

# TENDER

## FOR

### OPERATION AND NON-COMPREHENISIVE MAINTENANCE OF CCTV SURVEILLANCE SYSTEM & ACCESS CONTROL SYSTEM, INSTALLED IN VARIOUS BUILDINGS OF THE INSTITUTE (NIB) AT NOIDA.

#### TENDER NO. S.1-370/2016/NIB/ENGG(E)

- |     |  |                  |                             |
|-----|--|------------------|-----------------------------|
| (a) | Tender down load/ sale period  | :05.10.2016      | to 25.10.2016 upto 1600Hrs. |
| (b) | The Pre-bid meeting  | :14.10.2016      | at 1500Hrs.                 |
| (c) | Last date for submission of tender   | :26.10.2016 upto | 1500Hrs.                    |
| (d) | Date of opening for Technical-bid  | :26.10.2016      | at 1600Hrs.                 |
| (e) | The technically qualified bidders will be informed to be present at the time of Price-bid opening. |                  |                             |

Tender cost is Rs.525/-  
(500 + 5% U.P VAT)

**SEPTEMBER -2016**



#### NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health & family Welfare)

A-32, SECTOR-62(INSTITUTIONAL AREA)

NOIDA-201 309(U.P)

Tel: 0120-2400022, 2400072, Fax: 0120- 2403014

E-mail: [info@nib.gov.in](mailto:info@nib.gov.in) , Website: <http://nib.gov.in>

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## **NATIONAL INSTITUTE OF BIOLOGICALS**

(Ministry of Health & Family Welfare, Government of India)

A-32, Sector-62(Institutional Area), NOIDA-201 309(U.P)

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### **TENDER FOR OPERATION AND NON-COMPREHENSIVE MAINTENANCE OF CCTV SURVEILLANCE SYSTEM & ACCESS CONTROL SYSTEM, INSTALLED IN VARIOUS BUILDINGS OF THE INSTITUTE (NIB) AT NOIDA.**

The NATIONAL INSTITUTE OF BIOLOGICALS (NIB) is an autonomous Institute under the administrative control of Ministry of Health & Family Welfare, Government of India engaged in evaluation and quality control of various biological products like vaccines, blood products, blood reagents, sera, Immuno-diagnostic kits etc. produced and imported in to India. The Institute is spread over an area of 18.4 acres of land with various buildings have already been constructed in the Campus.

#### **BRIEF DESCRIPTION OF WORK:**

A well designed CCTV Surveillance system & Access Control system, are installed in various buildings/ locations/ areas of the Institute viz (i). Administrative building, (ii). Laboratory & Animal House building, (iii). Library building, (iv). Cafeteria building, (V). Guest House (Reception only) and (vi). Main Gate & Service Gate respectively. Another system is the Access Control system, which is installed in the Laboratory & Animal House building complex, having Biometric Reader, Access Logic Controller, Proximity Card Reader, Electro-magnetic Door Locks (single door/ double door) etc to control the entry of manpower in various zones of the Laboratory & Animal building.

The bidders have to operate and maintain the CCTV Surveillance system & Access Control system, which are installed in various buildings of the Institute. These systems will operate and maintain in round the clock i. e. 24x7 mode.

**The bidders are required to visit to NIB and see the complete and actual installations for themselves to assess the quantum of work and their specialization before submitting the tender. Once the tender is submitted, it will be deemed that the bidder has seen and understood the whole work involved for the various systems as stated above.**

Sealed Tenders are invited from experienced firms/ agencies/ contractors in the prescribed format for Annual Operation and Maintenance Contract of above mentioned service/work complete with major equipment/items which are installed in the various locations/ areas of the buildings of the Institute. A list of major equipments/ items of

the systems with approx.. quantity are given/ mentioned at **ANNEXURE - I** of tender document.

## **2. FOR PRE-QUALIFICATIONS CRITERIA:-**

2.1 Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant's experience, personnel and financial position, as demonstrated by the Applicant's responses in the forms attached to the Letter of Application.

2.2 The Applicant to meet the following minimum criteria for pre-qualification:

(a) Average annual financial turnover for similar nature of works during the last three years, ending March 31, 2016 should be more than Rs.32.00 lakhs (Fill enclosed **APPENDIX-A**).

(b) Experience of having successfully completed similar works during last 07(seven) years ending last day of month previous to the one in which applications are invited i.e. August 31, 2016 should be either of the following;

(i) Three similar completed works costing not less than the amount equal to Rs.6.50 lakhs.

or

(ii) Two similar completed works costing not less than the amount equal to Rs. 9.50 lakhs.

or

(iii) One similar completed work costing not less than the amount equal to Rs.12.50 lakhs.

(c) Definition of "Similar Works" i.e. the firm/ agency/ contractor should have rendered their services for operation and maintenance of similar nature of works/service i.e. operation and maintenance of CCTV Surveillance system & Access Control system in round the clock i.e. 24x7 mode, during last seven years(before 31.08.2016), for any government sector or large reputed private sectors enterprises satisfactorily. Necessary relevant supporting documents to this effect to be enclosed(Fill enclosed **APPENDIX-B**).

2.3(i) Copy of PAN/TIN No., Service Tax No., Income Tax Clearance Certificate to be furnished/enclosed.

(ii) Firm's Registration Certificate/ Valid Competence Certificate to be furnished/enclosed(Fill in **APPENDIX-C**).

- 2.4 Personnel Capabilities: The Applicant must have suitably qualified personnel to execute the contract(Fill in **APPENDIX-D**).
- 2.5 Financial Capabilities: Audited balance sheets for the last three financial years (2013-14, 2014-15, 2015-16) should be submitted(Fill in **APPENDIX-E**). Net worth should be positive and profit making in last three financial years.

**3. EARNEST MONEY DEPOSIT (EMD): -**

The tenderers are required to deposit Demand Draft of **Rs.31,000/-** (Rs. Thirty one thousand only) in favour of the “**National Institute of Biologicals**, payable at **Noida/ Delhi** as Earnest Money Deposit (EMD) along with original tender documents for this work. EMD will be returned to the unsuccessful tenderer after award of the contract. No interest shall be payable by NIB on EMD. For the successful tenderer, EMD will be returned on acceptance of work order and deposit of performance security.

**4. SALE OF TENDER: -**

Non transferable tender document containing terms & conditions and technical specifications etc. can be obtained from the Accounts Section of this Institute on all working days at schedule date and time as per advertisement on a written request on the letter head of the firm and on payment of tender fee mentioned in advertisement through crossed demand draft/pay order (non-refundable) in favour of **National Institute of Biologicals**, payable at **Noida/ New Delhi** towards its cost. Before buying the tender documents, tenderer may see the document particularly pre-qualification criteria in their own interest.

