

WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED
(A Govt. of West Bengal Undertaking)
Webel Bhavan, Block – EP & GP, Sector – V, Bidhannagar, Salt Lake, Kolkata – 700 091

NOTICE INVITING TENDER

Tender No: EC/07/WEBEL/IT PARK/CCTV/19-20/ 054

Date: 10/01/2020

Name of Work: Annual Maintenance Contract (non-comprehensive) for CCTV Surveillance System Installed at Asansol, Borjora, Bolpur, Durgapur(Ph- I & II), Kalyani, Kharagpur, Rajarhat, Purulia, Siliguri (Ph- I & II) IT Park.

AMC period: One year.

Last Date and time of submission tender: 27/01/2020 up to 03.00 PM.

Pre Bid meeting date & Time: 16/01/2020 at 2:30 PM

Corrigendum, if any will be published: 10/01/2020 onwards

Tender Document Fee & Earnest Money Deposit (EMD) Submission Last Date: 27/01/2020

WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED invites tender Annual Maintenance Contract (non-comprehensive) for CCTV Surveillance System Installed at Asansol, Purulia, Borjora, Rajarhat, Bolpur, Kharagpur, Kalyani, Durgapur(Ph- I & II), Siliguri(Ph- I & II).

Brief Description	Tender Document Fee (Rs) [Non-returnable]	Earnest Money Deposit (EMD) Rs.[Returnable]	Last date and time of Tender submission	Date of opening of tender
Annual Maintenance Contract (non-comprehensive) for CCTV Surveillance System Installed at Asansol, Purulia, Borjora,Rajarhat,Bolpur,Kharagpur, Kalyani,Durgapur(Ph-I& II),Siliguri(Ph- I & II).	Rs.200.00/- for each location (In the form of DD from a scheduled Bank in favors of “WBEIDC Ltd.” Payable at Kolkata)	Rs.2,000.00/- for each location (In the form of DD from a scheduled Bank in favors of “WBEIDC Ltd.” Payable at Kolkata)	27/01/2020 up to 03.00 PM	27/01/2020 after 03.30 PM
Bid Opening Venue	GM(ID&M)’s Office, WBEIDC Ltd., Webel Bhavan, Block – EP & GP, Sector – V, Bidhannagar, Salt Lake, Kolkata – 700 091			

1) Tender Details:

1.1) Tender Documents available at GM (ID&M) Office, Webel Bhavan, Block – EP & GP, Sector – V, Bidhannagar, Salt Lake, Kolkata–700091, during Office hours **OR** may be downloaded from the WBEIDCL website <https://www.webel.in/tenders> against submission of crossed Demand Draft /Pay Order /Banker’s Cheque of Rs. 200.00 (Rupees Two Hundred) against each IT Park location payable at Kolkata and drawn in favour of WBEIDC Ltd up to 27.01.2020.

The Bid must be addressed to the GM (ID&M), **WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED**, Webel Bhavan, Block – EP & GP, Sector – V, Bidhannagar, Salt Lake, Kolkata – 700 091, must be submitted under sealed cover on or before the time Schedule stated in this Tender Document.

1.2) FINANCIAL BID: After examining the Cover-I of the tender, WBEIDCL will open Cover-II of only those eligible tenderers who have satisfied the requirements of Cover-I. Schedule date & time of opening of Cover- II will be intimated to eligible tenderers in due course. The decision of the 'Tender Evaluation Committee 'will be final and absolute in this respect.

1.3) Validity of offer: For a period of 60 days from cover – II opening. Tender to be submitted in two parts i.e. Cover-I and Cover-II separately, sealed and superscribed with the name of the work.

Cover-I : Forwarding letter, Tender Cost, EMD, Signed-sealed copies of all aforesaid credential in similar works and statutory documents, Record Notes of Pre-bid meeting if any duly signed and stamped if any.

