



**National Institute of Electronics and Information  
Technology,  
Electronics Niketan Building, 6, CGO Complex,  
Lodhi Road, New Delhi - 110 003, India**

**Limited Tender document  
for  
Installation, Commissioning of IP Based  
CCTV Camera Surveillance Network**

**[Reference No. NIELIT/e-Gov/(05)/15/CCTV-Tender-1 Dated 11<sup>th</sup> June 2015]**

Place for opening of the bid	National Institute of Electronics and Information Technology (NIELIT), Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi - 110 003,India
Last Date & Time of Submission of Bid	<b>29<sup>th</sup> June 2015 at 3:00 PM</b>
Date & Time of Opening of Technical Bid	<b>29<sup>th</sup> June 2015 at 3:30 PM</b>
Pre-Bid Meeting	<b>19<sup>th</sup> June 2015</b>

**Cost of Tender document (Non-refundable): Rs. 1000/- Only (Rupees One Thousand Only)**

## NOTICE INVITING TENDER

NIELIT invites competitive bids from the eligible bidders for Installation and Commissioning of IP Based CCTV Camera surveillance network. The agency has to provide the requisite support viz. Testing, Training, Post-Implementation Support and Maintenance. Schedule of dates is as under:

Sr.No.	Activity/Milestone	Date/Details
1.	Release of TENDER DOCUMENT	11 <sup>th</sup> June 2015
2.	Cost of Tender document (Non-Refundable)	Rs.1000/-
3.	Earnest Money Deposit (EMD) for Installation & Commissioning of CCTV Camera	Rs. 50,000/-
4.	Estimated Cost	Rs.10,00,000/-
5.	Bid Submission Start Date	12 <sup>th</sup> June 2015
6.	Bid Submission End Date &Time	29 <sup>th</sup> June 2015 at 3:00 PM
7.	Pre-Bid Meeting	19 <sup>th</sup> June 2015
8.	Technical Bid Opening Date & Time	29 <sup>th</sup> June 2015 at 3:30 PM
9.	Financial Bid Opening Date & Time	Will be intimated later to the Technically qualified bidders
10.	Website for downloading Tender Document, Corrigendum's, Addendums etc.	<a href="http://www.nielit.gov.in">http://www.nielit.gov.in</a> , <a href="http://www.deity.gov.in">http://www.deity.gov.in</a>
11.	Validity of TENDER DOCUMENT	180 Days from the date of Bid submission

Queries related to Bid may be sent to [partho@nielit.gov.in](mailto:partho@nielit.gov.in)

Managing Director  
NIELIT (HQ.) New Delhi

## CHECKLIST OF DOCUMENTS

Sr. No.	Document	Attached (Yes/No)	Annexure	Attached at Pg No.
1.	EMD			
2.	Tender Fee			
3.	Registration Certificate			
4.	Sales Tax/VAT/Service Tax Registration Certificate			
5.	PAN No.			
6.	ITR for 2011-12, 2012-13, 2013-14			
7.	Audited Balance sheet for the F.Y 2011-12, 2012-13, 2013-14			
8.	Tender Acceptance			
9.	Letter of Undertaking			
10.	Self-Declaration – No Blacklisting			
11.	Power of Attorney			
12.	Representative Authorisation Letter			
13.	Signed Tender Document (each Pages)			

### EMD and Tender Fee Details

Description	DD/BC Number	Dated	Amount (in INR)	Drawee Bank & Branch
EMD			50,000.00	
Tender Fee			1,000.00	

## INFORMATION TO BIDDERS

1. The bids shall be considered in the prescribed Format only that is downloadable from the URL <http://nielit.gov.in> No physical sale of TENDER DOCUMENT form will be done.
2. Interested agencies are advised to study the document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.
3. The Bidder shall bear all costs associated with the preparation and submission of its Bid and NIELIT will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the Bid process
4. Bidders are advised to attach a letter from an authorized signatory of the company owning the patent of the technology being offered clearly detailing the deliverables / ownerships & rights for implementation, service, warranty and post-sales support.
5. Each offer shall specify only a single solution which is cost effective and meeting the tender specifications and it is the responsibility of the Bidder to decide the best of breed solution.
6. **Excuse from Claim:** The Bidder at no point of time can excuse themselves from any claims by NIELIT whatsoever for their deviations in conforming to the terms and conditions, payment schedules, timeframe for implementation etc. as mentioned in TENDER DOCUMENT.
7. **Adherence to Schedule:** The Bidder has to adhere to the time schedule of activities mentioned in the TENDER DOCUMENT and no request to change the last date or extend period / time for submission shall be entertained by NIELIT. However, NIELIT reserves the right to extend the date/time for submission of the responses without assigning any reason by notifying in its website.
8. Deviation on lower side of specifications will not be considered. No deviations in terms & conditions of the tender document will be accepted in any case. Complete Technical literature for each of the quoted item from OEM along with make, model number, specifications, configurations, product brochures, etc. of the systems / software / equipment highlighting the special features of their offer should be supplied by the bidder along with the quotation / technical bid.

