

TENDER DOCUMENT FOR SUPPLY, INSTALLATION AND MAINTENANCE OF NETWORK BASED CCTV SURVEILLANCE SYSTEM AT DDCE, UTKAL UNIVERSITY

1. INVITATION FOR BIDS

Sealed tenders are invited for Supply, **Installation and Maintenance of Network based CCTV Surveillance System** at DDCE, Utkal University in two Building of DDCE from the Original Equipment Manufacturers or their authorized channel partners.

The interested vendors are requested to kindly do the site survey for the instant requirement before they present their proposal.

The Tender document along with terms & conditions and specifications/configurations of the above items can be obtained from our website [www. ddceutkal.ac.in](http://www.ddceutkal.ac.in) from 24.1.2014 to 07..02.2014 .

Last date for Receipt of Tender Paper is 07.02.2014 within office hours .

2. Eligibility Criteria for Bidders

The eligibility criteria for pre-qualification of bidders are as under:

The tenderer(s) should be directly from the Company (OEM) or Authorized channel partner/dealer/distributor of the Company. Its office must be located in Bhubaneswar. In case of authorized channel partner/dealer/distributor, **authorization letter strictly from the manufacturer** must be submitted, failing which the offer will be summarily rejected. The certificate so furnished should clearly incorporate the period for which such authorization is valid and the firm name and address from where after sales services shall be rendered. In absence of such certificate, the Bid is liable to be rejected. All the active components must be from the same OEM.

The bidder should be a registered firm with Sales Tax Authority. The bidder should furnish the registration certificate, TIN No. certificate, VAT registration certificate, PAN No. detail, Audited Balance Sheet and Profit and Loss Statement (amount in Rupees) for last 3 years, Income Tax Returns of last 3 preceding years along with the tender paper. The bidder's firm must be a financially sound having minimum average turnover of more than **FIFTY LAKHS** per annum during last three years In absence of such certificate, the Bid is liable to be rejected.

The bidder should not be black listed in any of the Govt. organization in last 3 years. Undertaking in this regard must be submitted.

3. Two Bid System Tender:

The tender should be submitted in 2 Bid system format i.e 1. Technical Bid & 2. Financial Bid . There should be proper indication of the contents on each envelope .

4. Refundable Earnest Money Deposit (EMD):

All bids must be accompanied by a **bid security of Rs. 50,000/- (Rupees Fifty thousand only)** in the form of Bank Draft / Banker's Cheque drawn from a scheduled bank in favour of "**DIRECTOR, DDCE , Utkal University**", payable at Bhubaneswar

5. Performance Bank Guarantee:

Vendor will have to submit a Performance Bank Guarantee of the value of 20% of the total cost of the Project at the time of receiving Purchase order that must be valid for 24 months on the date of submission.

6. Technical Specifications:

Detailed technical Specifications are as per enclosed **List**. The of items should be latest models and quantity will be decided after through survey by the tenderer.

7. Bid Validity: Bids shall be valid for minimum **one year** from the date of opening of technical bid.

8. Costs: The tenderer should clearly indicate specifically the Basic Price, Taxes/Excise duty, other duties (if any), and levies chargeable quantitatively against each item. Prices should be quoted in Indian Currency only. The above mentioned details particularly the Sales Taxes/excise duty, VAT, any other duty, if not quoted properly, the bid can be cancelled. No additional information will be entertained after due date.

The total cost inclusive of all applicable taxes and duties must be clearly mentioned both in figures and words in the price bid, and this will form the basis of price comparison for the award of the tender.

9. Technical Inspection and Performance Evaluation: DDCE, Utkal University reserves its right to carry out a technical inspection and performance evaluation (benchmarking) of the offers made by shortlisted vendors.

10. Verification: DDCE, Utkal University reserves the right to verify any or all statements made by the vendor in the tender document and to inspect the vendor's facilities, if necessary, to establish to its satisfaction about the vendor's capacity to perform the job.