The tender document can be downloaded from our website <http://nib.gov.in> and tender fee of Rs.525/- can be deposited alongwith the technical bid.

Tender/Bid received without tender fee is liable to be rejected.

**5. The tender is to be submitted in two separate sealed envelopes as under:**

**5.1. TECHNICAL- BID (Envelope No -1)**

a) The tender document in original including the unfilled PRICE-BID Proforma (**ANNEXURE-V**) duly signed and stamped as a token of acceptance, along with deviation sheet with deviation if any, from particular tender conditions in a separate sheet (**ANNEXURE -IV**). The following additional documents shall also be enclosed and sealed, superscript with name of the tender i. e.

i) The attested copy of Registration Certificate/Valid Competence Certificate alongwith attested copies of experience certificates of carrying out similar nature

of work as per pre-qualification criteria particularly annual operation and maintenance contract of CCTV Surveillance system & Access Control system respectively, in any Government/ Semi Government/ PSU's or large reputed private organization etc satisfactorily during last 07(seven) years. They have to enclosed the copies of work order/completion certificate to meet the experience criteria.

ii) The attested copies of the balance sheet/ audited statement of accounts or any other relevant document to prove the minimum average annual turnover required as per pre-qualification criteria in preceding last three financial years in operation and maintenance of electrical power system/ services. Copies of PAN/TIN No., Service Tax No., and Income Tax Clearance Certificate also be enclosed.

iii) Earnest Money Deposit of Rs.31,000/- (Rs. Thirty one thousand only).

## 5.2 PRICE-BID (Envelope No. 2)

The Price-Bid as per Performa given in the tender documents as ANNEXURE-V shall be photo copied and then price filled up and submitted in Envelope No -2, duly sealed and superscript with name of tender. Any conditions given in the Price-Bid may cause rejection of Bid. It may be noted that there should not be allowed any cutting or overwriting in the price-bid performa

## 6 PRE-BID MEETING AND CLARIFICATION OF BIDS:

6.1 A Pre-Bid meeting will be organized by NIB before the last date for submission of bids at NIB Noida. **Bidders may seek any clarifications from NIB on their written request regarding the tender document.**

6.2.1 During evaluation of bids NIB may, at its discretion ask the bidder (s) for clarification of their bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. It is requested that prospective bidder shall visit the site and attend the Pre-Bid meeting to understand the scope of work properly to be performed by the successful bidder, as per Institute's requirement.

## 7. SUBMISSION OF BIDS:

The Envelope No. 1 & 2 shall be sealed separately and placed in a third Envelope which also shall be sealed and duly super scribed with the name of the tender.

Bids with all complete relevant documents must be addressed to the **Director, National Institute of Biologicals, A-32, Sector- 62 (Institutional Area),**

**NOIDA-201309(U.P)** not later than **1500 Hrs** on scheduled date as mentioned in the advertisement.

**8. OPENING OF BIDS:**

(i) Bid shall be opened in the office of this Institute at Noida, at the prescribed time in the presence of tenderer who may wish to be present on due date and time as mentioned in the tender document.

(ii) The technical bid shall be opened first. The Price Bid (Envelope No. 2) will be opened only of those tenderer whose technical bid is found to be in order and for which they shall be intimated separately about date & time by fax/ telephone.

(iii) The bidder who has not submitted the documents as per tender conditions major deviations, proper EMD, Valid Electrical License, and work order/work completion certificates/experience certificates etc their tender may be treated as **non responsive** and their Price-Bid (Envelope No. 2) shall not be opened.

(iv) The successful firms/ agencies/ contractors will be intimated and contract agreement will be entered into initially for a period of one year. The preparation of the contract agreement with proper stamp etc. would be done by the bidder in consultation with NIB.

(v) The firms/ agency/ contractor are required to submit their most competitive price offer in the format (**ANNEXURE -V**) in concurrence with the list of major electrical installations/equipment, scope of work, technical specifications, terms & conditions and deviations sheet etc enclosed herewith as (**APPENDIX- A,B,C,D, E & F , and ANNEXURE - I, II, III, & IV**).

(vi) The firm is also required to submit the price break-up of manpower and other major works as mentioned in the tender alongwith price-bid. (The minimum wages should be followed for respective technical manpower).

**9. AWARD OF CONTRACT:**

(i) NIB will award the contract to the successful bidder whose quotation has been determined to be substantially responsive and determined as the lowest evaluated tender/quotation, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

(ii) Period of Contract - Initially one year, and can be extended on existing rates and terms for another two years on satisfactory performance year to year basis.

(iii) Foreclosure of contract due to abandonment or reduction in scope of work - If at any time after acceptance of the tender, the **National Institute of Biologicals** shall decide to abandon or reduce the scope of the works of any reason whatsoever and hence not require the whole or any part of the works to be carried out, the NIB shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

(iv) **Subletting - The contract shall not be assigned or sublet without the written approval of the NIB.**

10. Right to accept any tender and to reject any or all tenders:-

The NIB reserves the right to accept or reject any quotation, and/ or to annul the bidding process and/ or reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for NIB's action.

**11. NOTIFICATION OF AWARD:**

11.1 Prior to the expiration of the validity, NIB will notify the successful firm in writing by speed post/ registered letter or by fax, that his quotation has been accepted.

11.2 The notification of award will constitute the formation of the contract.

11.3 Upon furnishing of Performance Security by the successful bidder's, NIB will promptly notify each unsuccessful bidder/s and will release their EMD.

**12. SIGNING OF CONTRACT:**

At the same time NIB notifies the successful bidder that his quotation has been accepted and NIB will send a work order to the bidder describing the works to be carried out and the same shall be returned duly acknowledged affirmatively by the bidder, as a token of acceptance and a contract agreement will be signed between both the parties.

**13. PERFORMANCE SECURITY:**

13.1 Within 21 days of receipt of work order from NIB, the successful firm shall furnish the Performance Security equivalent to 10% of the contract value in the form of Bank Guarantee (from any Nationalized/Schedule Bank) valid for 60

days beyond expiry of the contract/extended contract period, in the format as per APPENDIX- F or in form of Demand Draft/Pay Order in favour of "National Institute of Biologicals" payable at "Noida/Delhi".

- 13.2 Failure of the contractor to comply with the requirement of contract shall constitute sufficient grounds for the annulment of the awards and forfeiture of the performance security, in which event NIB may get done the work at the risk cost of the Contractor.