Cover-II: Shall contain the offered price (single or multiple location) with the full Tender Document duly filled. No other condition stipulated in Cover-II, other than unconditional general rebate, shall be accepted. All pages of the Tender Document should have original signature with seal of the tenderer.

1.4) Cover-I will be opened on 27.01.2020 at 3.30 P.M. onwards in presence of WBEIDCL officials and Tenderers who desire to attend. After examining the Cover-I of the tender, WBEIDCL will only open the Cover-II of the successful tenderers who have satisfy the requirement of Cover-I.

Delays in submission of any part arising out of the postal irregularities/or any other at any stage will not be considered. Also the WBEIDCL will not be responsible for damage in transit in case of Postal Delivery.

In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time or will be intimated by WBEIDCL.

2) System Integrator Criteria

The **Service Level Agreement (SLA)** - The Turnaround time of System Integrator.

Turnaround time:

Severity	Severity Description	Resolution Time in Hrs
Initial Response	On Logging of Call	4 hrs from Logging of Call
Minor Defect	On Logging of Call	8 hrs from Logging of Call
Major Defect	On Logging of Call	24 hrs from Logging of Call

- 1) A declaration should be given on letter head signed by country head / Director / CEO of System Integrator for the above. If failed to provide the service more than three times in a quarter penalties will be 2% on order value per quarter.
- 2) System Integrator should have its Service line number, e-mail ID in West Bengal for any technical support query from the end customer. Service line number, e-mail ID should be mentioned in the letter and submitted along with the bid duly signed by the country Head/Director/CEO of System Integrator.
- 3) System integrator should have its own registered office in West Bengal of its own with minimum 15 employees for project execution and support .Certificate of incorporation, Establishment proof with declaration to be submitted duly signed by the country Head/Director/CEO of System Integrator.
- 4) System Integrator must have ISO certified. Documentary proof to be submitted.
- 5) System integrator should present in west Bengal minimum 5 years to ensure better service support. Documentary proof to be submitted.
- 6) System Integrator must provide tender specific authorisation as certified partner of CCTV Camera, NVR OEM for the existing CCTV Camera, NVR AMC Support at 9 nos IT Parks. Documentary proof to be submitted.
- 7) System Integrator should never or is black listed / banned /removed from any Govt./ PSU / Consulates in India or abroad. Declaration to be submitted duly signed by the country Head/ Director/ CEO of System Integrator.

Other Terms & Conditions

1) Bidder may bid for single or multiple locations as per their choice. Area wise lowest bid would be considered. Separate Tender Fees (Rs.200/-) & EMD (Rs.2000/-) to be submitted against each location. For bidding of multiple locations, Tender Fees may be clubbed in a single DD (for example: If any bidder bids for 5 locations, then Tender Fees to be submitted Rs.1000 in a single DD). Bidder to be submit separate DD against EMD for each location.

2) Amendment of Invitation

Webel reserves the right of waive specific term & condition contained in this tender document. It shall be understood by the bidders that the proposal is predicated upon acceptance of all terms & condition contained in this tender, unless the bidder has obtained such a waiver in writing, prior of submission of the proposal. Such waiver, if granted, will be granted to all prospective Bidders.

At any time prior to the deadline for submission of proposals, **WEBEL** reserves the right to accept /add /modify /delete any portion of this tender document or even cancel tender by issuance of corrigenda/Addenda. All prospective bidders should keep track of any publication of such Corrigenda/Addenda.

3) Forfeiture of Earnest Money

The EMD may be forfeited either in full or in part, at the discretion of WEBEL, on account of one or more of the following reasons:-

- a) The bidder withdraws their bids during the period of bid validity.
- b) The bidder fails to cooperate in the bid evaluation process.
- c) If the bidder violates any of the provisions of the terms & conditions of this tender.
- d) The successful bidder fails to (i) accept award of work, (ii) furnish performance security

The decision of WEBEL tender committee regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the bidder by WEBEL /Department of IT, Govt. of West Bengal.