## 9. Submission of Bid:

- a. The technical and financial bids should be submitted as mentioned in the Section-4. Submission of bids in any other format may result in rejection of such bids. Any technical or financial bid submitted cannot be modified after the closing date and time for submission of the bids offers unless specifically permitted by NIELIT.
  - b. Quotations should be submitted in two separated Envelopes. First Envelope, marked “**TECHNICAL BID**”, should consist of the technical specifications of the items offered along with the supporting literature, brochures, drawings, names of the supplier / manufacturer, standard warranty period as offered by OEM and commercial terms, etc. Tender Fee & Earnest Money Deposit (EMD) should also be submitted in this cover.
  - c. A copy of this tender document with all pages duly signed by the authorized signatory for this tender should be submitted along with the Technical Bid.
10. **Confidentiality of Process:** Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for the award of the Project shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced.
11. **Right to Termination/Cancellation:** Notwithstanding anything contained in this document, NIELIT, reserves the right to cancel/terminate the bid/proposal process without assigning any reason whatsoever, at any time prior to signing the contract and NIELIT shall have no liability for above-mentioned actions.
12. **AUTHENTICATION OF BID:** The Bid Document shall be signed by a person or persons duly authorized to bind the organization to the Contract. **A duly stamped Power-of-Attorney accompanying the Bid Document** shall support the letter of authorization. The person or persons signing the Bid Document shall sign all pages of the Bid Document and each page of the Bid document should be properly numbered. Corrections/findings in the Bid should be authenticated by signature of the authorized signatory. **All the Bidders have to abide by all the terms and conditions mentioned in this TENDER DOCUMENT.**

**Last date of submission of Bid is 29<sup>th</sup> June 2015 at 3.00 PM**

13. **LATE BIDS:** Any Bid received by NIELIT after the deadline for submission of Bids prescribed in this document, will be summarily rejected. NIELIT shall not be responsible for any delay. No further correspondence on this subject will be entertained.
14. **OPENING OF TECHNICAL BID ENVELOPE:** NIELIT will open technical Bid Envelope as per schedule. The bidder may depute their representative (maximum 2 nos.) for the event. The Bidder's representatives who are present shall sign the attendance roll evidencing their attendance. Even if no representative of the bidder is available, the Bids would be opened as per schedule. In the event of the specified date of Bid opening/presentation being declared a holiday for NIELIT, the Bids shall be opened at the appointed time and location on the next working day.
15. **BIDS NOT CONSIDERED FOR EVALUATION:** Bids which are rejected during any stage of the Bid evaluation process shall not be considered for further evaluation, under any circumstances.
16. **CLARIFICATION OF BIDS:** To assist in the examination, evaluations and comparison of bids, NIELIT may, at its sole discretion, ask the Bidder for clarification on the Bid submitted. The request for clarification and the response shall be in writing by post or email or by facsimile. If the response to the clarification is not received before the expiry of deadline prescribed in the request, the Bid shall be rejected. No representation in this regard would be entertained after rejection of the bid.
17. **OPENING OF FINANCIAL BID ENVELOPE:** Financial Bid Envelopes of technically qualifying bidder will be opened by the Financial Evaluation Committee (FEC) and compared. The name of Bidder, Bid prices, total amount of each Bid, etc. shall be announced by NIELIT during opening of financial Bid. NIELIT will prepare minutes of the Financial Bid Opening. The date, time and venue of opening of financial Bid will be intimated later through e-mail/phone to the technically qualified bidders.
18. **COMPLETENESS OF BIDS:** NIELIT will examine the Bids to determine whether they are complete, whether they meet all the conditions of the Tender document and Technical Specifications, whether any computational errors have been made,

whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender document. Information must be furnished in comprehensive manner against each column of Bid Document.

19. **RECTIFICATION OF ERRORS:** Bidders are advised to exercise greatest care in entering the pricing figures. No requests regarding correction of mistakes in the financial bids will be entertained after the bids are opened. Any interlineations, erasers, alterations, fluid-marking, additions or overwriting shall be valid only if the person or persons signing the Bid have authenticated the same with his/her signature. Arithmetic errors in bids will be corrected as follows:
- a. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
  - b. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will govern unless, in the evaluation committee, there is obviously a gross error such as a misplacement of a decimal point, in which case the line item total will govern or whichever is logically correct.
  - c. Notwithstanding the above the decision of the Evaluation Committee shall be final and binding.
20. **REJECTION OF BID:** Bids should be submitted in person. Bids submitted by Telex, fax or email would not be entertained. Bid may be rejected at any stage of the evaluation if it is found that the company has provided misleading information or has been black-listed by a central or any state government or has indulged in any malpractice/ unethical practice and has not honored contractual obligation elsewhere. A bid that does not meet all pre-qualification criteria or is not responsive shall be rejected by NIELIT and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or Reservation by the Bidder. The bidder may seek reason/clarification for rejection of its bid.
21. **VALIDITY OF BID:** Bids shall be valid for acceptance for a period of at least **180 (One Hundred and Eighty) days** from the last date for submission till signing of the agreement or furnishing the Performance Security, whichever is later. The Bid with any lesser validity period is liable to be rejected.
22. **UNDERTAKING FOR REASONABLENESS :** The bidder will give an undertaking with financial Bid that to the best of their knowledge and belief:

- a. Tendered rates are at par with the prevailing market rates and not more than the price usually charged for secure code of same nature/class or description from any private purchaser either foreign or as well as Government purchaser.
- b. In respect of indigenous items for which there is a controlled price fixed by law, the price quoted are not higher than the controlled price.
- c. Products supplied, will be of requisite specification and quality.