#### 14. PAYMENT:

- 14.1 Contractor will submit monthly Pre Receipt (affixing the Revenue Stamp) bills/invoice dully supported with necessary check list, log sheets etc. along with the proof of disbursement of wages to the deployed manpower, deposit of ESI, PF and Service Tax (if applicable). NIB will make payment to the contractor within 15 days after receipt of the bills after deduction of applicable taxes/TDS etc. **Payment will be released only after disbursement of the labour payment under this contract agreement. The contractor will be required to disburse the wages latest by 10<sup>th</sup> day of the following month.**

**It may kindly note that labours/ Workers payment need to be disbursed by direct transfer of amount in their bank accounts.**

- 14.2. If the checklist, log sheets, service reports and instructions of the Institute do not shows proper compliance of works to be done by the contractor as per schedule; NIB will make suitable deduction from the contractor's bills. If the contractor fails to maintain the operation and maintenance of services as per contract, in such event NIB will deduct actual cost incurred on this work plus 10% extra for departmental service charges.
- 14.3 In case of short deployment of manpower as given in the contract, the Institute will make suitable proportionate deduction from the bills on the basis of minimum wages/wages claimed for respective category of technical manpower as per central sphere, Government of India.
- 14.4 The contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work out put. The personnel so deployed should be in a proper neat & clean well-dressed uniform. Providing of uniform etc to deployed staff shall be the responsibility of the contractor. If the staffs are not present in uniform, a penalty @ Rs 50/per day/per person will be levied and deducted from the bill. The choice of colour of the uniform will be decided by NIB.
- 14.5 Levy/Taxes payable by contractor - Sales Tax/ VAT or any other tax on materials in respect of this contract shall be payable by the contractor and



National Institute of Biologicals(NIB) shall not entertain any claim whatsoever in this respect.

All tendered rates shall be inclusive of all taxes and levies payable except Service Tax under respective statutes. However, pursuant to the Constitution (46<sup>th</sup> Amendment Act, 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions if any and the contractor thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid.

**15. APPLICABLE LAW:**

15.1 The contract shall be interpreted in accordance with the Laws of the Union of India. Contractor shall be solely responsible for compliance of all labour laws, payment of fair wages/ salaries and allowances to his personnel that might become applicable under any new act, law or CLC's order of the Government of India. NIB shall have no liability whatsoever in any manner. The Contractor has to show the proof of payment of fair wages to his workers as and when asked for the same by NIB.

15.2 Minimum wages (as per Chief Labour Commissioner (C)'s order vide No.1/13(3)/2016-LS-II/dated:31.03.2016, Central Sphere, Government of India, w.e.f. 01.04.2016 onwards) at to be complied with - The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act, 1970, amended from time and rules framed hereunder and other labour laws affecting contract labour that may be brought into force from time to time as applicable in NOIDA(U.P).

**16. RESOLUTION OF DISPUTE:**

16.1 All disputes arising out of this contract shall be referred to the sole arbitration of a person selected by the contractor out of the panel of three persons nominated by the Director, NIB, and his decision /award shall be final and binding on both parties. The Arbitration shall be governed under the Indian Arbitration Act 1996 or any statutory modifications or re-enactment thereof and rules made there under and for the time being in force shall apply to the arbitration proceeding under this contract. All disputes are subject to NOIDA/DELHI Jurisdiction.

**17. FORCE MAJEURE:**

17.1 Notwithstanding the provisions stated above, the service provider shall not be liable for forfeiture of its performance security, penalty or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure.

- 17.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the supplier and not involving the contractor/service provider's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the service provider either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 17.3 If a Force Majeure situation arises, the contractor/ service provider shall promptly notify the NIB in writing of such conditions and the cause thereof. Unless otherwise directed by the employer in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
18. Termination of Contract: The Institute will be involved throughout in the conduct of the contract and continuously monitor the performance of the contractor. In case the performance are found unsatisfactory, the Institute have to right to terminate the contract by serving written notice of one month period.

## LETTER OF APPLICATION

[NOTE: On the letter head paper of the Applicant including full postal address, telephone no., fax no., and E-mail address]

To

The Director  
National Institute of Biologicals,  
Plot No. A-32, Sector-62(Institutional Area),  
NOIDA -201 309(U.P)

Sir,

1. Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as "the Applicant"). and having reviewed and fully understood all the Pre-qualification information provided, the undersigned hereby apply for the following scope of work:

**"OPERATION AND NON-COMPREHENSIVE MAINTENANCE OF CCTV SURVEILLANCE SYSTEM & ACCESS CONTROL SYSTEM INSTALLED IN VARIOUS BUILDINGS OF THE INSTITUTE(NIB), AT NOIDA".**

2. Attached to this letter are copies or original documents defining:
  - (a) the Applicant's legal status;
  - (b) the principle place of business; and
  - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Your office and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements, and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your office and its authorized representatives, may contact the following persons for further information.

General, Personnel, Technical and Financial Enquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made in the full understanding that:
- (a) Bids by pre-qualified applicants will be subject to verification of all information submitted for Pre-qualification at the time of bidding;
  - (b) Your office reserves the right to:
    - Amend the scope and value of the contract/bid. In such event, bids will only be called from pre-qualified bidders who meet the revised requirements and reject or accept any application, cancel the Pre-qualification process, and reject all application without assigning any reason thereof; and
  - (c) Your office shall not be liable for any such action and shall be under no obligation to inform the Applicant.
6. Appended to this application, we give details of the participation of each party including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.
7. The undersigned declare that statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

<b>Signed</b>
<b>Name</b>
<b>For and on behalf of</b>

Application Form No. 1

**GENERAL INFORMATION:**

All individual firms applying for tender are requested to complete the information in this form. Information to be provided for all owners or applicants who are partnerships or individually-owned firms.

1.	Name of firm:
2.	Head office address:
3.	Registered office address:
4.	Telephone:   Contact:
5.	Fax :   E-mail:
6.	Place of incorporation/   Year of incorporation / registration Registration No.

**STRUCTURE AND ORGANIZATION**

1. The applicant is
  - (a) an individual
  - (b) a proprietary firm
  - (c) a firm in partnership
  - (d) a Limited Company or Corporation.

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2. Attach the Organization Chart showing the structure of the organization, including the names of the Directors and position of officers.

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3. Have you ever left the work awarded to you incomplete: (If so, give name of project and reasons for not completing the work.)

