



**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR  
KHARAGPUR – 721 302, INDIA**

No. IIT/HMC/LLR/2019-20/01

Dated: 18/07/2019

**Sub: Procurement of "CCTV surveillance system"**

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids from reputed manufacturers or their authorized Distributors / Dealers, (foreign firms or their Indian Representative company) who have adequate credential for supply/installation of **CCTV surveillance system** for the items as per the Annexure – I for the **Lala Lajpat Rai Hall of Residence**, Indian Institute of Technology Kharagpur, India.

Interested parties may submit their sealed bids under Two-cover system as per **Technical Specifications** given at **Annexure I**, and **General Terms & Conditions** and **Instruction & Special condition** given at **Annexure II** and **Annexure III**. They are also required to submit a signed **Declaration** in the format given at **Annexure IV**. A **Checklist** and **Compliance statement** against each item of Annexure I – III thereon severally & individually shall also be submitted. Kindly refer to the Institute website [www.iitkgp.ac.in/topfiles/tenders.php](http://www.iitkgp.ac.in/topfiles/tenders.php) for complete tender details.

The tender be sent in a sealed packet, containing two separate sealed envelopes (one each for **Technical Bid** and **Price Bid**) along with prescribed tender fee and **Earnest Money Deposit (EMD)** duly superscripted with **Tender Notice No. IIT/HMC/LLR/2019-20/01**, dated **18.07.19**, to the **Office of the Warden, Lala Lajpat Rai Hall of Residence, Indian Institute of Technology Kharagpur, P.O. Kharagpur Technology, PIN 721 302, West Bengal, India** on or before **12.08.2019** by **12:00 noon**.

For any query pertaining to this bid document, communication be addressed to the **Warden, Lala Lajpat Rai Hall of Residence, Indian Institute of Technology, Kharagpur-721302** [03222-281134]

The technical bid will be evaluated first and price bids will be opened only in respect of those **OEMs/Vendors**, who are found technically qualified after evaluation of Technical bids.

The **technical bids** will be opened on **12. 08. 2019** at **6:00 PM** in the Office of **Lala Lajpat Rai Hall of Residence, Indian Institute of Technology Kharagpur**.

The **price bids** for those who have qualified in the technical evaluation will be opened on the same day (**12. 08.2019**) at **7:00 PM**.

Copy to:

1. Institute website
2. CPP portal
3. Chairman, Hall Management Centre

*Sourav Mondal*

Assistant Warden(Mess)  
LLR Hall of Residence  
IIT Kharagpur

*[Signature]*  
Asst. Warden  
LLR Hall of Residence  
IIT, Kharagpur  
18.7.19

*[Signature]*  
18/7/19  
Warden, Lala Lajpat Rai Hall of Residence  
Warden  
LLR Hall of Residence  
IIT, Kharagpur

Annexure I

**Technical Specifications**

Sl. No	Description	Quantity
1.	4 MP BULLET CAMERA (make: HIKVISION)	10
2.	4 MP DOME CAMERA (make: HIKVISION)	6
3.	160Mbps Bit Rate Input Max (up to 16-ch IP video), 2 SATA interfaces, 1U case, 19"	1
4.	8TB Surveillance Hard Disk (make: Seagate / WD/Toshiba or equivalent reputed brand)	1
5.	8 PORT GIGAABIT POE SWITCH, PoE, 10/100/1000	2
6.	Supply of CAT 6 UTP Cable	At least 300 metres or as per requirement
7.	20 mm PVC Conduit, PVC conduit fixing accessories	As per requirement for on-site installation
8.	RACK: Wall mount 6 U Rack with PDU and FAN	2
9.	1 kVA or higher off line UPS with battery (backup time approximately 10-15 minutes)	1
10.	2 Core 1mm Power Cable	At least 90 metres or as per requirement
11.	32 inch LED monitor (make: SAMSUNG / DELL/ HP / reputed brands)	1

Fixing, Installation, testing and commissioning charges of IP Camera and DVR should be quoted separately.

All additional charges (softwares, etc.) for using this system should be included in the tender bid.

**Site of Installation: Lala Lajpat Rai Hall of Residence, IIT Kharagpur**

Warranty: minimum for 2 years.

AMC charges: should be quoted separately per year beyond the warranty period for up to five years.

OEM certificate must be provided along with the tender.

**General terms and Conditions**

- (1) Price may be quoted in foreign currency for imported items. Manufacturer/Indian Agents of OEM should submit two-parts bid, Technical and Commercial bid in separate sealed envelopes. The technical bid should have a copy of commercial bid with prices masked. The main equipment as well as the modules should have **warranty of TWO years**.
- (2) While submitting the technical bid, the company must undertake to ensure continued availability of adequate number of technically qualified Service Engineers for the Equipment during the period of supply, installation and throughout the warranty period.
- (3) Period of validity: Bids shall remain valid for acceptance for a period of **Four months (120 days)** from the date of opening of Price Bids.
- (4) Conditional offer will not be accepted.
- (5) Late Tenders:- Tender received after the due date and time of submission as mentioned below shall not be accepted.
- (6) Indian Agents of Bidders or Indian Agents who are bidding on behalf of their principals are to enclose the following documents: GST and PAN No.
- (7) All Tenders (unless otherwise specified) are to be submitted/handed over to office of *the Lala Lajpat Rai Hall of Residence, IIT Kharagpur-721 302* and acknowledgement to be obtained.
- (8) The person attending the bid opening session should be delegated with appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Officer of the Company to sign such documents. Only one person on behalf of each Company will be allowed to participate/attend the Bid opening session.
- (9) Bid once submitted shall be the property of IIT Kharagpur and shall not be returned to the vendor at any time.
- (10) A bid submitted with false information will not only be rejected but the vendor may also be debarred from participation in future tendering process.
- (11) Canvassing in any form not only invites disqualification in this tender but may also result in debarring the vendor from participation in the future tendering process.
- (12) Liquidated damages: As per IIT Kharagpur norms.

### ANNEXURE - III

#### **INSTRUCTIONS & SPECIAL CONDITIONS**

(To be returned by Tenderer along with the Tender duly signed)

1. **INSTALLATION AND COMMISSIONING:** At Lala Lajpat Rai Hall of Residence, IIT Kharagpur.

2. **DEVIATION FROM SPECIFICATIONS:**

It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting so that, if the tenderer makes any deviations, the same are prominently brought out in the body of the tender. If you need to add any optional items to your system in order to meet our specifications, you are requested to quote for the total including the option required to suit our requirements; otherwise, your tender will not be considered at all.

3. **PRICE:**

- (i) Prices quoted should be for supply, installation and commissioning at Lala Lajpat Rai Hall of Residence, I.I.T. Kharagpur.
- (ii) Discount, if any, should be indicated separately / prominently.
- (iii) Offers should normally be on fixed and firm price basis. Any clause making price variation will not be acceptable.
- (iv) GST percentage should be shown separately
- (v) AMC charges should be quoted separately.

4. **TRANSIT INSURANCE:**

The Purchaser will not pay separately for Transit Insurance.

5. **PAYMENT:**

- i) Payment for indigenous items quoted in Indian Rupees will be made only after completion of supply, installation and commissioning of the Systems to the entire satisfaction of the Purchaser. No Advance Payment will be made.
- iii) 100% payment shall be made through electronic transfer after receipt of store in good order & condition and successful installation & commissioning duly certified by the Warden, Lala Lajpat Rai Hall of Residence.

6. **EARNEST MONEY DEPOSIT:** Rs 5000 /- (RUPEES FIVE THOUSAND ONLY).

7. **TENDER FEE:** Nil.

8. **GUARANTEE:**

The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications.

9. **PAST PERFORMANCES / INSTALLATIONS:**

The supplier should include the details of **at least two** recent installations of items of similar nature in the organizations of repute, along with the successful installation certificates.

**10. JURISDICTION:**

All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued i.e. Jurisdiction of KOLKATA HIGH COURT. Acceptance to this effect is also necessary at the time of opening of Technical Bid.

**11. ACKNOWLEDGMENT:**

It is hereby acknowledged that we have gone through all the points listed under "Instructions & Special Conditions" outlined above, and those in the accompanying note on "Important Conditions", and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.

**12. DELIVERY:**

**The tendered item should be delivered and installed within four (4) weeks from the date of issuance of the purchase order.**

SIGNATURE OF TENDERER ALONG WITH  
SEAL OF THE COMPANY WITH DATE

Before submitting vendor should ensure that they have submitted the following in the technical bid the documents as mentioned hereunder: Technical specification documents, **Point-by-point Compliance Statement**, General Terms & Conditions, Acceptance of Kolkata High Court Jurisdiction.

*The Commercial bid shall have all the commercial documents, agreements and Price bid. Prices should be given component wise to enable the Institute to decide the final configuration.*

**Important:**

1. The institute may accept or reject any or all the bids in part or in full without assigning any reason and does not bind him to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
2. In case of any dispute, the decision of the Registrar of this Institute shall be final and binding on the Bidders.
3. For any query pertaining to this Bid document correspondence may be addressed to :-

Lala Lajpat Rai Hall of Residence  
Indian Institute of Technology Kharagpur  
Kharagpur 721302 [Ph.: +91-3222-281134]  
Email: [llrhall@iitkgp.ac.in](mailto:llrhall@iitkgp.ac.in)

**N.B.:** In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed on Saturday & Sunday.

**Annexure IV**

**DECLARATION**

1. I, \_\_\_\_\_ Son /Daughter of Shri \_\_\_\_\_  
\_\_\_\_\_ Proprietor/Partner/CEO/MD/Director/  
Authorized Signatory of M/s. \_\_\_\_\_  
an competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

\_\_\_\_\_  
Signature of the Authorized Person

Date: \_\_\_\_\_

Full Name : \_\_\_\_\_

Place: \_\_\_\_\_

Company Seal : \_\_\_\_\_