Earnest money of the bidder is also liable to be forfeited in case of any false submission of/statement. In case of any refusal of abide by terms & condition of our LOI/PO or tender terms & conditions, the authority is at liberty to forfeit earnest money and take lawful actions.

4) Clarification Regarding Tender Document

A prospective Bidder requiring any clarification about the tender document and scope of work against the Tender may contact at telephone no. 033 2339 2322/ 2377. The entrance to the Pre Bid Meeting will be limited to one person per bidder and carrying valid authorization letter on official letter head bearing company seal for those who will submit the tender document fee before the Pre Bid Meeting.

5) Extension of proposals

In order to afford prospective Bidder reasonable time to make amendment in their proposals, **WEBEL** may, at its discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on **WEBEL**.

6) Period of Validity of Proposals.

The quoted offer and/or rates must be valid for a minimum period of 60 Days from the date of opening the Techno-Commercial bids. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the qualified Bidder(s).

7) Qualification criteria:

The tender inviting and Accepting Authority through "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidder shall have to meet all the minimum criteria regarding:

- a. Financial Capacity
- b. Technical Capability.
- c. Experience/Credential

Before issuance of the AMC ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification, if it is found that the document submitted by the lowest tenderer is either manufactured or false in that case order will not be issued in favor of the said Tenderer under any circumstances.

8) Awarding of Contract

WEBEL will award the contract to the successful Bidder whose bid has been valued as per Price and Other criteria. **WEBEL**, reserves the right not to accept the Lowest Price bid without assigning any reason whatsoever and the Bidder will not challenge such decision in any forum whatsoever. **WEBEL** reserves the right to negotiate with the Bidder whose proposal has been ranked first on the basis of value.

The successful Bidder(s) will have to provide a Security Deposit equivalent of one month of the value of the Order awarded to them within 7 days, in the form of a Demand Draft. Security Deposit amount will be returned after 3 (three) months of expiry of AMC contract.

9) Single Point of Contact: Entrusted bidder will provide single point of contact for availing AMC services, and customer signed monthly report must be submitted to the **WEBEL** of the month under consideration on the 1st working day of next month to the single Point-of-Contact of **WEBEL**.

10) The bidder shall submit a certificate from any of the authorized signatory of the company authorizing a person to sign all relevant papers related to this bid on behalf of the company.

11) LIABILITY

- a) In case of a default on bidder's part or other liability, **WEBEL** shall be entitled to recover damages from the Contractor. In each such instance, regardless of the basis on which **WEBEL** is entitled to claim damages from the Contractor (including fundamental breach, negligence, misrepresentation, or other contract or tort claim),
- b) In case of a default on Bidder's part **WEBEL** shall be entitled to forfeit the PBG and order may be cancelled.

12) GOVERNING LAWS

This contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract. The Contractor shall keep

himself fully informed of all current national, state and municipal law and ordinances. The Contractor shall at their own expense, obtain all necessary permits and licensed and pay all fees and taxes required by law. These will be contractor's entire obligation regarding any claim of infringement.

13) **CORRUPT OR FRAUDULENT**

The Tender Committee requires that the bidders under this Tender observe the highest standards of ethics during the procurement and execution of such contracts. For this purpose the definition of corrupt and fraudulent practices will follow the provisions of the relevant laws in force. The Tender Committee will reject a proposal for award if it detects that the bidder has engaged in corrupt or fraudulent practices in competing for the contract in question. The Tender Committee will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

14) **BIDING CLAUSE**

All decisions taken by the Tender Committee regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.

The Tender Committee reserves the right:

- To vary, modify, revise, amend or change any of the terms and conditions mentioned above.
- To reject any or all the Tender/s without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

15) **SAFETY MEASURES**

The Contractor shall in the course of execution of the work take all necessary precaution for the protection of all persons and property. The Contractor shall take adequate measures to protect the work and prevent accident during the work. In the event of any accident to any person or persons or damage or injury of any description to any person or property due to failure on the part of the contractor in taking proper precautionary measures the contractor shall be responsible for and must make good the loss the damage at his own cost to the satisfaction of the department and employees of the department shall be indemnified from all claims or liabilities arising there from or any expenses incurred on account thereof.