**23. PRE-BID:**

- i. In respect of clarifications sought, the following shall apply:
  - a. NIELIT reserves the right not to consider any condition that is found unacceptable.
  - b. If in NIELIT's opinion, certain conditions are acceptable, in whole or in part, the same shall be finalized by NIELIT and the accepted conditions will be incorporated in the TENDER DOCUMENT.
  - c. In respect of suggestions / alterations proposed, NIELIT may consider them and the result will be circulated to all bidders.
- ii. If NIELIT deems it appropriate to revise any part of this TENDER DOCUMENT or to issue additional data to clarify an interpretation of the provisions of this TENDER DOCUMENT, it may issue supplements to this TENDER DOCUMENT. Such supplemental information, including but not limited to, any additional conditions, clarifications, minutes of meeting, official communication over email/post, etc. will be communicated to all the bidders by e-mail. Any such supplement shall be deemed to be incorporated by this reference into this TENDER DOCUMENT.
- iii. In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, NIELIT, at its discretion, may extend the deadline for the submission of bids. Designated Contact person is:

**Partha P. Adhikari, Deputy Director (Systems)**  
**National Institute of Electronics and Information Technology,**  
**Electronics Niketan, 6, CGO Complex, New Delhi – 110 003, India**  
**Phone No: +91 11 24367715**  
**Email: [partho@nielit.gov.in](mailto:partho@nielit.gov.in)**



## ABBREVIATIONS & DEFINITIONS

Authorised Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
Bidder	"Bidder" means any firm/ agency/ company/ contractor/ supplier/ vendor responding to Invitation for Bids and which is participating in the Bid. Also called "Offer-or" or "Quoter".
Contract	"The Contract" means a legally enforceable agreement entered into between NIELIT and the selected bidder(s) with mutual obligations.
TEC	Telecommunication Engineering Centre
Day	"Day" means a working day as per Government Of India (Gol).
DeitY	Department of Electronics & Information Technology, Government of India (Gol).
EMD	Earnest Money Deposit.
Gol	Government of India.
PSD	Performance Security Deposit (also called as SD/Bank Guarantee, for details see below)
NIELIT	National Institute of Electronics and Information Technology.
NVR	Network Video Recorder
FEC	Financial Evaluation Committee

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## SECTION 1

### 1.1 About NIELIT

NIELIT is a 100% owned organization of the Department of Electronics and Information Technology (DeitY), Ministry of Communications & IT, Government of India, is actively engaged in Capacity Building and Skill Development in the areas of IT; Electronics; Communication Technologies; Hardware; Cyber Law; Cyber Security; IPR; GIS; Cloud Computing; ESDM; e-Governance and related verticals.

NIELIT offers courses both in the Formal as well as the Non-Formal sectors of education and is also one of the National Examination body which accredit institutes / organizations for the conduct of courses in the Non Formal IT & Electronics Sectors.

NIELIT has been mandated to undertake various projects under Capacity Building in IECT with the objective of creating human resources at various levels including development of employment and self-employment linked quality and cost effective training programmes, besides conducting IT Literacy programmes for the masses, especially targeted towards the rural/ underdeveloped areas in the country. NIELIT is also the preferred agency for many State Governments for rolling out IT Literacy programmes for its employees and the masses.

The current manpower strength at NIELIT comprises of about 644 regular employees and 2140 project-based employees at more than 31 locations in the country. NIELIT has PAN India presence through a network of about 900+ Accredited Institutes engaged in training of Non Formal courses for skill development of youth, especially from rural India. NIELIT also has a network of about 6000+ Facilitation Centres providing training in Digital Literacy.

NIELIT's own centres are located at **Agartala, Aizawl, Ajmer, Aurangabad, Calicut, Chandigarh, Chennai, Delhi, Gangtok, Gorakhpur, Guwahati, Tezpur, Imphal, Itanagar, Kohima, Chuchuyimlang, Kolkata, Lucknow, Patna, Shimla, Shillong, Lunglei, Jorhat, Silchar, Churachandpur, Ranchi, Senapati, Srikakulam, Leh** with its Headquarters at **New Delhi**.

## SECTION 2

### SCOPE/FEATURES OF THE IP BASED CCTV CAMERA NETWORK

#### 2.1 Introduction

NIELIT HQ is in search for a **Complete** Solution to accomplish requirements of Security Surveillance with the aid of today's technology along with available migration path to emerging technologies in future. This tender document is against the requirement for IP based CCTV Camera Surveillance system for the purpose of security, monitoring and recording within the NIELIT HQ at Electronics Niketan, Lodhi Road and NIELIT office at NBCC Place, New Delhi.

