

University of Kalyani



CENTRE FOR INFORMATION RESOURCE MANAGEMENT (CIRM)

Tender No: KU/Adm./AMC-CCTV /November-2017

Date: 27.11.2017

TENDER DOCUMENT

FOR

**COMPREHENSIVE ANNUAL MAINTANANCE CONTRACT
(AMC) OF CCTV SURVEILLANCE SYSTEM**

University of Kalyani

1. Name of the Vendor:

2. Address with telephone Number:
.....
.....

3. Cost of tender paper: (to be deposited along with tender document)

a) Bank Draft No.....
b) Date.....
c) Rupees.....
d) Drawn on

4. The tender documents complete in all respect along with cost of tender paper should reach to the office of the System-in-Charge, Centre for Information Resource Management (CIRM), University of Kalyani, Kalyani, Nadia, West-Bengal on or **before 14.12.2017 (Thursday) upto 2 pm.**

REQUEST FOR PROPOSAL

Tender is invited in a sealed envelope super scribing **TENDER NO. KU/Adm./AMC-CCTV /November-2017** Date: **27.11.2017** for “Comprehensive Annual Maintenance Contract for existing CCTV Surveillance System installed at University of Kalyani, Administrative Building , Kalyani,Nadia-741235 since 2014”

Tender no. & date	KU/Adm./AMC-CCTV /November-2017 Date: 27.11.2017
Earnest Money	Nil
Last Date and Time of submission of tender	Up to 2:00 pm on 14 th December 2017 (Thursday)
Validity Of Offer	90 days from the date of opening of the price bid
Completion Period	One year
Date and Time for Tender Opening	3:00 pm on 14 th December 2017 (Thursday)
Contact Person for Further Communication	System-in-Charge Centre for Information Resource Management University of Kalyani Tel No: 033-2580 8694 e-mail: cirm@klyuniv.ac.in

1.0 ELIGIBILITY CRITERIA:

- a) At least 3 years' experience in doing similar business viz., sales, installation and maintenance of CCTV surveillance Systems
- b) Should have minimum average turnover of Rs. 2.0 Lac per year during the last 3 years (i.e. 2013-2014, 2014-15 and 2015-16). (Proof to be attached).
- c) The bidder must be an Indian entity and registered in India as a partnership/proprietorship/Company under the Companies Act (2013). (Relevant supporting documents i.e. Copy of Certificate of Incorporation issued by Registrar of Companies, Article & Memorandum of Association/partnership deed, PAN Card., VAT/ Service Tax registration certificate to be submitted).
- d) Payment to be made 50% advance and balance 50% on completion of half Year within 30 days of submission of invoice.
- e) The Bidder company/firm should have at least one branch offices(s) at Kolkata for 100% support services.

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

2.0 University of Kalyani reserves the right to accept or reject any quotation, and to annul the quoting process and reject all quotations, at any time prior to the award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected or Company/Firms on the grounds for the Purchaser's action.

3.0 SCOPE OF WORK AND SERVICE:

- A.** The service provider should agree to maintain systems and peripherals as listed at clause no. F.
- B.** The service provider shall provide service from 9:30 AM to 5:30 PM, Monday to Friday, 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 University.
- C.** Comprehensive service includes labor, parts, freight, and transportation etc, taxes, duties and levies on spare parts.
- D.** Scheduled Preventive Maintenance (PM) once in Every Months (12 times un a year). It will Check-up the cable line, video signal, power system, adjust video amplifier. Service Provider would maintain the Job Card for the PM. The PM Job Card has to be signed by the owner of the equipment & the CIRM Office.

E. In any emergency problem, your Service Engineer will reach within 48 hours and solve the problem.

F. Comprehensive maintenance for the following equipments installed in University of Kalyani, Administrative Building.

Sl No.	Description of Equipments	Qty
01.	650 TVL Dome Camera (Make –LG)	03
02.	700 TVL Bullet Camera (Make –LG)	10
03.	Vari Focal IR Weather Proof Night Vision Camera	01
04	Digital Video Recording 16 CH DVR	01
05	Storage	01
06	LCD Monitor	01
07	Connector	28
08	Co-axial /Video Cable	1250 Meter
09	Power Cable	1150 Meter
10	PVC Pipe	

University of Kalyani

FORMAT FOR SUBMISSION OF QUOTATION

Sl No	Item	Specifications	Quantity	Rate(Rs.)	Amount (Rs.)	VAT (if any) (Rs.)	Other Charges & duty(Rs.)*(if any)	Total quoted price (Rs.)

* Please specify the charges/duty if needed

NOTE :

- a) **Quotation must be submitted through official pad of the vender duly signed with seal and contact numbers of the respective person of the vender concern.**
- b) The quantity to be purchased is absolutely under University's discretion and may be altered from the quantity as mentioned in the tender document

Signature of the Vender (with date and seal)