16) **SUB-CONTRACT**

The purchaser **WEBEL** does not recognize the existence of Sub-Contractors. The Contractor's responsibility is not transferable.

17) **TERMINATION FOR DEFAULT**

WEBEL may without prejudice to any other remedy or right of claim for breach of contract by giving not less than 30 days written notice of default sent to the contractor, terminate the order in whole or in part. If the contractor materially fails to render any or all the services within the time period specified in the contract or any extension thereof granted by WEBEL in writing and fails to remedy its failure within a period of thirty days after receipt of default notice from WEBEL .If the AMC Support is not carried out according to terms of the contract in such case WEBEL will invoke the amount held back from the contractor as PBG.

18) **BANKRUPTCY**

If the contractor becomes bankrupt or have a receiving order made against him or compound with his creditors or being a corporation commence to be wound up, not being a voluntary winding up for the purpose only or amalgamation or reconstruction, or carry on their business under a receiver for the benefit of their creditors or any of them WEBEL shall be at liberty to terminate the engagement forthwith without any notice in writing to the contractor or to the liquidator or receiver or to any person in whom the contractor may become vested and without any compensation to give such liquidator or receiver or other person the option of carrying out the engagement subject to their providing a guarantee for the due and faithful performance of the engagement up to an amount to be determined by WEBEL .

19) **TAXES & DUTIES**

- The prices shall be exclusive of all taxes. However the rate of taxes should be indicated separately in the Un Price BOQ.
- Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the Company.
- Bidder submitting a tender shall produce up to date Income Tax and Profession Taxes Certificate in the standard form from the Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of permission.

20) **LACK OF INFORMATION TO BIDDER**

The bidder shall be deemed to have carefully examined the Bid document to his entire satisfaction. Any lack of information shall not relieve the bidder of his responsibility to fulfill his obligation under the bid. If bidder has any queries relating to bid document then he can send the queries before the Pre Bid Meeting.

21) Bidder shall not approach WEBEL officers beyond office hours and/or outside) WEBEL office premises from the time of the Bid opening to the time of finalization of successful bidder. Any effort by bidder to influence WEBEL office in the decision on Bid evaluation, Bid comparison or finalization may result in rejection of the Bidder's offer. If the bidder wishes to bring additional information to the notice of WEBEL, it should be in writing.

22) **WEBEL has the RIGHT TO REJECT ANY OR ALL BIDS.**

WEBEL reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

23) **INTERPRETATION OF DOCUMENTS**

If any bidder should find discrepancies or omission in the specifications or other tender documents, or if he should be in doubt as to the true meaning of any part thereof, he shall make a written request to the tender inviting authority for correction/clarification or interpretation or can put in a separate sheet along with his technical bid document.

24) **COMPLIANCE WITH LAW**

The contractor hereto agrees that it shall comply with all applicable union, state and local laws, ordinances, regulations and codes in performing its obligations hereunder, including the procurement of licenses, permits certificates and payment of taxes where required. The contractor shall establish and maintain all proper records (particularly, but without limitation, accounting records) required by any law, code/practice of corporate policy applicable to it from time to time including records and returns as applicable under labor legislation.

25) CLARIFICATION OF BIDS

During evaluation of the bids, the Customer/Tender Committee, at its discretion may ask the bidder for clarification of its bid. The request for the clarification and the response shall be in writing (fax/email) and no change in the substance of the bid shall seek offered or permitted.