#### 2.2 Scope/Features of IP Based CCTV Camera

##### 2.21 Scope and Features

- a. The scope of work shall include the design, supply, installation, commissioning, and integration, testing of an **Integrated Remote Monitoring System** in totality including related wiring, conduit laying and civil (except building job) jobs.
- b. It shall Transmit and Receive H.264 or MPEG-4 Video.
- c. Video and alarm management software.
- d. Support for multi user and multi user group environment in addition to user hierarchy
- e. System should allow to be used as a distributed or central architecture with support to any number of cameras that may be added in future.
- f. The system shall provide Activity Controlled Frame (ACF) rate, which in turn reduces the Bandwidth and the Storage requirements.
- g. The system shall provide Broadcast quality Video across IP network including Internet.
- h. The system shall provide real time recording at 25fps with no frame loss.
- i. The system shall support Multiple IP Video Streams.

- j. The system shall provide secured recording for evidence purposes and user authentication to protect data integrity.
- k. Video Stream bit rate shall be selectable from 32 to 4096kbps.

### **2.2.2 Training**

- a. The agency has to provide onsite training for at least 3 days to a team of NIELIT officers for monitoring and handling the IP based Surveillance Monitoring System.

### **2.2.3 GENRAL SYSTEM DESCRIPTION**

Remote Camera based monitoring system are as under:

- a. Network Surveillance Colour IP cameras 15 nos. located all over the campus at the identified locations as per table 4 and figure 1.
- b. Reception of the digital video from all cameras at the Control room called Central Monitoring Station (CMS). Surveillance should be Intranet based System and proper interface should be provided to access the recording over the Web Browser from other network.
- c. CMS should have Network Video Recorder for all control, monitoring on LED display, data logging and recording of the operation on the External Hard Disk at Central Monitoring System.
- d. On line computer display of Individual camera video on large screen (40 inch LED TV).
- e. Archival of sub framed rate or full frame digital video of all or selected camera(s) in computer disks. On line replay capability from Backup disks for a period up to 15 days.

### **2.2.4 OPERATIONAL FLEXIBILITY OF THE SYSTEM**

- a. Replacement of malfunctioning camera + technical redundant infrastructure, Switches without affecting overall system.

- b. Expansion of system should be possible with software setting at monitoring station by adding cameras. Vendor shall provide information on maximum camera capacity of video software.
- c. Relocation of camera units within radius of 10 meters without any change of hardware.
- d. NIELIT HQ will be relocated to its new office building being constructed at Dwarka in around 2 years. Relocation cost of cables, connector, conduits, laying cable, fixation of cameras, installation of NVR, testing, commissioning and all other associated jobs should be quoted as a lump sum figure under the heading of "**Relocation Cost to Dwarka**".
- e. Remote maintenance & diagnostic of any kind of fault for all camera & network should be possible and remote maintenance also be possible. Camera failure history should be in work station/PC based Monitoring Software Logs.



## 2.3 DETAILED ITEM-WISE SPECIFICATIONS:

### 2.3.1 IP 3 Mega Pixel IR Dome/ IR Bullet Camera with VF Zoom Lens (15 Nos)

Table 1-Technical Specification of IP Based 3 MP Camera

S. No.	Description	Requirement fulfils or not (Yes/No).
1.	<b>Image Sensor:</b> 1/3" 3MP Progressive scan CMOS	
2.	<b>Minimum Illumination :</b> Color : 0.01 Lux / F1.4 , 0 Lux IR On	
3.	<b>Shutter Speed :</b> Auto/Manual, 1/3(4)~1/10000s	
4.	<b>White Balance :</b> Auto/Manual	
5.	<b>Automatic Gain Control (AGC):</b> Auto/Manual	
6.	<b>Back Light Comp. :</b> BLC/ HLC/ DWDR	
7.	<b>Lens :</b> 2.8~12mm motorized lens	
8.	<b>S/N Ratio :</b> More than 50dB	
9.	<b>Video Compression :</b> H.264/MJPEG	
10.	<b>Video Streaming :</b> Main Stream:3M (1 ~ 20 fps) / 1080 p (1 ~ 25/30fps)	
11.	<b>Resolution :</b> 3M(2048x1526) / 1080P(1920x1080) / D1(704x576/704x480) / CIF(352x288/352x240)	
12.	<b>Privacy Masking :</b> Up to 4 areas	
13.	<b>ICR :</b> Auto(ICR)/Color/B/W	
14.	<b>Smart Phone :</b> iPhone, iPad, Android, Windows Phone	
15.	<b>Protocol :</b> IPv4/IPv6, HTTP, HTTPS, SSL, TCP/IP, UDP, UPnP, ICMP, IGMP, SNMP,RTSP, RTP, SMTP, NTP, DHCP, DNS, PPPOE, DDNS, FTP, IP Filter, ONVIF Profile S	
16.	<b>User Account :</b> 10 Users	
17.	<b>IR :</b> IR Range of 20 Mtr.in Dome and Min 25 mtr in IR Bullet	
18.	<b>Operating Temperature :</b> -30°C~+60°C/ Less than 95%RH	
19.	<b>Power Source :</b> DC12V,PoE (802.3af)	
20.	<b>Weatherproof Standard :</b> IP66	
21.	<b>Regulatory :</b> CE, FCC,UL and RoHS	