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Application Form No.3

**ANNUAL TURN OVER**

YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rs.)
2013-2014	
2014-2015	
2015-2016	
Average Annual Turnover	

**NOTE:** (i). The above data is to be supported by Audited Annual Account of respective Financial Year. In case the Annual Account for FY 2015-16 are not finalized, a certificate from the Chartered Accountant can be submitted (ii). Necessary supporting document need to be enclosed with the Technical-Bid.

Application Form No.4

**DETAILS OF COMPLETED WORKS OF SIMILAR NATURE AND COMPLEXITY(During last seven year ending August 31, 2016);**

S.No.	Name of the contract	Name of the client	Brief Description of the contract	Date of Start	Date of completion as per contract	Date of actual completion	Value (Rs.)
1.							
2.							
3.							
4.							

NOTE: Please attach supporting documents for the above information.



Application Form No.5

Details of Firm's Registration, and valid License with State/Central/PSU Departments.

Name of the Authority/Department with whom registered	Class in which registered	Amount for which eligible to work	Date of Registration	Validity period	Whether registration

Application Form No.6

PERSONNEL CAPABILITIES

S.No.	Name & Address of the Employee	Technical Qualifications	Post Held	Date of Employment

**APPENDIX-E**

Application Form No.7

**FINANCIAL CAPABILITIES:**

Financial Information in Rs. equivalent	For FY 2013-14	For FY 2014-15	For FY 2015-16
1. Total Assets			
2. Current Assets			
3. Total Liabilities			
4. Current Liabilities			
5. Profit Before Tax			
6. Profit After Tax			

Note: Please attach Audited balance sheets for all three years (2013-14, 2014-15, 2015-16)

**ANNEXURE-I**

**LIST OF MAJOR EQUIPMENTS AND ALLIED ACCESSORIES OF CCTV SURVEILLANCE SYSTEM & ACCESS CONTROL SYSTEM INSTALLED IN VARIOUS BUILDINGS OF THE INSTITUTE.**

**A. LIST OF MAJOR EQUIPMENT/ INSTALLATION OF CCTV SURVEILLANCE SYSTEM & ACCESS CONTROL SYSTEM INSTALLED IN LABORATORY & ANIMAL HOUSE BUILDING COMPLEX.**

<b>Sl. No</b>	<b>Description of Items</b>	<b>Quantity</b>
1.	<p><b>Closed Circuit Television (CCTV) system:</b></p> <p>(a). Black &amp; White Cameras alongwith housing &amp; power supply units complete in all respect.</p> <ul style="list-style-type: none"> <li>&gt; Indoor Fixed Type (M/s Pelco make)</li> <li>&gt; Indoor Fixed Type (M/s Samsung make)</li> <li>&gt; Out Door Rotating Type(M/s Pelco make)</li> <li>&gt; Out Door Rotating Type(M/s Samsung make)</li> </ul> <p>(b). Colour Cameras alongwith housing &amp; power supply units complete in all respect.</p> <ul style="list-style-type: none"> <li>&gt; Indoor Fixed Type(M/s Panasonic make)</li> <li>&gt; Dome Fixed Type (M/s Panasonic make)</li> </ul>	<p>07Nos.</p> <p>21Nos.</p> <p>01No.</p> <p>01No.</p> <p>09Nos.</p> <p>19Nos.</p>
2.	<p>LCD Monitor, HDMI Input, USB Playback alongwith allied accessories etc (M/s Panasonic make)</p> <ul style="list-style-type: none"> <li>&gt; 22" size LCD Monitor</li> <li>&gt; 24" size LCD Monitor</li> <li>&gt; 32" size LCD Monitor</li> </ul>	<p>03Nos.</p> <p>01No.</p> <p>01No.</p>
3.	<p>(a). 16 Channel H.264(High Profile) Standalone DVR alongwith allied accessories etc (M/s Panasonic make)</p> <p>(b). DVR (WJ HD716K/G, with 8TB HDD alongwith allied accessories etc (M/s Panasonic make)</p>	<p>03Nos.</p> <p>02Nos.</p>
4.	<p>Concealed control cables and wiring etc.</p>	<p>Lumpsum</p>
	<p><b>Access Control system:</b></p> <ul style="list-style-type: none"> <li>&gt; Biometric Reader alongwith allied accessories etc (M/s Ingersol make)</li> <li>&gt; Access Logic Controllers</li> <li>&gt; Proximity Card Readers</li> <li>&gt; PC Communicator</li> <li>&gt; Access Control Software</li> <li>&gt; Electromagnetic Single Door Lock</li> <li>&gt; Electromagnetic Double Door Lock</li> <li>&gt; Power Supply Unit</li> <li>&gt; Emergency Release Switches</li> <li>&gt; Exit Switches</li> <li>&gt; Table Top Computer (HP 280G1 MT Business ) alongwith colour monitor including allied accessories etc (M/s HP make).</li> <li>&gt; Printer (Model: Laser Jet 1020 plus) of M/s HP make</li> </ul>	<p>08Nos.</p> <p>11Nos.</p> <p>72Nos</p> <p>01No.</p> <p>01Set</p> <p>25Nos.</p> <p>16Nos.</p> <p>01Set</p> <p>41Nos.</p> <p>10Nos.</p> <p>01Set</p> <p>01No.</p>

6	Concealed control cables and wiring etc.	Lumpsum
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**B. LIST OF MAJOR EQUIPMENT/ INSTALLATION OF CCTV SURVEILLANCE SYSTEM INSTALLED IN THE ADMINISTRATIVE BUILDING, LIBRARY BUILDING , CAFETERIA AND MAIN GATE & SERVICE GATE RESPECTIVELY.**

Sl No	Description of Items	Quantity
1.	<b>Closed Circuit Television (CCTV) system:</b> Colored Cameras alongwith housing & power supply units complete in all respect. > Indoor Fixed Type HD Megapixel Color Dome IP Cameras (M/s Panasonic make) > Indoor Fixed Type HD Color IP Cameras (M/s Panasonic make)	06Nos. 24Nos.
2.	Standalone Integrated 16 Channel Full HD Network Video Recorder(NVR) alongwith allied accessories etc (M/s Panasonic make)	02Nos.
3.	(i). Rack 19" Wall mounted 6U with AC Distribution Box, 6 Point 6 Amp Socket with fan (M/s MTS make) (ii).Rack 19" Wall mounted 12U with AC Distribution Box, 6 Point 6Amp Socket with fan(M/s MTS make)	06Nos. 01No.
4.	22" LED Monitor, HDMI Input, USB Playback alongwith allied accessories etc(M/s Panasonic make)	02Nos.
5.	8 Port all Giga POE Switch(M/s CISICO make)	06 Nos.
6.	24 Port all Giga POE Switch (M/s CISCO make)	01No.
7.	3 TB EVDS HDD (M/s WD make)	02Nos.
8.	Point to Point Wireless Link with pole complete in all respect (M/s MAKSET make)	05Nos
9.	Concealed CAT 6UTP Cable(M/s D-Link make)	1525Mtrs.
10.	Concealed CAT 5 STP Cables(M/s D-Link make)	320Mtrs.
11.	20mm PVC Conduit (M/s AKC make)	840Mtrs.
12.	25mm GI Pipe (M/s Jindal make)	40Mtrs.
13.	Facial Identification Machines (M/s ESSL make)	02Nos
14.	UPS Unit, 600VA, 1 Phase, 220V, 50Hz AC (M/s APC make)	02Nos.