26) EVALUATION PROCEDURE

- ❖ Bidders who have submitted the EMD, Tender Fees, necessary credentials as per checklist (Sec-C) along with tender document shall be considered for further evaluation. Absence of these documents may lead to summary rejection of the bid.
- ❖ The Eligibility Criteria & other documents will be evaluated by Tender Committee and those qualify will be considered for further evaluation.
- ❖ The Tender Committee would evaluate the Technical Evaluation. After qualifying in Technical Evaluation, qualified bidders will only be considered for Price Bid evaluation.

27) FINAL EVALUATION

Price bid of the bidders qualifying in the Techno Commercial bid evaluation will be evaluated. The bidder who has qualified in the Techno Commercial bid evaluation and returns with lowest quote in financial bid would normally be awarded the contract subject to Post Qualification.

28) AWARDING OF CONTRACT

An affirmative Post Qualification determination will be prerequisite for award of the contract to the most overall responsive bidder. A negative determination will result in rejection of bidder's bid, in which event the **WEBEL** will proceed to the next lowest evaluated bidder to make a similar determination of that bidder's capability to perform satisfactorily. **WEBEL** will award the contract to the successful bidder whose bid has been determined to be substantially responsive after final negotiation may held with the most responsive bidder, if required.

29) FORCE MAJEURE

It is hereby defined as any cause, which is beyond the control of the Contractor or **WEBEL** as the case may be, which such party could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as

- War, Hostilities or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy and civil war.
- Rebellion, revolution, insurrection, mutiny, usurpation of civil or military, government, conspiracy, riot, civil commotion and terrorist area.
- Confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de facto authority or ruler, or any other act or failure to act of any local state or national government authority.

- Strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage of power supply epidemics, quarantine and plague.
- Earthquake, landslide, volcanic activity, fire flood or inundation, tidal wave, typhoon or cyclone, hurricane, nuclear and pressure waves or other natural or physical disaster.

If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen days after the occurrence of such event. The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered or delayed.

The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure up to its or their performance of the Contract and to fulfill its or their obligation under the Contract but without prejudice to either party's right to terminate the Contract.

No delay or nonperformance by either party to this Contract caused by the occurrence of any event of Force Majeure shall.

- Constitute a default or breach of the contract.
- Give rise to any claim for damages or additional cost or expense occurred by the delay or nonperformance. If, and to the extent, that such delay or nonperformance is caused by the occurrence of an event of Force Majeure.

30) ENFORCEMENT OF TERMS

The failure of either party to enforce at any time any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

31) DISCREPANCIES IN BID

- Discrepancy between description in words and figures, the rate which corresponds to the words quoted by the bidder shall be taken as correct.
- Discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate then the unit rate shall be regarded as firm.
- Discrepancy in totaling or carry forward in the amount quoted by the bidder shall be corrected.

32) OPENING OF BID BY WEBEL Bids shall be opened in the presence of Tender Committee and Bidder's representative (maximum 1) may attend, which is not compulsory. The bidder's representatives who are present shall sign a register evidencing their attendance and produce necessary authorization. The bidder's name, Bid modifications or withdrawals, discounts and the presence or absence of relevant Bid Security and such other details as WEBEL office at his/her discretion, may consider appropriate, shall be announced at the opening. WEBEL shall open the bid security at mentioned time.

33) CANVASSING

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved Contractors.

34) FORMATS AND SIGNING OF BID

The original and all copies of the proposals shall be neatly typed and shall be signed by an authorized signatory on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the proposal. All pages of the proposal, except for un-amended printed literature, shall be initialed by the person or persons signing the proposal. The proposal shall contain no interlineations, erase or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialed with date by the authorized signatory after striking out the original words/figures completely.

35) SUSPENSION OF WORK

WEBEL shall have the power at any time and from time to time by notice to the Contractor to delay or suspend the progress of the work or any part of the work due to any other adequate reasons and on receipt of such notice the contractor shall forthwith suspend further progress of the work until further notice from **WEBEL**. The Contractor shall recommence work immediately after receiving a notice to do so from **WEBEL**. The whole or any part of the time lost for such delay or suspension shall, if **WEBEL** in its absolute discretion thinks fit, but not otherwise, be added to the time allowed for completion.

36) PENALTY

- a) In consequence of Submission of false or fabricated documents by the Bidder for participating in the tender, if proved later on.
- b) In the event of failure to provide AMC service /technical support for the CCTV systems as per Work Order within the contract period, the security deposited & EMD may be forfeited.

37) BID DOCUMENT

Bidder is expected to examine all instructions, forms, terms and requirement in the bid document. The invitation to bid together with all its attachment there to shall be considered to be read, understood and accepted by the bidder unless deviations are specifically stated in the seriatim by the bidder. Failure to furnish all information required by the bid document or a bid not substantially responsive to the bid document in every respect may result to rejection of the bid.

38) Payment Terms:

AMC Payment: After Successfully completion of each quarter along with submission of satisfactory work done certificate by the competent authority.

BILL OF MATERIALS for CCTV Surveillance System Installed at at Asansol, Purulia, Borjora, Rajarhat,Bolpur, Kharagpur, Kalyani,Durgapur(Ph- I & II),Siliguri(Ph- I & II) IT Park.

			Kalyani	Asansol	Purulia	Rajarhat	Bolpur	Siliguri(Ph-I & II)	Khargpur	Durgapur(Ph-I & II)	Barjora	
Sl. No.	Item	UOM	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Total Qty.
1	Dome Cam	No.	27	38	34	33	32	59	30	64	40	357
2	Bullet Cam	No.	8	8	5	7	8	13	9	12	8	78
3	NVR (64 Channel)	No.	0	2	2	2	2	0	2	0	0	10
4	NVR (128 Channel)	No.	1	0	0	0	0	1	0	1	1	4
5	NVR Storage(HDD)	No.	5	5	5	5	5	8	5	8	8	54
6	32" LED TV	No.	3	3	3	3	3	4	3	4	3	29
7	Client PC	No.	1	1	1	1	1	1	1	1	1	9
8	6U Rack	No.	2	2	2	2	2	4	2	4	2	22
9	22U Rack	No.	1	1	1	1	1	1	1	1	1	9
10	FO Cable	Mtr.	146	87	152	100	52	590	300	574	51	2052
11	24Port LIU	No.	2	2	2	2	2	2	2	2	2	18
12	CAT6 Cable	Mtr.	1530	1737	1654	1722	1863	2994	1532	2748	2230	18010
13	PVC Conduit	Mtr.	616	351	330	1068	345	1254	1231	1459	792	7446
14	FO Patch Cord	No.	2	2	2	2	2	2	2	2	2	18
15	16 Port POE	No.	1	2	1	2	2	4	1	3	2	18
16	24 Port POE	No.	2	2	2	1	2	3	2	2	2	18
17	SFP Module	No.	2	2	2	2	2	2	2	2	2	18
18	3KVA UPS	No.	1	1	1	1	1	1	1	1	1	9
19	UPS Battery 12V 65Ah	No.	6	6	6	6	6	6	6	6	6	54
20	Clamp for Camera	No.	7	7	7	7	7	7	9	7	7	65
21	Clamp for Rack	No.	3	3	3	3	3	3	3	3	3	27
22	6M GI Pole	No.	0	0	0	0		6	0	5	4	15
23	Cable & Conduit Laying	Mtr.	1676	1824	1806	1822	1915	3584	1832	3322	2281	20062

Scope of Work

- Routine checking & servicing of the CCTV Surveillance System should be carried out, **once in a month** and your job card / call book / service register should **definitely be signed by our representative** for each service rendered
- During the AMC period bidder will try to provide the technical support as early as possible.
- Engagement of one Service Engineer for three IT park having qualification of minimum diploma and 5 years of experience on CCTV System.
- Bidder must submit monthly System Inspection report duly signed by the IT Park In charge.
- Bidder must arrange all required tools /equipments for AMC support.