## 2.3.2 Network Video Recorder

Table 2- Technical Specification of Network Video Recorder

S. No.	Description	Requirement fulfils or not (Yes/No).
1.	<b>Processor</b> : Dual-core embedded processor	
2.	<b>Operating System</b> : Pre-loaded Licensed OS	
3.	<b>IP Camera Input</b> : Min 26 Channel	
4.	<b>Two way talk</b> : 1 Channel O/P and 1 Channel I/P	
5.	<b>Video O/P</b> : 1 HDMI , 1 VGA	
6.	<b>Compression</b> : H.264 / MJPEG	
7.	<b>Video Resolution</b> : 2560 X 1920 , 2048 X 1536, 1920 X 1080, 1280 X 720	
8.	<b>Video Recording</b> : 120 Mbps	
9.	<b>Video Display Split</b> : 1/4/8/9/16	
10.	<b>Video Loss</b> : Support	
11.	<b>Camera Blank</b> : Support	
12.	<b>Alarm Input/Output</b> : Min 12 channel / Min 3 Channel	
13.	<b>Hard Disk</b> : Min 4 SATA ports , upto 16TB , Raid (Redundancy)	
14.	<b>Smart Phone</b> : iPhone, iPad, Android, Windows Phone	
15.S	<b>Protocol</b> : IPv4/IPv6, HTTP, HTTPS, SSL, TCP/IP, UDP, UPnP, ICMP, IGMP, SNMP,RTSP, RTP, SMTP, NTP, DHCP, DNS, PPPOE, DDNS, FTP, IP Filter, ONVIF Profile S	
16.	<b>User Account</b> : 10 Users	
17.	<b>Trigger Event</b> : Recording, Alarm, Video Push, Email, FTP	
18.	<b>Recording Mode</b> : Manual , Schedule , STOP	
19.	<b>Search Mode</b> : Time/Date , Alarm , Motion Detection , Exact Search (accurate to second), Smart Search	
20.	<b>Playback</b> : Play, Stop, Pause, Rewind, Fast Play, Next file, Previous file, Next Camera, Previous Camera, Full Screen, Backup Selection	
21.	<b>Backup Mode</b> : USB Device / Internal SATA / Network	

22.	<b>Interface Ports</b> : 2 USB 2.0 , 1RS485 , 1 RS232,1RJ45	
23.	<b>Ethernet Ports</b> : 1 RJ-45 port (10/100M/1000M)	
24.	<b>Power Supply</b> : AC 100V~240V 50/60Hz	
25.	<b>Regulatory</b> : CE, FCC,UL and RoHS	

**Note: All necessary Software to be supplied along with the Cameras and Network Video Recorder should be Licensed and copy to be provided.**

### 2.3.3 System Specification and Documentation

*Table 3 - System Specification & Requirements*

S. No.	Description	Reasons if required documentation is not provided.
1	<b>SYSTEM COFIGURATION DETAILED DESIGN :</b> Vendor should give full system configuration giving diagram and detailed placement of each components/ sub systems along with technical bid.	
2	Operation and service manuals for each type of items supplied to be provided – 1 set of Service manuals will provide complete system details like operation, & maintenance of system with details configuration, relevant lay out, diagram and drawings.	

*Table 4- Location Wise No. of Cameras*

S. No.	Location	No. of Cameras
1	<b>MD Office &amp; Finance Section</b>	<b>6</b>
2	<b>P&amp;A</b>	<b>3</b>
3	<b>Annex Building</b>	<b>1</b>
4	<b>Technical Section</b>	<b>3</b>
5	<b>NBCC Building</b>	<b>2</b>
		<b>15</b>