**NOTE: THE ABOVE LIST IS NOT EXHAUSTIVE , IT GIVES BROAD IDEA ABOUT THE INSTALLED ELECTRICAL EQUIPMENTS/INSTALLATIONS.**

**SCOPE OF WORK**

**The scope of work includes the operation and non-comprehensive maintenance for CCTV Surveillance system & Access Control system in general is given below for guidance;**

**A. The CCTV Surveillance system installed in the various buildings of the Institute(NIB), at NOIDA:**

To keep surveillance at Laboratory & Animal House building and other buildings of the NIB Campus, a total of 69 high resolution CCTV cameras are installed at various strategic locations at all the three floors in the Laboratory & Animal House, and other buildings of NIB premises. Total 3 sets of system have been provided one for Gate surveillance second for Animal House and third for other areas. The scope of work includes to the operation and non-comprehensive maintenance of all the CCTV systems installed in the Laboratory & Animal House including other buildings. All the systems shall be kept neat and clean and record the data/video recording, setting of cameras in proper direction as desired by NIB. They shall repair the systems in shortest possible time to keep these systems in perfect condition, keeping minimum stock of spare/ consumable at site to minimize the break down time.

**SYSTEM- 1:**

To keep surveillance at entrance locations (total 8nos. cameras)

**SYSTEM-2:**

To surveillance inside the Laboratory areas at ground floor, first floor and second floor. The cameras have been provided with four nos. cameras in the corridors of North Laboratories and South Laboratories at all floors. Provision for 2 nos. cameras at each floor in the central corridor of the Laboratory area has also been made. In addition to above, this system also keeps surveillance of backyard area of the Laboratory & Animal House building with the help of two cameras. Total no. of cameras installed is 15(fifteen).

**SYSTEM-3:**

To keep surveillance inside Animal rooms at ground floor and first floor. This system also keep surveillance of monkey run with the help of 2 nos. rotating cameras. Total no. of cameras installed is 16(sixteen).

The indoor cameras are fixed type cameras and are equipped with variable focal lens, these lenses can be adjusted for best view. All the outdoor cameras are equipped with auto iris lenses, which control the aperture according to the light fluctuations during the day & night. All the cameras are provided with separate housing for protection.

The scope includes operation and non-comprehensive maintenance of CCTV Surveillance system 5 nos. NVRs/DVRs have been provided. Two Video Recorders have a

connection capacity of 16 cameras while the third has a capacity of 8 cameras. Rest 30 Cameras are connected with 02(two) NVRs which are installed in Director's office. The cameras are connected first to the Video Recorder and output of all cameras are recorded in the hard disc of the Video Recorder. The output of the Video Recorder can be viewed on LAN as well as on the monitor sets. Each of the Video Recorders is connected to high resolution monitor to view the out put of the Video Recorder.

#### **B. Access Control System installed in the Laboratory & Animal House:**

The Access control system installed at Laboratory & Animal House at NIB, NOIDA is a combination of Biometric access control and proximity card, based access control system.

Depending on the importance and usage, out of a total 41 access points, 3 levels of access control have been allocated to these access points viz. Biometrics, Proximity card and Push button system. The scope of work includes the operation and non-comprehensive maintenance of the complete access control system installed in the Laboratory & Animal House building. The work includes to provide all types of cards whichever is used/ to be used in the Laboratory & Animal House building. Prepare the cards as per access allowed or denied out of the 41 access points. There will be got approved by the competent officer of NIB on the proforma which will be prepared by the contractor, changes in the cards, changed in access for particular cards, record the data, maintain the logbook/ records of all changes in the cards/ new cards have to be maintained by the contractor. They shall repair the system in shortest possible time to keep this system in perfect condition, keep essential spares/ consumable. Maintenance/ repairs of Access Control system wiring needs to be done without any damages/ dirtiness of building.

#### **LEVEL-1:**

The main access control is installed at 8 main entrances to the Laboratory & Animal House. This constitutes of both Biometrics and proximity card based identification and authentication of the person entering the premises. While exiting the person is required to be authenticated by way of proximity card identification and authentication.

#### **LEVEL-2:**

The access control at 23 internal doors is through proximity card based. The person entering as well as exiting these entrances is required to be identified and authenticated by his proximity card.

#### **LEVEL-3:**

The access control at 10 internal doors is through proximity card based. The person entering is required to be identified and authenticated by his proximity card, whereas the exit is facilitated by a request to exit through push button.

All access points have other common equipment viz. electromagnetic locks and emergency key operated switches.

All access points are controlled by a total of 11 access logic controllers placed at different areas, which are located on various floors. The ground floor has 5 access logic controllers whereas the first floor and second floor have 3 access logic controllers each.

Access logic controllers not only authenticate the person after due verification but also operate the door electromagnetic locks that release the door whenever instructed to the access logic controller.

All doors controllers are commonly connected to a communicator unit, which is located at the main control room no. 0061 on the ground floor. The communicator unit is linked to a desktop computer which collects the data of transactions i.e. entry/ exit of the persons using the access points.

This computer has also access control software, which can perform the following jobs;

- (i). Assign the access rights to every individual card holder.
- (ii). Able/disable access for time periods i.e. Visitors.
- (iii). Able/ disable access for time zones i.e. Housekeeping Staff
- (iv). Generate basic transaction reports.

### **C. CCTV Surveillance system installed in the Administrative building, Library building and Cafeteria building including Main Gate & service Gate of the Institute;**

The scope includes operation and non-comprehensive maintenance of CCTV Surveillance system. To keep surveillance inside the Administrative building, Library building and Cafeteria building, out of total 69 Cameras, 30 HD Color IP cameras, are installed at various strategic locations/ areas at all floors of the Administrative building, Library building, and Cafeteria respectively. The main Gate and service Gate of the institute are also covered under CCTV Surveillance system. All the cameras are provided with separate housing for protection. The Network Video Recorder(NVR) Units alongwith LED Monitors are installed in the Director's office.