- **CCTV System Maintenance Checklist:**
 - i) Check the camera lens is focused and adjusted properly.
 - ii) Check the camera view hasn't been knocked off path and you can see the perimeter clearly.
 - iii) Clean any dust or marks off the camera lens with a can of compressed air and wipe down the camera casing with a microfiber cloth.
 - iv) Check that the motion detection sensors are working, if it is available with the solution.
 - v) Use the controller to check that the camera's functions, such as zoom and pan are working correctly.
 - vi) Check that the cameras are securely attached to the wall.
 - vii) Check wiring for any wear and tear or exposed wires.
 - viii) Check for loose wires.
 - ix) Check that getting a clear transmission of picture with no distortion.
 - x) Check the one month video recording status.
 - xi) Check that the monitors / displays are showing a clear picture and that the brightness and contrast settings are correctly adjusted.
 - xii) Check all of your switches and individual equipment are functioning properly.
 - xiii) Clean all monitors and equipment of dust and grime with a microfiber cloth and a weak cleaning solution.
 - xiv) Check cables leading from the equipment are in good condition and that there are no weak connections.
 - xv) Check that the correct time and date stamp is set.

SECTION – A

TECHNICAL CAPABILITY OF BIDDER

(Tender No. EC/07/WEBEL/IT PARK/CCTV/19-20/ 054 Date: 10/01/2020)

Sl. No.	Work Name	Start Date	End Date / Status	Brief description & scope of work (implementation, operation & maintenance)	Type of Work	Approx value of the Job	Contact details Of the Customer

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Note:

1. Type of Work shall indicate the implementation/AMC of services (Supply, Installation, Commissioning, Training of CCTV Surveillance Systems with Accessories etc).
2. Scope of work shall indicate whether it is implementation, Operation or maintenance.
3. Submit Customer Order Copy details of the order indicating the project value, customer contact details, project completion certificate, customer satisfaction certificate etc.

SECTION – B

Checklist (To be submitted along with Tender Application)

1	2	3	4
Ref. No.	Qualifying Criterion	Particulars	Enclosure check list
1	TURNOVER :	Year INR (in Lacs) 2016-17 2017-18 2018-19 Average :	Proof of turnover enclosed (Abridged balance sheet and profit & loss A/c) : YES/NO
2	Permanent Account No. (PAN)		Copy of PAN card enclosed : YES/NO
3	ESI		Copy enclosed : YES/NO
4	PF		Copy enclosed : YES/NO
5	GSTIN		Copy enclosed : YES/NO
6	Trade Licence		Copy enclosed : YES/NO
7	Details of tender fee & EMD in favour of WBEIDCL	DD Nos. _____ Dated : Bank : _____	DD enclosed : YES/NO
8	Copy of completion certificate / work order of similar nature of job		Copy enclosed : YES/NO

SECTION – C

BIDDERS'S DETAILS

(Tender No. EC/07/WEBEL/IT PARK/CCTV/19-20/054 Date: 10/01/2020)

1.	Name of the Firm	
2.	Registered Office Address	
	Contact Number	
	Fax Number	
	E-mail	
3.	Correspondence / Contact address	
	Name & Designation of Contact person	
	Address	
	Contact Number	
	Fax Number	
	E-mail	
4.	Is the firm a registered company? If yes, submit documentary proof	
5.	Year and Place of the establishment of the company	
6.	Former name of the company, if any	
7.	A prospective bidder shall be allowed to participate in the tender in the capacity of as single entity (excluding partnership company & joint ventures or collaborations)	
8.	Submit valid GST Registration certificate.	
9.	Total number of employees. Attach the organizational chart showing the structure of the organization.	
10.	Are you registered with any Government / Department / Public Sector Undertaking (if yes, give details)	
11.	How many years has your organization been in business under your present name? What were	