11. Shortlisting of Vendors: DDCE, Utkal University, will create a shortlist technically qualifying vendors and the commercial offers of only these vendors will be opened. DDCE reserves the right to decide whether the equipment's being quoted is as per the requirements and is of standard/leading brands in the market. DDCE, Utkal university reserves the right to decide which offer best suits the requirement of the Campus. Further, after opening Commercial Offers of the short listed Tendered, if there is a discrepancy between word and figures, the amount indicated in words will prevail.

12. Warranty/Annual Maintenance: The vendor shall undertake comprehensive maintenance of the entire CCTV system for TWO years from the date of installation. This would cover the hardware, hardware components, systems software, equipment and accessories supplied by vendor at the place of installation.

13. Order Cancellation: DDCE, Utkal University also reserves the right to cancel the order in the event of one or more of the following circumstances:

- Delay in initiation of the work beyond 6 weeks from the date of issue of the work order or completion of work beyond a period of 6 weeks from the date accepted as the date of completion of the work.
- Serious discrepancy in the work being performed/installation being done/hardware or software component noticed during inspection by our experts.
- Breach by the tenders of any of the terms and conditions of the tender.
- Any action by the vendor which is in breach of law or accepted practices in the commercial transactions.
- If the Vendor goes into liquidation voluntarily or otherwise.

14. Jurisdiction :The jurisdiction of the courts shall be Bhubaneswar.

15. DDCE, Utkal University reserves the right to reject any or all tenders without assigning any reason whatsoever.

INSTRUCTION TO BIDDERS

1. Procedure for Submission of Bids:

The offer must be submitted in two sealed cover envelopes separately super scribed as **Part-I (Technical Bid)** and **Part-II (Price Bid)** in separate sealed envelopes. Both the bids shall be enclosed in another sealed envelope super scribed as: **“Installation and Maintenance of CCTV Surveillance System at DDCE, Utkal University”** and the address of the firm should be mentioned in the sender side of the envelope with phone number and valid e_mail ID.

Part-I (Technical Bid):

The technical offer should be complete in all respects and contain all information asked for, **except prices**. The Technical offer should include all components asked for in Annexure VI. The suggested items for submission of technical offer is as follows:

- Index
- Covering letter
- The Company profile along with supporting documents
- Details of 3 major projects
- Details of Support Centers
- Warranty Compliance Certificate
- Technical Offer with Specifications . **This table should not contain any price information.**
- **Technical Documentation (Product Brochures, leaflets, manuals etc.)**
- The bidder must provide the plan / arrangement, for installation and warranty services to be provided at DDCE , Utkal University
- The detailed technical specifications with Make & Model, Compliance Statement must be as per the technical specifications duly supported by relevant product brochure etc., so as to enable technical assessment of the proposal. Without proper Compliance Statement the bid is liable to be rejected.
- **If the technical offer contains any price information the offer will be summarily rejected.**

Part- II (Price Bid)

The Price Bid should give all relevant price information as per Annexure VII with proper seal and signature of authorized person. The Bid Form must be filled in completely, without any errors, erasures or alterations. The Price Bid must not contradict the technical bid in any way. Prices should be given in INR in both figures and words.

The total cost inclusive of all applicable taxes and duties must be clearly mentioned both in figures and words in the price bid, and this will form the basis of price comparison for the award of the tender.

Cost of Tender Paper (Non Refundable):

A bank draft of Rs.1000/- in favor of “DIRECTOR, DDCE, Utkal University” payable at Bhubaneswar need to be submitted along with the tender towards the cost of tender document. The tenderer shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the client and the client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

Delivery & Installation:

The delivery and installation as per our present requirement must be completed at DDCE, Utkal University (Both in Silver Jubilee Building (3 Floors) , Old Administrative Building (2 Floors), PCP Block (2 floors) and around the buildings including Gate area) within **6 - 8 weeks from the date of PO** to meet the time lines. However, separate order may be placed for additional quantities on the same rates on “As and When Required” basis within the Bid Validity period as above. DDCE reserves the right to increase or decrease the Bill of Material as per the requirement without any change in the rates quoted, within the bid validity period.

