount will deducted.

Warranty:

- a) All the hardware and software should have comprehensive one-year onsite free warranty.
- b) Bidder shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all the equipment, accessories etc. covered by the tender.
- c) In case of any failure, the vendor shall ensure that CCTV is made operational to the full satisfaction of Principal Accountant General (Audit-I), Odisha.

Annexure-I

TERMS & CONDITIONS AND IMPORTANT INSTRUCTIONS FOR TENDERES/BIDDERS

1. The bid has been invited under two bid system i.e. technical bid and Financial bid. The interested bidders are advised to submit two separate sealed envelopes in envelopes for Technical and Financial Bid. In envelope “A” super scribing “Technical Bid for Supply, Installation & Commissioning of CCTV cameras at Principal Accountant General(Audit-I), Odisha and Envelope “B” “Financial Bid for Supply, Installation & Commissioning of CCTV cameras at Principal Accountant General (Audit-I), Odisha. Both the sealed envelopes should be kept in a third envelope as Envelope “C” super scribing “Supply, Installation & Commissioning of CCTV cameras at Principal Accountant General (Audit-I)”.
2. The technical bids will be opened first and evaluated by purchase committee of Principal Accountant General (Audit-I). At the second stage, financial bid of only technically qualified bidders will be opened for further evaluation. The date of opening financial bid will be intimated to the Technically Qualified bidder through Office website after finalization of Technical Bid.
3. The Technical bid (Annexure-II) will be consisting of technical services details, experience certificate, tax registration details (PAN/GST/TIN, etc.) firm registration details, income tax return, etc. along with commercial terms and conditions. The Financial bid (Annexure-IV) will indicate the item-wise price for the items mentioned at Annexure-IV.
4. The earnest money deposit (EMD) of Rs. 5000/- should necessarily accompany the technical bid in form of an account payee bank draft (DD)/Banker’s Cheque in favor of Sr. Audit Officer/Cash, O/o the Pr. Accountant General, Odisha and should be kept in a sealed separate cover super scribing EMD. Tender received without EMD or EMD for fewer amounts will be summarily rejected. Documents for exemption from submission of EMD, if any may be submitted as per existing rules of Govt. of India.
5. The EMD in respect of seller/firms / agencies/vendors, who do not qualify the technical bid/financial bid, shall be returned to them without any interest after finalization of tender.
6. The bid documents can also be downloaded from the office website free of cost.
7. The bidders are required to enclose self-attested photocopies of following document, failing which their bids will be out-rightly rejected and will not considered any further:
 - a. Registration certificate of the firm
 - b. Copy of GST registration certificate.
 - c. Copy of PAN card
 - d. Copy of Income Tax return filed for last three financial years.
 - e. Documents on the similar works completed successfully & satisfactorily for Government agencies/semi government organizations (or) PSUs [public sector undertakings in last 3 years. Bidder/tender must submit satisfactory documentary proof for this purpose.
8. The tender should be signed by the authorized person and his full name and status should be below his signature along-with the official stamp of the firm.

9. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or correction is permitted in the financial bid form. In such cases, the tender shall be summarily rejected.
10. The incomplete and conditional tenders will be rejected.
11. Tenders will be considered for the supply, installation, commissioning of CCTV cameras for which quote their offer/rate in clear terms without any ambiguity.
12. The bidder will be bound by the details furnished by him/her to Principal Accountant General (Audit-I), while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract and making him/her liable for legal action besides termination of contract.
13. No bidder will be allowed to withdraw after submission of bids/opening of the bid; otherwise the EMD submitted by the firm would be forfeited.
14. There should be no alterations/corrections made in the bid documents. The quoted rate should be in figures and words. The tenderer may quote the rate of any or all the items listed in the tender form. Rates should be quoted separately for individual item and not in lump-sum. Further quoted rates must include all taxes, duties and cost of comprehensive maintenance.
15. Bid should be addressed to the "Principal Accountant General (Audit-I), Bhubaneswar" and must reach by the last date mentioned in the tender notice. All the bids should be sent by Registered/speed post. Bids may be also submitted by hand at OM-I section of the O/o the Principal Accountant General (Audit-I), Odisha, Bhubaneswar.
16. Bids received after due date and time shall be rejected.
17. The tender shall be opened on scheduled date and time at O/o the Principal Accountant General (Audit-I), Odisha, Bhubaneswar in the presence of the authorized representatives of the tenderers who wish to be present.
18. If the rate quoted by two or more bidders are found same then the order for those supply, installation, commissioning of CCTV cameras will be placed to the firm quoting lower delivery period or selection will be made as per decision of the Pr. Accountant General.
19. Quantity of the CCTV cameras is subject to the increase or decrease upto 25% at the discretion of consignee authority, without assigning any reason.
20. Payment against bill/invoice shall be released only after complete supply, installation, commissioning of CCTV camera as per supply order. Payment will be made directly to the supplier through its bank account. No request for other mode of payment will be entertained. No advance payment will be made in any case.
21. It will be responsibility of the bidder to supply all the CCTV camera system of the supply order within stipulated time frame, otherwise Principal Accountant General (Audit-I), Odisha Bhubaneswar will impose penalty as per the rules.
22. If any discrepancy is found in the consignment, the cost of damage would be borne by the bidder.
23. The CCTV cameras system shall have to be supplied at the premises of consignee i.e. F.O.R. at O/o the Principal accountant general (Audit-I), Odisha, Bhubaneswar as per terms and conditions contained in the supply order. No other charges such as packing, forwarding, freight, insurance, loading and unloading, clearance, entry tax, etc. will be allowed. All these are to be borne by the bidder only.
24. The bidders may visit the work site during any working day between 10.30 AM to 5 AM for survey before the bid closing date at their own cost.
25. Estimated value of the work is Rs. 6.00,000/-

Terms and conditions for supply, installation, commissioning of CCTV cameras:

The supply, installation, commissioning of CCTV cameras system will be governed by the following 'terms and conditions'.

1. **General:** The Principal Accountant General (Audit-1), Odisha, Bhubaneswar reserves the right to accept or reject any or all tender(s) in part or full, without assigning any reasons thereof and his decision will be final in all cases in respect of acceptance/rejection. The rates quotes shall remain firm for a period of one year.
2. **Purchase orders:** supply of CCTV camera has to be made strictly against the purchase orders. Acknowledgement receipt of purchase order will be taken as acceptance, preferable by e-mail. Any clarification/query regarding the purchase order should be sought from the office of the Principal Accountant General (Audit-I), Odisha, Bhubaneswar within a week of the firm supply order.
3. **Supply:** the supply should be free of freight charges. If the supply is made through railway parcel/registered post or parcel or courier, the charges will be borne by the supplier. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items. If a vendor is unable to supply and installation of CCTV camera from confirmed PO's within the timeframe, no further orders will be placed and the security deposit will be forfeited.
4. **Timeframe for supply and cancellations:** 45 days (maximum) is the timeframe and after the expire of time frame, the purchase order automatically stands cancelled.
5. **Security deposit:** the successful bidder shall within 07 days from the of receipt of award letter, deposit with Principal Accountant General (audit-1) Bhubaneswar a sum equal 3% of the value of the accepted bid, in the form of Bank Guarantee/Fixed Deposit Receipt from any Nationalized bank in favour of Sr. Audit Officer/Cash, O/o the Pr. Accountant General (Audit-I), Odisha, failing which Principal Accountant General (Audit-I), Odisha, Bhubaneswar may at its discretion cancel the award letter. The security deposit amount 3% of the contract value so deposited will be refunded after 60 days from the date of completion of contractual agreement.
6. **Invoicing procedure:** The invoice for each supply order is to be submitted in triplicate (3 copies) to the office of the Principle Accountant General (Audit-I), Odisha, Bhubaneswar.
7. **Termination of order:** The order may be terminated at the occurrence of any of the following event:
 - a. In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the bidder/vendor,
 - b. If at any time, found that the information provided by the bidder/vendor in any form about specification/make/model, services and related matters are incorrect and result in losses in any form to the office.
In such case(s) office will be at liberty to cancel the order without giving any prior notice to the bidder, and the office reserves the right to forfeit the security deposit submitted by that bidder.
8. The Principal Accountant General (Audit-I) reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.

9. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of The Principal Accountant General (Audit-I) or Officer authorized by him.
10. Jurisdiction of court of law : Any legal disputes that may arise out of the supply of CCTV cameras system by bidder/vendors shall be subject to the jurisdiction of a court in Bhubaneswar.
11. The Principal Accountant General (Audit-I), Odisha, Bhubaneswar reserves the right to award the bid to more than one bidder.

Sd/-

Sr. Deputy Accountant general (Admn)

I am/we are ready to supply, installation, commissioning of CCTV cameras system on scope of works, terms and conditions given above.

Place:

signature and seal of the bidder/supplier

Date:

Name & Designation:-

PROFORMA FOR TECHNICAL BID

Sl. no.	Particulars	Remarks	Page No
1	Registration certificate of firm /partnership deed /memorandum & articles of association (enclose suitable document in case distributor/dealer/stockiest/seller)	Yes/no	
2	Complete postal address with tel. no. fax no. E-mail (attach address proof & mention enclosure number)	Yes/no	
3	Copy of income tax return of firm for the last 3 years(attach document)	Yes/no	
4	Self-attested copy of pan card(attach document)	Yes/no	
5	Self-attested copy of goods & Service Tax number (GST)	Yes/no	
6	Bank Account Details (attach copies of the relevant documents/certificates)(mention enclosure no_)	Yes/no	
7	Orders/satisfactory completion certificate for undertaking similar works in Govt. office /Govt. undertaking office etc.(attach document)	Yes/no	

I/we certify that the information furnished above is true and correct agree to abide by the terms and conditions as mentioned in the document.

Date:

Authorized signature & seal of the bidder/supplier

Name&
Designation:

Covering Letter on the Letter head of the firm

To,

The Principal Accountant General (Audit-I), Odisha
Bhubaneswar

Sir,

I/we do here by submit our tender for supply, installation, commissioning of CCTV cameras as specified in the tender schedule and in accordance with the instructions specified. The detail of Earnest money deposit it as below:

Demand Draft No/FDR No _____, Dated ___/___/2023 Amount _____

I/We hereby declare that I/we will abide by the terms and conditions and rules & regulations of Principle accountant general (audit-1) laid down in the said tender document and quote the rates accordingly.

Date:

Authorized signature & seal of the bidder/supplier

Name:

PROFORMA FOR FINANCIAL BID

Rate/price offered (To be mentioned in both figures and words). The financial bid is required to be submitted separately in a sealed cover Envelope 'B'.

S. No.	Name of Item	Brand/Model	Unit price in Rupees	GST @ %	Rate including taxes	Quantity	Total Price
1	4 MP Bullet Camera Night Colour View (30 MTR)					21	
2.	32 Channel NVR with 2 SATA					1	
3.	8 TB Surveillance HDD					2	
4.	24 Port L2 Managed Switch with 4 SFP					1	
5.	8 Port POE Switch with SFP					4	
6.	9U Rack with accessories					1	
7.	4U Rack with Accessories					4	
8.	CAT 6 Cable					4	
9.	6 Core OFC Cable					Actual/(750 mtr approx.)	
10.	4X4 PVC Box					21	
11.	HDMI Cable (5 Mtr)					1	
12.	6 PORT LIU					4	
13.	24 PORT LIU					1	
14.	OFC Patch Cord					8	
15.	GIGA SFP					8	
16.	600 VA Offline UPS					5	

17.	32" Smart LED TV					1		
18.	Splicing					48		
19.	Cable & Fiber Lying with Casing or PVC pipe					1950 mtr (Approx .)/Actual		
20.	Rack Fixing					5		
21.	Installation Charges							
22.	Any other Charges (pls specify in details)							
Total								
Cost of CMC								
Grand Total								

Date:

Authorized signature & seal of the bidder/supplier

Name: