

**REQUEST FOR PROPOSAL (RFP) FOR ANNUAL MAINTENANCE CONTRACT OF
64 X CCTV CAMERAS SYSTEM SENIOR AND JUNIOR WING
(RFP/04/PROC/2021-22/APSDC TO BE OPENED ON 17 JAN 2022 at 1130 hrs)**

1. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below: -

(a)	Bids/queries to be addressed to	Principal Army Public School Delhi Cantt
(b)	Postal address for sending the Bids	Army Public School Delhi Cantt-10
(c)	Name/designation of the contact personnel	Principal
(d)	Tele numbers of the contact personnel	011-25693777 8700817317

2. The Request for proposal (RFP) consists of three parts as indicated below: -

- (a) **Part I.** Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
- (b) **Part II.** Contains essential details of the items/services required.
- (c) **Part III.** Details of Technical Specification to be attached in bids with ANNEXURE.

3. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any and part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

(Neetu Kapoor)
Principal
APS Delhi Cantt

Dated: Dec 2021

PART I – GENERAL INFORMATION

1. **Manner of Depositing the Bids.** The bids will be submitted in the following manner:-

(a) The original of following documents shall be submitted physically in the sealed tender box prior to bid submission closing date.

(i) **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for **Rs 6,000/- (Rupees Six thousand only)** with their bids in the form of Banker's Cheque. EMD should be valid for a period of **three months**. The Bid Security would be returned, after the receipt of Performance Security as called for the contract. The EMD will be forfeited if the bidder withdraws or derogates from the tender within the validity period. Canvassing and attempt to vitiate tender process in any form will also lead to forfeiture of EMD.

(b) Bidders are required to submit their technical and financial bids along with EMD in separate sealed envelopes, with company seal and signature of the authorized signatory. All the envelopes should be enclosed in a cover envelope, which is to be sealed with company seal and signature of the authorized signatory. Each page of the bid would be required to be initialized by the authorized signatory along with company stamp.

(c) Bidders registered as Micro and Small Enterprises (MSME) in the state and having registration with CSPO/NSIO/DGSND will be exempted EMD on submission of the required registration certificates as above.

(d) Last date and time for depositing the Bids : Till 1000 on 17 Jan 2022

(e) Time and date for opening of Bids : Till 1130 on 17 Jan 2022

(f) Location of Tender Box : Main Gate , APS Delhi Cantt

(g) Clarification regarding content of the RFP : Till 1000 on 17 Jan 2022

(h) Modification and withdrawal of Bids – No Bids shall be modified after the date and time of end of submission of bids. No bids may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of Bids validity specified. Withdrawal of a Bid during this period will result in forfeiture of the Bidder's EMD.

(i) Rejection of Bids : Canvassing by the firm in any form, unsolicited letter and post tender correction may invoke summary rejection and forfeiture of EMD. Conditioned tenders will be rejected.

(j) Validity of Bids: Bids should remain valid for a minimum period of 06 Months from date of submission of bids.

(k) The approval or rejection of tender (s) rest with the Competent Financial Authority (CFA) as applicable, who reserve to himself the right of rejecting any tenders in whole or in part.

(l) Any further information required on application can be obtained on any working day between 0900 to 1600 Hours.

(m) 100 % payment of bills of the successful bidder will be made through e-payment upon generation of bill from the firm and physical receipt and acceptance of stores by APS, Delhi Cantt.

(n) These instructions on 'Invitation to Bid' are to be signed by you and returned along with your Bid.

(SIGNATURE OF THE BIDDER)
with company address and seal

TECHNICAL BID ENVELOPE (ANNEXURE 1 TO 3)

1. **Preparation and Submission of Tenders:-** Tender will be submitted in two parts i.e. Technical Bid and Financial Bid. Quotation will be valid for 180 days. Bids will be submitted in three envelopes by bidder as under:-

(a) “Technical Bid Envelope – ANNUAL MAINTENANCE CONTRACT OF 64 X CCTV CAMERAS SYSTEM SENIOR AND JUNIOR WING -<Name of the firm>

Principal

Army Public School,
Sadar Bazar, New Delhi-10

Technical bids will be accompanied by a sample of the final product being offered. This will be at the cost and expense of the seller without claim or compensation. Bidders are advised to meet the minimum specification specified in tender document. Failure to meet the laid down minimum standard will render the bidder unsuccessful technically and not eligible to move forward to next stage of financial bidding process. The same will be in case of documents not submitted or submitted but not meeting eligibility criteria.

(b) Financial Bid Envelope

“Financial Bid – ANNUAL MAINTENANCE CONTRACT OF 64 X CCTV CAMERAS SYSTEM IN SENIOR AND JUNIOR WING_- <Name of the firm>

Principal

Army Public School,
Sadar Bazar, New Delhi-10

Financial bids of only technically successful vendors will be opened. Bidders are invited to be present at date and time of opening of financial bids at the school, date and time will be emailed 48 hours in advance. The lowest bidder (L1) will be selected successful to supply items. In case of failure, the next lowest bidder (L2) may be called upon to supply at the same cost, terms & conditions as for L1 bidder post negotiations.

(c) EMD Envelope

“EMD – ANNUAL MAINTENANCE CONTRACT OF 64 X CCTV CAMERAS SYSTEM IN SENIOR AND JUNIOR WING-<Name of the firm>

Principal

Army Public School,
Sadar Bazar, New Delhi-10

EMD for Rs Rs 6,000/- (Rupees Six Thousand Hundred Only) in favour of **Army Public School, Delhi Cantt** is valid for three months.

(SIGNATURE OF THE BIDDER)

With address and seal

(d) Cover Bid Envelope

**“Bid – ANNUAL MAINTENANCE CONTRACT OF 64 X CCTV CAMERAS SYSTEM
IN SENIOR AND JUNIOR WING_- <Name of the firm>**

Principal

Army Public School,

Sadar Bazar, New Delhi-10

**The Technical Bid, Financial Bid and EMD in different - different
envelopes and these envelopes in one envelope (Cover Bid Envelope)**

2. **Last date for placing of bids:- Till 1000 on 17 Jan 2022**
3. **Location of the Tender Box.** Tender Box is placed at Main Gate, APS, Delhi Cantt-110010.
4. **Opening of the Bids.** Army Public School Delhi Cantt, Delhi Cantt-110010 on **– 1130 on 17 Jan 2022.** (If due to any exigency, the due date for opening of the bids is declared a closed holiday, the bids will be opened on the next working day at the same time.
5. **Clarification regarding contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than **– Till 1000 hrs on 17 Jan 2022** if required. Copies of the query and clarification by the purchase will give to all bidders who have received the bidding documents.
6. **Validity of Bids.** The Bids should remain valid **15 months** from the date of opening of tenders from the last date of submission of the Bids.

(SIGNATURE OF THE BIDDER)

With address and seal

PART II – STANDARD CONDITIONS OF RFP

1. **Eligibility Criteria.** The Tenders must fulfill following tender enquiry for successful bidder as per the following laid down procedures. In order to be technically qualified, bidder has to fulfill the following criteria:-

1	Participating entity's turnover should be minimum Rs 5 lacs for last two financial years
2	Attached ITR copy of previous year 2018-19 & 2019-2020.
3	If participating firm is registered as Micro and Small Enterprises (MSME) in the state and registration with CSPO/NSIO/DGSND photocopy of certificate attach.
4	Participating entity should have valid Permanent Account Number (PAN), manufacturing/trading license/contractor (if applicable), and Goods and Services Tax (GST) number.
5	Specification of CCTV Cameras system of APS Delhi Cantt to be put under AMC as mention at Annexure 2
6	Annexure-1, 2 and 3 to be submitted.
7	Authorized Vendor/ Dealership certificate from OEM

2. **Performance Security.** Performance Security can be submitted in form of Performance Bank Guarantee (PBG) pledged in favour of **Army Public School, Delhi Cantt** drawn on any nationalized bank or Demand Draft (DD). PBG will be valid for 18 months. PBG will be released, less due to buyer on account of penalties/other dues, on completion of warranty period, unless forfeited as per terms and condition. PBG @ 10% of the bid amount will be applicable for successful bidder as per the laid down procedure & PBG hold for two year. PBG will be deposited within 7 days of placing of Supply Order. In case seller fails to deposit PBG within 7 days, amount due will be recovered from EMD and /or amount due to be paid to seller, by the buyer. Penalty for delay will be 0.5% of amount due per week or part thereof upto a maximum of 10% which will then lead to termination of contract and supply order at the sole discretion of school management. Discretion in delay waiver will be of school management only if accorded in writing.

3. **Payments Terms:** 25% of bid amount will be paid at end of each quarter subject to satisfactory and timely completion of all AMC services by vendor.

4. **Risk and Expense Clause :** In case vendors/ seller fails to execute the service (s) specified in scope of work for equipment / items etc under AMC, in part or full, within stipulated time and / or to the entire satisfaction of buyers, the buyer is at liberty to get the services/ repairs/ etc executed through a third party selected at will by the School or its discretion and the amount so incurred in doing so will be recoverable from seller's / vendor's dues if any and / or PBG etc at his risk and expense.

5. **Liquidated Damages (LD):** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Army Public School, Delhi Cantt may, at his discretion, withhold any payment until the completion of the contract. The Army Public School Delhi Cantt may also deduct from the Seller

as agreed, liquidated damages to the sum of upto 10% of the contract price of the delayed/undelivered stores/services mentioned above, liquidated damages for every week of delay or part of a week will be 0.5%, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

(SIGNATURE OF THE BIDDER)

With address and seal

PART – III

ANNEXURE 1 – ORGANIZATION DETAILS

The following information requested needs to be submitted in the technical bid to the concerned authorities with appropriate supporting documentation, duly attested by authorized signatory of the firm/agency, failing which the bid would be rejected.

	Information Requested	Supporting documents required	Tick
1	Name of the firm/agency	Certificate of registration/incorporation	
2	Address of the firm/agency		
3	Telephone no.		
4	Email ID		
5	Participating entity should be a Service Provider of Physical Education with a valid Permanent Account Number (PAN), manufacturing/trading license (if applicable), and Goods and Services Tax (GST) number	PAN card copy	
		GST certificate copy	
6	Participating entity's turnover should be minimum Rs 5 lacs for last two years	Copies of ITR for assessment years 2018-19 & 2019-2020	
7	Address proof of office/firm/agency/shop	Copies of Electricity Bill/ Water Bill/Telephone Bill/ Rent Agreement/ Bank Statement -	

		any one document must be enclosed	
8	Tender Fee	Rs 200/- (Rupees Two Hundred Only)	
9	EMD	Rs 6000/- (Rupees Six Thousand Five Hundred Only)	

(SIGNATURE OF THE BIDDER)

With address and seal

**ANNEXURE 2 - ANNUAL MAINTENANCE CONTRACT OF 64 X CCTV CAMERAS
SYSTEM SENIOR AND JUNIOR WING**

SCOPE OF WORK

1. The scope of Annual Maintenance Contract includes but not limited to:-
 - (a) Successful Bidder will be responsible for the complete and comprehensive maintenance of CCTV systems including cameras and work stations configuring and providing assistance to the personnel in understanding and operating the system. Diagnose the faults and rectify the defect detected within 24 hours.
 - (b) Repair/replace the faulty part with same or more superior branded spare parts within 24hrs, no spares or other item will be provided by APS, Delhi Cantt.
 - (c) Training for the staff/personnel in the day today operation of the system.
 - (d) Carry out periodic checks and determine if any modifications are to be made to better suit the working of CCTV work station at the premises in the future, and implement those modifications as required with prior approval of the APS, Delhi Cantt.
 - (e) Preventive maintenance should be done on monthly basis and report of the same is required to be submitted to IT Dept, APS, Delhi Cantt..
 - (f) Comprehensive on-site maintenance of All component of CCTV systems mentioned in annexure-2 of RFP including all plastic parts without any extra payment.
 - (g) The vendor shall maintain adequate spare machine at their end and also arrange standby printer, devices to facilitate any temporary replacement.
 - (h) The scope of work also includes software issue, reinstallation of NVR OS, software patches, configuration of machine as if required taking Data Backup before formatting the machines. The vendor should ensure that the equipment reported down (on any working day is set right **within 24 hours of reporting the complaint and in no case, later than two working days**. In case, the hardware cannot be repaired within the stipulated period, the vendor should provide replacement (of equivalent capacity) of the same
 - (j) Complaint can be registered either telephonically, by Whatsapp, SMS , by e-mail or by any other electronic means by any user of school.
 - (k) It shall be the responsibility of the firm to make all the CCTV Cameras and NVRs, Monitoring LED TV work satisfactorily throughout the contract period and to hand over the systems in working condition to School after expiry of the contract. In case any damage is found, the firm is liable to rectify even after the contract.
 - (l) Vendors can visit school to take stock of operational status of 64 X CCTV Camera systems on any working day with prior appointment.
2. Vendor will provide price list of all sub-component, spares and parts which are not covered in AMC.

3. AMC Register for defect rectification / schedule maintenance/ site visits will be maintained by vendor and signed by User / CLT/ IT Supervisor and will be submitted every quarter before payment.