ANY BREAKDOWN WORK OR ESSENTIAL MAINTENANCE WORK INCLUDING CABLE JOINTS, CABLE END LUGS FAILURE ETC SHOULD BE ATTENDED ON MOST URGENT BASIS AND SHOULD BE DEEMED TO BE COVERED UNDER THE PRESENT CONTRACT AND WITHIN THE CONTRACT PRICE AS QUOTED IN S.NO. 1 OF PRICE BID ANNEXURE -5.

**NOTE:** The scope of work as mentioned above is the minimum expected from the firm/agency/contractor apart from break down maintenance and any other work required for operation and maintenance of entire CCTV Surveillance system & Access Control system of the Laboratory & Animal House Complex in proper way, as per good engineering practices. Successful bidder will make proforma for recording the above mentioned minimum work schedule/parameters and show to engineer-in-charge of NIB to ensure proper accomplishment of these tasks. Any associated work not explicitly covered as in above, but needed to maintain the system will deemed to be covered under the scope of work and no extra payment for the same can be claimed.



**GENERAL TERMS & CONDITIONS OF THE CONTRACT**

1. The work is for proper operation and non-comprehensive maintenance of CCTV Surveillance system & Access Control system and its equipment including allied accessories etc installed in various buildings of the Institute(NIB) at NOIDA, has to be done by the skilled and experienced person in respective field.. The bidders are required to visit and examine & see the whole system and satisfy themselves before submitting their bids.
2. The Director, NIB reserves the irrevocable authority to accept or reject any tender in part or whole without assigning any reasons thereof.
3. The rates shall be inclusive of sales tax/excise duty/works contract tax/any other levies. If there is any revision in minimum wages by Government of India during the contract period, the monthly contract price/rate will be revised based on Government of India's notification for minimum wages. In this regard formal request of contractor will be required alongwith documentary proof.

**The price break-up based upon the minimum daily wages (as per CLC's Order vide No.1/13(3)/2016-LS-II/dated:31.03.2016, Central Sphere, Government of India, in force w.e.f. 01.04.2016 onwards), applicable in Noida, U.P, which comes under category "A" area for the quoted rates to be enclosed with the price-bid which will be taken for bid evaluation. Other statutory compliance like ESI, EPF etc should be clearly mentioned in the price break-up.**

The technical manpower to be deployed at NIB site in round the clock i.e. 24 x 7 mode. The rate to be quoted for per shift of 08(eight) hours per person basis applicable for **Highly Skilled & Skilled Category** of technical manpower without any deviation.

4. The rates shall include all expenditures towards tools and tackles and testing & measuring instruments etc. and no extra payment for the same will be made by NIB. The rates shall also include the cost of installation of other minor and major spares as and when provided by NIB through other sources.
5. At least 01(one) qualified Supervisor having Diploma in electronics/ computer engineering with good experiences, shall be made available at site, round the clock on all the days including holidays i.e. 24x7 mode for whole work. Further, 01(one) Technician (having ITI Certificate course in electronics/ computer engineering) for helping the Supervisor for entire work shall also be made available at site, round the clock on all the days including holidays i.e.24x7 mode to operate & maintain of CCTV Surveillance system & Access Control system, and generate the data/ report etc, and issue the proximity cards, programming of cards for day to day as per site requirement. All of them should be technically qualified and well experienced to attend to the repairs of the system as described in ANNEXURE-I. Their qualification and experience certificates should be provided to NIB. One senior engineer who is well experienced in operation and maintenance and trouble shooting of the system, has to be made available at short notice for maintenance work as and when required and this will be deemed to be covered in the quoted cost. He should visit the installation quite often for supervision. He must be very

much accessible for the staff so that he can extend his services at any time. This senior engineer should visit the site and see the installation at least once a month to ascertain proper supervision. He will be responsible and shall be supervising the system and other activities and record the findings in logbook. Any man power if required shall be made available by the contractor for the proper functioning and maintenance of the system.

However, atleast, the following minimum technical manpower(qualified & experienced) shall be deployed by the bidder at site in round the clock i.e.24x7 mode;

- (a) 01(one) Supervisor  
**(Highly Skilled)** : The candidate should have three years diploma in electronics/ computer engineering with relevant experience in operation & maintenance of CCTV Surveillance system and Access Control system.
- (b) 01(one) Technician  
**(Skilled)** : The candidate should have ITI Certificate course in electronics/ computer engineering with experience in operation & maintenance of CCTV Surveillance system & Access Control system

6. Care should be taken so that the system does not lead to major breakdown and in case the system goes into fault, it should be rectified within the shortest stipulated period. If the system to any of the services due to which the work suffers even for a day, an amount equal to 1/30<sup>th</sup> of the monthly contracted amount per day (**reckoned** from the day of breakdown upto restoration) will be deducted from the monthly payment to indemnify the losses incurred by the Institute.

7. A minimum quantity of consumable/spares for routine maintenance may be kept at NIB site to minimize time of maintenance. All consumable/spare parts shall be of same make & type as installed as far as possible. If the same are not available, permission for alternative make must be taken from the engineer-in-charge of NIB. **Purchases of spares in line with the Price Schedule** will be reimbursed by NIB to the contractor as per terms & conditions of the contract agreement. For preventive maintenance a schedule along with required spare parts/consumable will be made by the contractor, for the whole year during the initial period of the contract. These spare/consumable shall be made available accordingly.

8. **Payment:** No advance payment will be made under any circumstances. However on successful completion of work for each month, payment will be released for that period.

9. Rates should be quoted in figure as well as in words in the Performa enclosed herewith (**ANNEXURE-V**).

10. No addition /alteration / deletion in the tender is allowed.

11. The Rates quoted shall be valid for a period of 120 days from the date of opening of the Price-bid.

The price break-up based upon the current Government of India/ Central sphere minimum daily wages (applicable in NOIDA, U.P.) for quoted rates to be enclosed along with Price-Bid which will be required/ taken for Bid's evaluation purposes.

12. The authorized signatory of the firm should sign all pages of the tender document and schedules as a token of their acceptance. Any deviation or departure, if desired by the bidder, is to be clearly mentioned giving item No and page No and reason for deviation/departure/confirmation in Deviation sheet(**ANNEXURE-IV**) attached for this purpose and they can add more sheets in the same format as per their requirement.
13. **Late tenders/unsigned quotations may be rejected.**
14. For a local firm, the tender could be delivered in the **NIB's TENDER-BOX** on or before the due date and time. Tender sent by post / courier, will also be acceptable but any delay from the date and time of submission will not be accepted.
15. Saturdays/Sundays should be utilized primarily for the maintenance purposes, where shutdown is required, in consultation with the engineer-in-charge of NIB.
16. The contractor shall provide measurement instrument, blower, and tools & tackles and other equipment required for the operation and maintenance purposes.
17. Electricity and water as available for this work will be provided by NIB free of cost.
18. The contractor will be responsible for the safety of his staff during the performance of their duty at NIB site and NIB will remain indemnified for any claims.
19. In case, any staff is not found upto the mark and not able to work properly, he will have to be changed as per the instruction of the NIB.
20. NIB will have the liberty to discontinue the contract at any time by giving one month's notice without assigning any reasons. The contractor will hand over the whole power system in good condition after expiry of the contract.
21. In case of any problems with the equipment, the contractor's staff shall be informed immediately to the engineer of NIB.
22. The contractor shall keep the equipment well maintained, neat and clean and adhere to the maintenance schedules of various equipment. On placement of work order they will prepare the maintenance schedule and discuss the same with engineer-in-charge of NIB for its implementation. This may be revised from time to time as per the requirement.
23. An amount equivalent to 10% of the contracted amount shall be deposited by the contractor with NIB in the form of a Demand Draft/Bank Guarantee towards performance guarantee which should be valid for 60 days beyond the entire contract period in prescribed format with in 21 days of award of work, which will be refunded to the contractor fully after successful completion of the period of the work order. This amount shall be forfeited in the event of the failure of the contractor to perform any of the provision of the contract resulting in potential and/or liquidated damages to the Institute.
24. Income tax and works contract tax etc at source as per the tax rules shall be deducted from the running bills.

25. The contractor shall not sublet the contract to any other party/contractor.
26. The contractor shall take insurance against all claims applicable for the workman's compensation Act-1948, agency shall take necessary insurance cover for any persons deploy sites even for short duration. NIB shall not entertain any claim arising out of mishap, if any that may take place during the performance of the contract. NIB shall be indemnified totally on this account.
27. Contractor shall be solely responsible for payment of wages/salaries and allowances to their personnel as per the rules or act applicable under government order. NIB shall have no liability whatsoever in any manner.
28. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his workers/staff and shall replace the items under such category. Any loss occurred due to negligence will be recovered from the contractor.
29. The firm's staff are required to follow NIB security norms strictly. The contractor shall be responsible for proper maintenance of decorum, punctuality, discipline. The firm's deputed staff shall be maintained dressed code and the uniform/dress shall be provided by the contractor.
30. Daily attendance of the staff shall be maintained by the contractor, if NIB wishes to see the same, the contractor shall make it available to engineer-in –charge of NIB for inspection as and when required.
31. It must be ensured by the contractor that no damage/loss shall be caused to the properties of Institute by their act.
32. All the works carried out by the contractor whether for preventive or breakdown maintenance are to be properly recorded everyday on an approved format and shall be kept ready for any inspection. These shall be got signed by the engineer-in-charge atleast weekly.
33. **A Pre-Bid Meeting will be organised by NIB before last date for submission of bids. Bidders may seek any clarification from NIB regarding the tender document during this meeting. All prospective bidders are requested to attend the Pre-bid meeting positively.**

**DEVIATION SHEET****SCHEDULE OF DEPARTURE FROM SPECIFICATIONS**

(Deviation/additions from tender conditions may be mentioned clearly giving clause No. of items, page No and ANNEXURE No to co-relate. Major deviations may cause rejection of tender.)

SI No	Item No and Page No	Details of Departure	Reason for departure

**Seal & Signature of Tenderer**

**NOTE:** Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “**No Deviations**”.

**APPENDIX-F**

**PROFORMA FOR PERFORMANCE BANK GUARANTEE**  
(On stamp paper of appropriate value from any Nationalized Bank)

To,

M/s National Institute of Biologicals  
Plot No. A-32, Sector- 62(Institutional Area),  
NOIDA-201 309(U.P)

Dear Sir,

In consideration of National Institute of Biologicals (hereinafter called as the Employer which expression shall include his successor and assigns having awarded to .....

..... (here in after referred to as the said Contractor or Contractor' when expression shall wherever the subject of context so permits include its successors and assigns) a contract No. .... In terms inter alias, of the NIB's Letter No. .... dated. .... and the General Conditions of Contract and upon the condition of the contractor's furnishing security for the performance of the contractor's obligations and discharge of the contractor's liability under in connection with the said contract up to a sum of Rs..... (Rupees..... Only) amounting to 10 % (Ten) percent of the total contract value.

1. We. .... (here in after called "The Bank which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to The Employer in rupees forthwith on demand in writing and without protest of demur or any and all moneys anywise payable by the contractor to The Employer under in respect of or in connection with the side contract inclusive of all The Employer's losses and damages and costs, (inclusive between attorney and client) charges and expenses and other moneys anywise payable in respect of the above to this guarantee up to an aggregate limit of Rs. .... (Rupees.....only).
2. We ..... Bank further agree that The Employer shall be sole judge of and as to whether the said contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by The Employer on account there of and the decisions of The Employer that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss,

damage, costs, charges and expenses caused to or suffered by The Employer from time to time shall be final and binding on us.

3. The Employer shall be at liberty without reference to the bank and without affecting the full liability of the bank hereunder to take any other security in respect of the Contractor's obligations and liabilities hereunder or to vary the contract or the work to be done there under vis-à-vis the Contractor or to grant time or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/ or any other security (ies) now or hereafter held by the Employer and no such dealing (s) reduction (s) increase (s) or other indulgence (s) or arrangements with the Contractor or release or forbearance whatsoever shall absolve the Bank of the full liability to The Employer hereunder or prejudice the rights of The Employer against the bank.
4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Contractor but shall in all respect and for all purposes be binding and operative until payment of all monies payable to The Employer in terms thereof.
5. The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the bank in terms hereof shall not be anywise affected or suspended by reason of any dispute or dispute having been raised by the Contractor stopping or preventing or purporting to stop or prevent any payment by the bank to The Employer in terms hereof.
6. The amount stated in any notice of demand addressed by the Employer to the bank as liable to be paid to the Employer by the Contractor or as suffered or incurred by The Employer on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to The Employer of suffered or incurred by The Employer as the case may be and shall be payable by the bank to The Employer in terms hereof.
7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of the Employer and liabilities of the contractor arising up to and until midnight of.....
8. This guarantee shall be addition to any other guarantee or security whatsoever that The Employer may now or at any time anywise may have in relation to the contractor's obligations/ or liabilities under and/ or in connection with the said contract, and The Employer shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which The Employer may have or obtain and no forbearance on the part of The Employer in enforcing or requiring enforcement of any other security shall have the effect or releasing the Bank from its full liability hereunder.
9. It shall not be necessary for the Employer to proceed against the said Contractor before proceeding against the Bank and the Guarantee herein contained shall be

enforceable against the bank notwithstanding that any security which the Employer may have obtained or obtain from the contractor shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealized.