### NIELIT HQ , CCTV Layout Plan (MD Office & Finance)

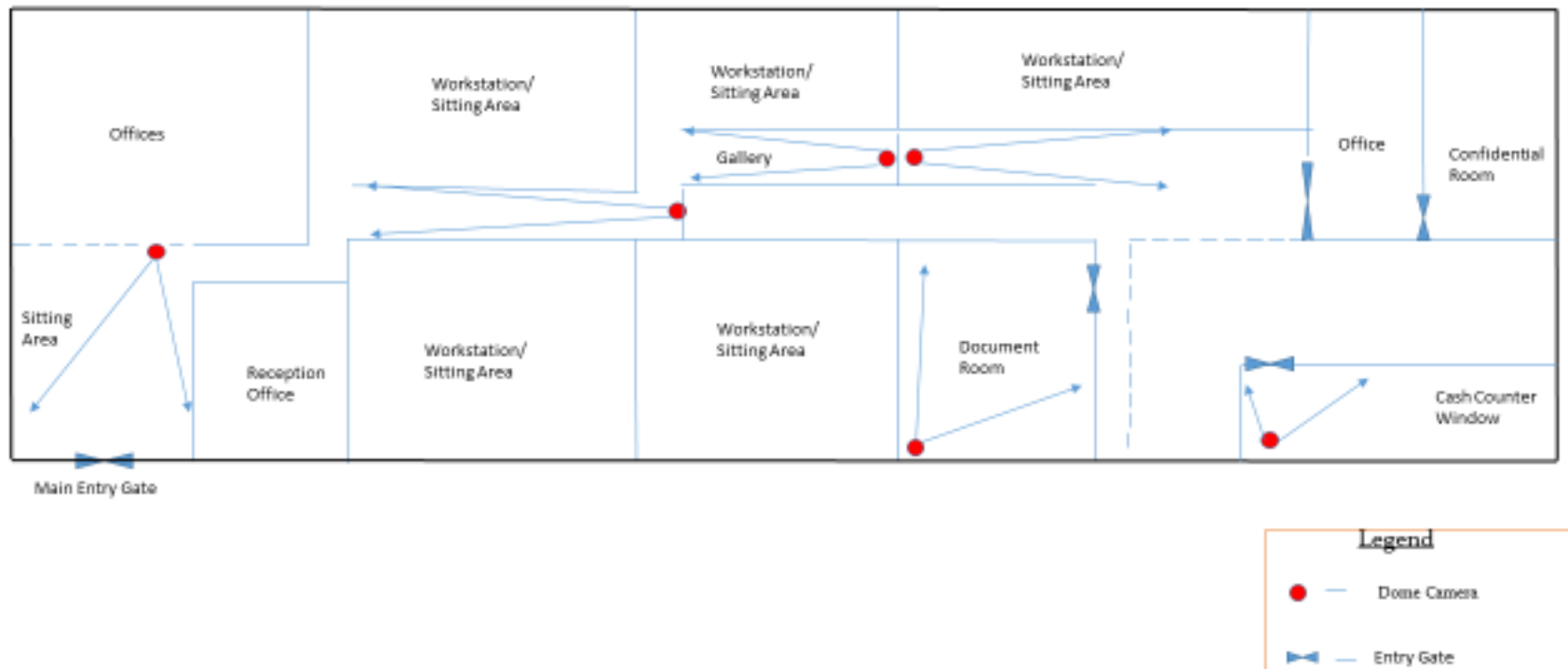


Figure 1 - CCTV Layout Plan (MD Office & Finance)

### NIELIT HQ , CCTV Layout Plan (Technical Area)

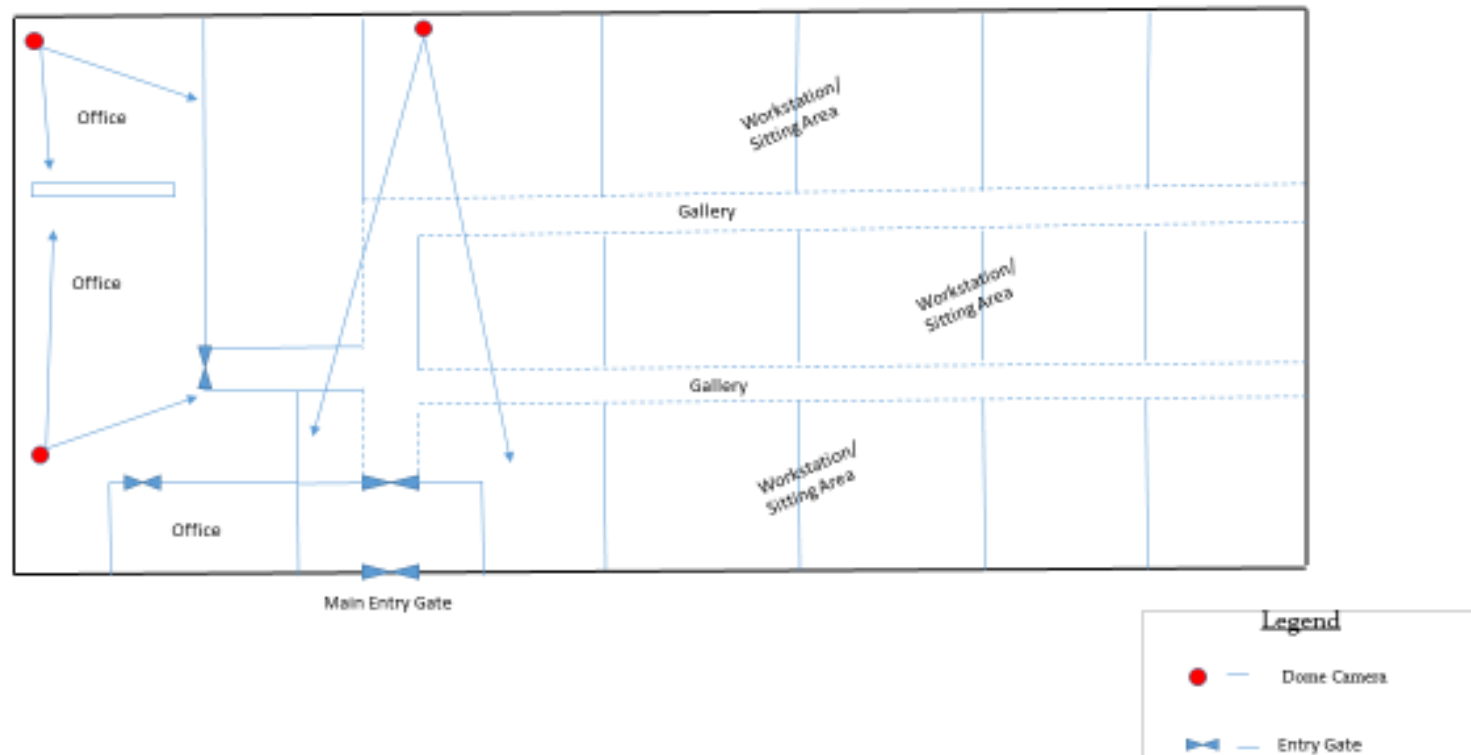


Figure 2-CCTV Layout Plan for Technical Wing

### NIELIT HQ , CCTV Layout Plan (Annexe)

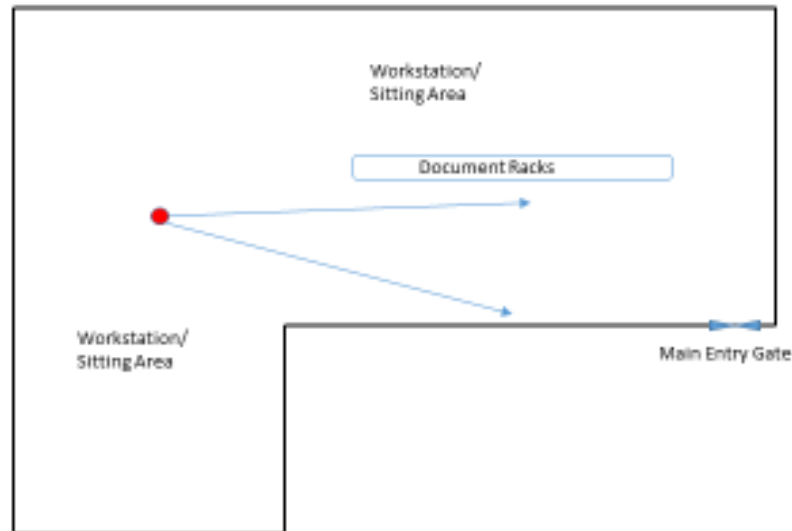


Figure 3-CCTV Layout Plan for Annexe Bldg.

### NIELIT HQ , CCTV Layout Plan (P&A)

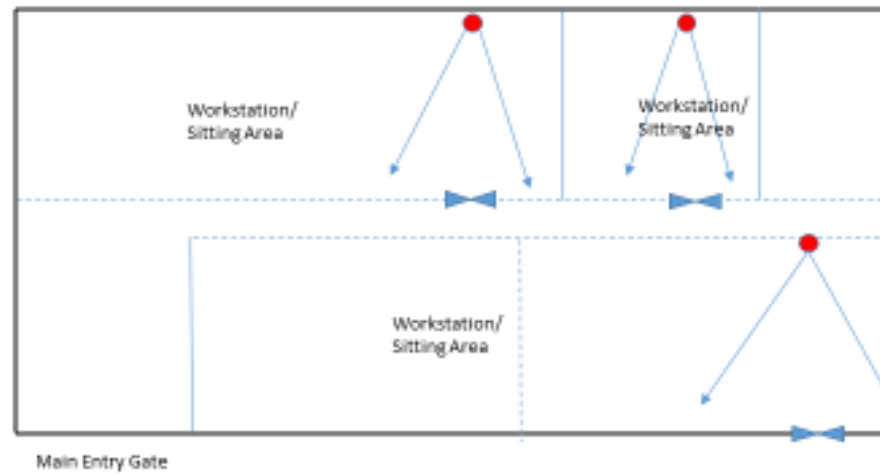


Figure 4-CCTV Layout Plan for P&A

## 2.4 INSPECTION & ACCEPTANCE:

Acceptance Test will be conducted as follows:

- a. The first step will involve successful installation of all sites. The provisional acceptance of these sites will be defined as Partial Acceptance.
- b. Final Acceptance Test (FAT): After successful installation of the equipment/Material in accordance with the requirements as mentioned in Contract, Final Acceptance Test will be conducted. After successful testing, Acceptance Test Certificate will be issued by NIELIT or any Team constituted by NIELIT.
- c. The date on which Acceptance certificate is issued shall be deemed to be the date of successful commissioning of the Equipment/Material.
- d. Any delay (**refer to 2.6 Schedule for Completion of Tasks**) by the Vendor shall render the Vendor liable to the imposition of appropriate Penalties.
- e. All goods and services should have approval of TEC with ISI or other certification, as applicable, to prove the quality standards applicable in India.
- f. Vendor shall provide details of Acceptance Test Procedure (ATP) to NIELIT as per tender specifications & will demonstrate system specifications as per ATP to NIELIT. During ATP vendor shall use their own tools, equipment. NIELIT will not provide any test instrument/tools.
- g. Final payment will be made after satisfactory testing, commissioning and acceptance of the complete system.
- h. **The system will be considered as installed and accepted only after successful uninterrupted operation of the entire system at site for period of minimum 15 days.**