(SIGNATURE OF THE BIDDER)
with company address and seal

ANNEXURE 2 –SPECIFICTIONS OF 64 X CCTV CAMERAS AT JUNIOR AND SENIOR WING ALONG WITH NETWORK AND MONITORING UNIT

S.NO	PARTICULAR	SPECIFICATION	QTY.
1	64 CH NVR	H.265/H.264/MJPEG/MPEG4 Codec Decoding • Max 320 Mbps Incoming Bandwidth • Up to 12 MP Resolution Preview and Playback • IVS Recording on all IP Channels • 2 HDMI/VGA Simultaneous Video Output • 3D Intelligent Positioning with PTZ Cameras • Supports RAID 0 /1/5/6/10	1
2	4 MP IP CAMERA OUT DOOR	Night Color Vision 1/2.8-in. 2 MP Progressive-scan STARVIS™ CMOS Sensor • Smart H.265+ and Smart H.264+ Dual Codec • Triple-stream encoding • 1080p (1920 x 1080) at 60 fps Maximum Resolution • 3.6 mm Fixed Lens • Smart Detection Supported • True Wide Dynamic Range (120 dB) • Intelligent Video System • IP67 Ingress Protection and IK10 Vandal Resistance • Enhanced Power and Data Transmission Distances (ePoE)	23
3	4 MP IP CAMERA IN DOOR	Night Color Vision 1/2.8-in. 2 MP Progressive-scan STARVIS™ CMOS Sensor • Smart H.265+ and Smart H.264+ Dual Codec • Triple-stream encoding • 1080p (1920 x 1080) at 60 fps Maximum Resolution • 3.6 mm Fixed Lens • Smart Detection Supported • True Wide Dynamic Range (120 dB) • Intelligent Video System • IP67 Ingress Protection and IK10 Vandal Resistance • Enhanced Power and Data Transmission Distances (ePoE)	41
4	HARD DISK	6 TB (T3) Seagate	2
5	POE SWITCH 4 PORT	Four PoE ports - 30 w On each PoE port and a total power budget of 60 W,Solid metal housing, no fans - built to last: reliability that businesses demand	1
6	POE SWITCH 8 PORT	Eight PoE ports - 30 w On each PoE port and a total power budget of 60 W,Solid metal housing, no fans - built to last: reliability that businesses demand	7

7	POE SWITCH 16 PORT	Sixteen PoE ports - 30 w On each PoE port and a total power budget of 60 W,Solid metal housing, no fans - built to last: reliability that businesses demand	2
8	CAT 6 CABLE WIRE BOX	305 Mtr roll	18
9	2 CORE WIRE	90 Mtr	07
10	PIPE PVC	1 Inch (10 ft)	15
11	NVR MOUSE	WIRELESS	2
12	NETWORKING BOX	2U	14
13	DISPLAY TV	LED 40"	2
14	HDMI WIRE	30 MTR. (4K)	1
15	USB WIRE	20 MTR.	1
16	HDMI SPLITTER	-	1
17	POLE FOR CAMERA	8 ft	14

LOCATION OF CAMERAS, APS DELHI CANTT

<u>S.NO</u>	<u>LOCATION</u>	<u>NO OF CAMERA</u>	<u>TYPE</u>
1	RECEPTION AND LOBBY	04	INDOOR
2	ESTATE OFFICE	01	INDOOR
3	ACCOUNT OFFICE	02	INDOOR
4	JUNIOR TO SENIOR WG LOBBY	02	INDOOR
5	JUNIOR TO SENIOR WG CORRIDOR	12	INDOOR
6	AUDITORIUM TO JUNIOR WG	02	INDOOR
7	AUDITORIUM	05	INDOOR
8	GUARD ROOM	01	OUTDOOR
9	GATE AREA	04	OUTDOOR
10	PLAY GROUND	04	OUTDOOR
11	SCHOOL BOUNDARY WALL	13	OUTDOOR
12	SR COMPUTER LAB	01	INDOOR
13	JR COMPUTER LAB	01	INDOOR
14	SR AV ROOM	01	INDOOR
15	JR AV ROOM	01	INDOOR
16	TERRACE	01	OUTDOOR
17	LIBRARY	02	INDOOR
18	SCIENCE PARK	01	OUTDOOR
19	TRC ROOM	01	INDOOR
20	JR LANGUAGE ROOM	01	INDOOR
21	YOGA ROOM	02	INDOOR
22	CANTEEN	01	INDOOR
23	EXAM CELL	01	INDOOR
	TOTAL	64	41 INDOOR 23 OUTDOOR

ANNEXURE 3 – FINANCIAL PROPOSAL FORM

It is to be noted that the consideration for the quote for the purpose of determining the lowest financial bid would be in following format:-

ANNUAL MAINTENANCE CONTRACT – 64 X CCTV CAMERAS SYSTEM OF SENIOR AND JUNIOR WING

Details of are given below, as mentioned in the Scope of Work:-

Sr No	Specifications	A/U	Qty	AMC Cost	GST	Total Price (Rs.)
1	Comprehensive on-site Annual Maintenance Contract of 64 X CCTV Cameras System of Senior and Junior Wing along (As per list attached at Annexure-2) with any other incidental cost.	U	1			
Total						

Price List of Sub – Component / Spares Part / Application Software not covered in AMC

Sr No	Specifications	A/U	Qty	OEM Component / Spare Parts price	GST	Total Price (Rs.)
1	Spare part/ Component not covered in AMC					
Total						

Total (in figure) : _____

Total (in word) : Rupees _____

(SIGNATURE OF THE BIDDER)
with company address and seal