10. We the said Bank undertake not to revoke this guarantee during its currency except with the consent of the Employer in writing and agree that any change in the constitution of the said contractor or the said Bank shall not discharge our liability hereunder.
11. We. ....the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.
12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs. .... (Rupees.....) and this guarantee shall remain in force till .....and unless a claim is made on us within 3 months from that date, that is before ..... all the claims under this guarantee shall be forfeited and we shall be relived of and discharged from our liabilities thereunder.

Dated .....day of .....2016.

For and on behalf of Bank.

Issued  
Under  
Seal



**PRICE-BID**

(This part should be **photo copied** and then fill-up the prices quoted on the photocopy only and shall be duly signed and stamped by the authorized signatory and enclosed in sealed envelope No.2). This ANNEXURE-V in original without price shall be enclosed in Technical-Bid (Envelope No.1) as token of acceptance of this Performa.

**PRICE OFFER FOR “OPERATION AND NON-COMPREHENSIVE MAINTENANCE OF CCTV SURVEILLANCE SYSTEM & ACCESS CONTROL SYSTEM INSTALLED IN VARIOUS BUILDINGS OF THE INSTITUTE(NIB), AT NOIDA”, INCLUSIVE OF ALL TAXES & DUTIES ETC, AS PER AFORESAID TENDER DOCUMENT INCLUDING AND APPENDIX-A,B,C,D,E & F/ ANNEXURE-I, II, III & IV.**

S.No.	Description of Work	Amount (in Rs.)
	<b>“Operation and Non-Comprehensive maintenance of CCTV Surveillance system &amp; Access Control system installed in various buildings of the Institute(NIB), at NOIDA”</b>	
1.	<b>(Monthly Activity):</b> Charges including all taxes and levies except Service Tax, in round the clock (three shift of 08 hours per day) i.e. 24 x 7 mode per month.	Rs. ....../-per month.
2.	Service Tax@.....% {i.e. on S.No.1}	Rs...../-per month.
3.	<b>TOTAL of S. No. 1 + S. No. 2</b>	Rs. ....per month
4.	% Overheads over the bill value to be charged by the bidder in case he needs to procure spares/consumable (As per Appendix-F, vide S.No.01 to 20) from the market on specific instructions of NIB. The bill value will not exceed the MRP of the item bought and supporting documents for MRP will need to be submitted for claiming re-imbursement of the bill.{Please note that all charges like procurement cost, cartages, insurance etc will be deemed to be covered under the % overheads to be charged by the contractor except Service Tax, if applicable}. <b>To be quoted in % only.</b>	..... % over the bill value

5.	Value of Overhead cost for <b>Bid Evaluation Purpose</b> assuming annual spares consumption of Rs.3.00 Lakh = .....% of Rs. 3.00 Lakh (inclusive of all taxes except Service Tax).	Rs. ....
6.	<b>Total</b> of S. No. 3 + [S.No. 5 divided by 12] for evaluating the Lowest Bid ( To arrive monthly cost).	Rs. ....

Total Charges: (Rs. in figures).....per month.

Total Charges: (Rs. in words).....per month.

The total amount (Rs. in figures).....per year.

The total amount (Rs. in words).....per year.

**NOTE:**

1. The quoted prices/rates are valid for 120 days from the due date of opening of the tender, and the reference will be the current central sphere minimum daily wages on the date of offer.
2. **The tender not fulfilling the Minimum Wages criteria and deployment of technical manpower in round the clock (three shift of 08 hours per day) i.e. 24x7 mode, shall be rejected.**
3. **Minimum Wages (as per CLC's order vide No.1/13(3)/2016-LS-II/dated:31.03.2016, Central Sphere, Government of India, w.e.f.01.04.2016 onwards) to be complied with- the contractor shall comply with all the provisions of the Minimum Wages Act,1948, and contractor labour (Regulation and Abolition ) Act, 1970, amended from time and rules framed hereunder and other labour laws affecting contract labour that may be brought into force from time to time as applicable in NOIDA (U.P).**
4. If there is any variation in minimum wages during the contract period, the monthly contract price/rates will be revised based on any increase/decrease of minimum wages for which documentary proof will be furnished by the contractor.

5. The price break-up based upon the current Government of India/ Central sphere minimum Daily Wages (applicable in Noida, U.P, which comes under category "A" area ) for quoted rates to be enclosed with the price-bid which will be taken for bid evaluation. Further Supervisor will be considered as highly skilled and Technician as skilled as per Tender's clause No.05 of Annexure-III.
6. The deployment of technical manpower to be done at NIB site in round the clock i.e. 24 x 7 mode. The rate to be quoted for per shift of 08(eight) hours basis without any deviation including reliever charges if any.
7. The rate to be quoted for per shift of eight hours per person basis.
8. All consumables not going permanently into the installation like Log-Book/ Register, PVC Tape, emery paper, cotton, testing & measurement instruments, blower, and complete range of tools & tackles, as and when required, as per site requirement etc, will be deemed to be covered under the quoted price as in S.No.1 above.
9. The contract period will be initially one year period unless prematurely closed as per clause mentioned elsewhere in the NIT. The contract can be extended for a further period of 2 years based on satisfactory performance of the contractor.
10. Director, NIB has the authority to periodically appoint Technical Auditor or some other agency to evaluate the maintenance work done by the contractor and recommendations made thereof for compliance in letter and spirit. This is primarily to ensure that the reliability of the system is not compromised with due to lack of Maintenance.
11. The require consumable/spare to be arranged/supplied by the service agency. The cost of the consumable/spare plus % of overhead cost will be reimbursed to the service agency subject to maximum MRP of the item bought, on submission of bill/invoice alongwith supporting bill for purchase of material. The Institute reserves the right to procure the materials from open market and provide to the contractor for day to day maintenance/rectification works of the Institute's power system. No extra charge/payment will be made for installation of such item provided by the Institute (if any).

**Signature of the Tenderer and seal  
(Name & Designation of the authorized signatory)**