	your fields when you established your organization	
12.	<p>What type best describes your firm? (Purchaser reserves the right to verify the claims if necessary)</p> <ul style="list-style-type: none"> ❖ Manufacturer ❖ Supplier ❖ System Integrator ❖ Consultant ❖ Service Provider (Pl. specify details) ❖ Software Development ❖ Total Solution provider (Design, Supply , Integration, O&M) ❖ IT Company 	
13.	Number of Offices in district head quarters in West Bengal	
14.	List the major clients with whom your organization has been / is currently associated.	
15.	Have you in any capacity not completed any work awarded to you? (If so, give the name of project and reason for not completing the work)	
16.	Have you ever been denied tendering facilities by any Government / Department / Public sector Undertaking? (Give details)	

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Company Rubber Stamp: _____

SECTION – D

Financial Offer

(Financial offer to be submitted with Cover-II)

(Tender No. EC/07/WEBEL/IT PARK/CCTV/19-20/ 054 Date: 10/01/2020)

Tender for AMC of for CCTV Surveillance System Installed at Asansol, Borjora, Bolpur, Durgapur(Ph- I & II), Kalyani, Kharagpur, Rajarhat, Purulia, Siliguri(Ph- I & II) IT Park

SI No.	Description of the work	Location (Webel IT Park)	AMC Total cost per month inclusive of taxes	AMC Total cost per year inclusive of taxes
1	Annual Maintenance Contract of CCTV Surveillance System installed at Webel IT Parks as per the terms and conditions and scope of work.	Asansol		
2		Barjora		
3		Bolpur		
4		Durgapur Ph-I		
5		Durgapur Ph-II		
6		Kalyani		
7		Kharagpur		
8		Purulia		
9		Rajathat		
10		Siliguri Ph-I		
11		Siliguri Ph-II		

Note :

Bidder may bid for single or multiple locations as per their choice. Area wise lowest bid would be considered.

The rates quoted shall inclusive of all tools and tackles, manpower cost including wages, liveries etc. & applicable taxes. We accept all the terms and conditions of the contract. Our rates for the contract are given as above.

[Authorised Signatory]

Date :

Stamp:

SECTION – E

Locations deatails of Webel IT Park:

1. **Asansol IT Park** : Webel IT Park, Kalyanpur Satellite Township Complex, Shipla Mouza, Asansol North, Dist.: Burdwan, PIN: 713305, Landmark: Near Narayana School/ India International School.
2. **Barjora IT Park** : Webel IT Park, Vill.- Ghutgoria, PO: Ghutgoria, PIN: 722168, Dist: Bankura, Landmark: Near Anandabazar Printing Office/ 13th Batallion, West Bengal Police.
3. **Bolpur IT Park** : Webel IT Park, Vill.- Shibpur, PO.- Supur, Bolpur, Dist.- Birbhum, PIN: 731204, Landmark: Near Shibtala On Bolpur Ilambazar road.
4. **Durgapur (PH-I & II) IT Park** : Webel IT Park, Gandhi More, Faridpur, Durgapur, Dist.: -Burdwan, Pin.: -713208
5. **Kalyani IT Park** : Webel IT Park, 14 Adibasi Para, PO: Kalyani, Dist: Nadia, PIN: 741235, Landmark: Opp. Water treatment plant, near Buddha Park (High Road)
6. **Kharagpur IT Park** : Webel IT Park, Near Jasha Company, PO: Nimpura, Khargapur, Dist: Paschim Medinipur, PIN: 721301
7. **Purulia IT Park** : Webel IT Park, North Lake Road, Saheb Bandh, Purulia-723101
8. **Rajarhat IT Park** : Webel IT Park, DH Block(Newtown), Action Area I, Newtown, Rajarhat, North 24 Pgs., PIN: 700156
9. **Siliguri (PH-I & II) IT Park** : Webel IT Park, Paribahan Nagar, Matigara, Siliguri, Dist.: Darjeeling, PIN: 734010, Landmark: Near Matigara Fire Station.