Material must be properly packed against any damage and insured up to the destination. The material should be directly supplied to DDCE, Utkal University . All the expenses involved in transportation etc. shall be borne by the Bidder. All aspects of safe delivery shall be the exclusive responsibility of the Bidder. DDCE will have the right to reject the component/equipment supplied, if it does not comply with the specifications at any point of installation/inspection.

TERMS AND CONDITIONS OF CONTRACT (T&C)

- The company should adhere with all seriousness to the time schedule provided by the DDCE, Utkal University
- The products asked for should be of very high standard and of reputed company with authorized service provider in Bhubaneswar. Mutual trust and nature of services provided should motivate the service provider to give more than what is asked for in the agreement.
- The company should ensure quick back up response in case of equipment failure which should be replaced if needed within 24 hours of the distress call.
- **Price Basis:** Price quoted should be in the prescribed format. The quoted price will be considered firm and no price escalation will be permitted during the bid validity period.
- **Billing:** Billing is to be done in the name of The Director, DDCE, Utkal University .
- There is no provision for making advance payment to the Company . However, the running bills for the jobs completed can be submitted by the company and will be cleared for payment within reasonable period.
- **80% of invoice value after successful Supply, Installation and, Commissioning of CCTV Surveillance System certified by the concerned Officer of DDCE .**
- **20% against Performance Bank Guarantee valid till Warranty Period.**
- **Performance Bank Guarantee (PBG):** The successful bidder will be required to furnish the Performance Bank Guarantee from a nationalized bank towards 20% amount of the Bill value. This Bank Guarantee shall remain valid for six months beyond the warranty period, which shall be commencing after the completion of entire job.

(Letter to the University on the vendor's letterhead)

The Director,
DDCE,
Utkal University

Sub: Tender for Supply, Installation and Maintenance of CCTV Surveillance System at DDCE

With reference to the above tender, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for the supply of the following items as detailed in your above referred tender.

Basic Item	Item Description	Brief Technical Details

We further confirm that the offer is in conformity with the terms and conditions as mentioned in your tender documents and its enclosures. We also understand that the University is not bound to accept the offer either in part or in full and that the University has a right to reject the offer in full or in part without assigning any reasons whatsoever.

We also hereby undertake that we have not been black listed.

Yours faithfully,

Authorised Signatories (Name and Designation, seal of the firm)

Date:

COMPANY PROFILE

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

Sl. No.	Item	Details
	Name of Company	
	Mailing Address	
	Telephone and Fax numbers	
	Date of Registration of the Company	
	Year of Commencement of Business	
	Name and designation of the person authorized to make commitments to the University	
	Contact details of the person authorized to make commitments to the University	
	Sales Tax Number	
	Brief Description of after installation service facilities available with the vendor.	
	PAN No.	
	VAT Registration	
	TIN No.	

Signature
(Name and Designation)
Date

To

The Director,
DDCE, Utkal University

Dear Sir,

**Subject: Warranty Compliance Certificate in respect of supply, Installation and
Maintenance of Network based CCTV Surveillance System**

This bears reference to our quotation Ref. _____ Dated _____

1. We warrant that everything to be supplied by us shall be brand new, free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and quality and consistent with the established standards for materials specification, drawings or samples if any, and shall operate properly. We shall be fully responsible of its efficient operation.
2. Further, during the downtime, we shall provide at our cost, hardware and system software, so as to keep the system working.
3. We would provide free maintenance of the installed system for a period of _____

Yours faithfully

Signature (Name and Designation with Seal)

TECHNICAL SPECIFICATIONS

Minimum features and specification listed below are to be supplied. The firm to confirm compliance with each of the specification. Summary of deviations, if any, need to be submitted in separate sheet along with technical bid.

Supply, Installation & Commissioning of Network based CCTV Surveillance & Recording System

Sl. No	Item Description	Technical Specifications
Network camera and control room requirement		
1.	Network Camera (Reputed Global Brands)	Hemispheric Coloured 3MP indoor Surveillance Camera with 4GB MicroSD Card and high quality Lens a. Hemispheric 360 Degree view when mounted on the Ceiling and Panoramic 180 Degree when mounted on the Wall. b. 1/2" Lens with F2.0 with horizontal FoV of from 180 degree to 15 Degree as per site requirements. c. Configurable color level, brightness, sharpness, contrast, white balance, and Multiple Exposure control. Time, date, and camera ID & Multiple Privacy Mask d. Unlimited Multiple user defined video motion detection area, e-mail alert and ftp uploading of captured video or JPEG snapshots e. Multiple modes of recording (snap shot recording, event recording, continuous recording) based on event or alarm trigger f. Built in capabilities of motion detection in definable video motion fields g. Integrated microphone and speaker with all audio functionalities (Voice over IP and SIP telephony with simultaneous video and intercom etc.) h. Sound and temperature sensors with capabilities of alarm notifications via email / sound etc. i. LED indication on IP Camera as visual alarm notification for detecting errors like connectivity failure j. Users can enter a list of allowed or blocked IP addresses for viewing video and configuring camera settings k. All video management functions like event viewer and remote administration shall be built in to the camera and accessible through web browser, no additional management software shall be required for viewing or browsing event archives l. Archiving of recorded events to Microsoft windows or Linux shared drive, file server/ network attached storage without the

		<p>need of additional encoder, decoder or management software</p> <p>m. Camera Obstructed, Video Motion Detection (VMD), Virtual fence (tripwire), Wrong Direction, Multiple Alarm Area and Storage failures. The camera shall have the Fog / Smoke images clearing algorithms built-in</p> <p>n. The cameras shall be equipped with 64Mb local storage and this storage will be used to store images in the event of unavailability of network storage</p> <p>o. The Cameras shall have on camera storage using the SD Card, MicroSD Card & USB drive. The 4GB SD/MicroSD Card Memory shall be provided.</p> <p>p. The cameras shall come with wall-mounted concealed cabling and connector, No exposed wiring and connector</p> <p>q. The cameras shall comply with min of IP65 standards with OEM provided housing and shall be powered through POE with Max wattage of 5Watts per camera</p> <p>r. Camera should have capability to work in -25 degree C to +55 degree C Temp.</p> <p>MOUNTING ACCESSORIES</p> <p>a. Indoor mounting accessories meeting suitable standard for indoor application shall be provided.</p> <p>b. All mounting accessories shall be designed and constructed to meet its intended load capacity.</p> <p>c. Suitable mounting bracket for intended mounting arrangement shall be provided accordingly. It shall be provided with swivel joint for flexible mounting and adjustment.</p> <p>MANAGEMENT SOFTWARE</p> <p>a. Software to manage the IP cameras must be supplied with software license registration, software license certificate and instruction for registration. It shall be compatible with the IP network cameras supplied and work seamlessly for an effective monitoring and management software</p> <p>b. IP cameras software shall be provided to make it easier to change the configuration and upgrade firmware version of the cameras campus wide.</p> <p>c. It shall meet:</p> <p>Batch configuration of IP cameras Batch upgrade of firmware Detect the up & down of IP cameras and send alert</p>
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2.	Monitoring workstation (Reputed Global Brands)	Workstation having Dual Monitor output. INTEL CORE i7 /4GB RAM /500 GB SATA HDD/NVIDIA GRAPHIC CARD 1 GB/LAN / USB PORT/Win8
3.	LCD Monitor (Reputed Global Brands)	40" Full HD Display LCD Monitor
4.	NAS Storage (Reputed Global Brands)	A recording of 45 days is required @ 10FPS in 3 Mega Pixel Image for all Mega Pixel IP Surveillance Cameras. 16-Bay TurboNAS, SATA 6G, 3.3G Dual Core or above, Min 2G DDRIII RAM, 4x GbE LAN, Optional 10GbE LAN, USB 3.0, Redudant Power, High performance, secure, reliable, and simple, 10 GbE Ready, Min 1,000 MB/s and 100,000 IOPS, SSL Certification(HTTPs), Share Folder Managements, User Policy, Secure FTP, NAS should Support – FTP server, Backup Server, WebServer, Radius Server, Syslog Server, PrintServer, IPv6, Failover support, Load Balancing, MultiIP Setting, Event Log, S.M.A.R.T Ready, SNMP Supports, Scheduling Power On/ Off Feature, In Build SNMP feature, Remote Login Support, Certified AES 256-bit
5.	HDD (Reputed Global Brands)	3 TB HDD SATA 6 GBPS Enterprise Class High Write Speed
6.	UPS for Central Control Station (Reputed Brands)	2 KVA UPS with minimum one hour backup time
7.	UPS for monitoring work station (Reputed Brands)	1 KVA UPS with minimum one hour backup time
8.	VOIP phone (Reputed compatible global brand)	TFT Color – 4.3", 10/100 Ethernet Ports – 2 Nos., Headset Provision using USB, with Microphone, G.711,G.722(wide Band) , G.723.1,GSm-FR, Voice Codec – AAC,MP3,WMA, Real,Ogg-Vorbis, FLAC Audio Codec, Security and Privacy using TLS/SRTP/AES, Web Browser , IM, Yaa/MSN/Google RSS Feed, Advanced Smart NAT Traversal Technology
9.	Handheld tablet (Reputed compatible global brand)	9.7" Diagonal LED, Multi Touch Display, 1024 x 768 Resolutions and 132 Pixel per Inch, Finger print Resistant, Processor – Dual Core A5, WIFI 802.11a/b/g/n, Bluetooth 2.1

Networking and cabling		
10.	PoE Switch (Cisco)	8 auto-sensing POE 10/100/ ports, – 803.af Standard min POE Budget 100 WATT, Duplex half or full, Gigabit connectivity: 1 Nos. Gigabit Fiber (GBIC/SFP) Uplink ports (With compatible cards and their complete accessories including patch cables for connectivity with Fiber) for type A switch.
11.	6 U Rack (Reputed brand)	Wall mounted Racks of 6U with key lockable doors (for security reasons) and perforated side and rear panels for housing the Wi-Fi equipments, Router and Switch stack. Racks shall include power distribution arrangement, mounting.
12.	CAT 6 Cable (Reputed brand)	Unshielded Twisted Pair, Category 6 cable consisting of 4 pairs of copper cable in packing of 500 meters. : a. Compliance with Category 6 TIA/EIA 568B and ISO/IEC 11801 Standard b. Centre filler to maintain pair twisting and optimum NEXT and ELFEXT performance c. 22 to 24 AWG conductors for improved Insertion Loss performance d. Support Gigabit Ethernet (1000 Base-T and 1000 Base-TX) e. Reference Standard: TIA/EIA 568B & ISO/IEC 11801, IEC61156-5
13.	Conduit (High quality, ISI standard)	PVC conduit/channel of 2 -2.5 inches, as required, will be laid by the bidder to protect Cat 6 cable.
Project implementation and support		
14.	Installation & Commissioning	Complete project implementation including site survey & planning, camera installation & commissioning, PC-LCD installation, software installation, UPS installation, networking configuration, cabling etc., documentation & training

PRICE BID

Supply, Installation & Commissioning of Network based CCTV Surveillance & Recording System						
S. No.	Item Description	Qty.	Unit price (in figure)	Unit price (in words)	Taxes etc.	Total Price including Taxes
1.	Network Camera (Reputed Global Brands)					
2.	Monitoring workstation (Reputed Global Brands)					
3.	LCD Monitor (Reputed Global Brands)					
4.	NAS Storage (Reputed Global Brands)					
5.	HDD (Reputed Global Brands)					
6.	UPS for Central Control Station (Reputed Brands)					
7.	UPS for monitoring work station (Reputed Brands)					
8.	VOIP phone (Reputed compatible global brand)					
9.	Handheld tablet (Reputed compatible global brand)					
10.	PoE Switch (Cisco)					
11.	6 U Rack (Reputed brand)					
12.	CAT 6 Cable (Reputed brand)					
13.	Conduit (High quality, ISI standard)					
14.	Installation & Commissioning					
15.	Comprehensive AMC Cost after Completion of Warrantee (Valid for 3 Year)	Total Cost		Cost	Taxes	Total