## 2.5 Annual Maintenance Contract:

- a. The vendor should enter into a comprehensive AMC for 3 years from the date of expiry of the warranty period of 3 years (from the date of Final Acceptance Test of the surveillance system).
- b. Annual Maintenance Contract amount will be paid in advance on half yearly basis.
- c. The system should be up for more than 98% in a Quarter. In case the system downtime is less than 98% in a quarter, a penalty as admissible and mentioned in Section 6.27 will be imposed.
- d. Uptime for a quarter is calculated as under:
  - **24 Hrs X 90 days (in a quarter) = 2160 Hours**
- e. The vendor is responsible for maintaining uptime as under:
  - Network: Switches 99% uptime per Quarter (99% of 2160 Hours)
  - Camera units:98% uptime per Quarter (98% of 2160 Hours)
- f. The cost of the repairing or replacement of faulty part/component/device during AMC period of 03 year has to be entirely borne by the Vendor.
- g. All expenses related to part/component/device, including hiring of specialized technical expertise, in case required, has to be borne by the Vendor during AMC period.
- h. The Vendor also has to make alternate arrangement in case of major failure happening in the network, due to which services may be affected for longer period. After repairing or replacement of the part/component/device, the Vendor needs to put the same into operation.

## 2.6 Schedule for completion of tasks:

The selected vendor would be required to Install, Commission, customize the NVR, test and operationalise the CCTV Network within 6 weeks of the issue of PO as per the following schedule:

S.No.	Task	Schedule
1.	Installation of the Cameras and NVR	4 weeks
2.	Testing & acceptance of the system	1 week
3.	Operationalise	1 week

## SECTION 3 – ELIGIBILITY CRITERIA

### 3.1 Legal Requirements/ Compliance

- a. The bidder should be in operations in the business of System Integration of IT and IT related products anywhere in India at least for a period of Three (03) Years as on the last date for submission of Bid.
- b. The bidder should be a Proprietorship Concern/Company registered under Indian Company Act, 1956/ Firm registered under The Partnership Act 1932/ Society registered under Societies Act, 1860.
- c. The bidder must possess all valid certificates as mentioned below and should submit self-attested copies:
  - ✓ VAT/Service Tax Registration Certificate
  - ✓ PAN Number
  - ✓ Income Tax Return for FY 2011-12, 2012-13, 2013-14
  - ✓ Bidder should have recorded positive net profit.
  - ✓ The bidder should submit an Ink-Signed Authorization letter from OEM / Technology partner.

### 3.2 Technical Requirements/ Compliance:

- a. The Bidder should have domain knowledge and experience of executing at least one assignment of providing similar services to any Government organization/ Semi-Government organization/ PSU in India. A self-attested copy of work order + Bills paid or completion certificate must be attached failing which bid will be rejected.

### 3.3 Financial Requirements/ Compliance:

- a. The Bidder should deposit EMD along with the Technical bid. The Bid received without required EMD will be rejected.
- b. The Technical Bid Envelope must also be accompanied by a Demand Draft for Earnest Money Deposit as well as Tender Document cost, drawn on any Indian Scheduled Bank in favour of NIELIT New Delhi. EMD should be valid for a

- minimum period of 180 days from the closing date (original) of the tender. Quotations received without EMD are liable to be rejected.
- c. The DD in physical form duly sealed in envelope superscribed with “**DDs towards EMD and Tender Document**” cost for the tender no.**NIELIT/e-Gov/(05)/15/CCTV-Tender-1** for Installation, Commissioning of IP Based CCTV Camera Surveillance Network should be submitted along with the Tender :
  - d. The Successful bidder should submit performance security @ 10% of the contract value in the form of Demand draft/ Pay Orders/ Bank Guarantee/ FDR of any of the nationalized banking favour of NIELIT, New Delhi within 15 days from the award of the contract, which remains valid up to 60 days beyond the date of completion of 3 years onsite warranty and all contractual obligation of the firm/company.
  - e. EMD shall be refunded to the successful bidder on receipt of performance security.
  - f. The Bidder should have total annual Turnover of at least **Rs.50 lakh per annum** during the last three Financial years (Proof: Audited Balance Sheets for FY 2011-12, 2012-13, 2013-14 must be enclosed).

### 3.4 Other Requirements/ Compliance

- a. A bidder is not eligible to participate in this TENDER DOCUMENT while under sanction by NIELIT, whether such sanction was directly imposed by NIELIT, or imposed by NIELIT pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.
- b. A Bid from a sanctioned or cross-debarred firm will be rejected. Similarly, at the time of bidding, the firms having black-listed/ debarred in participating in any procurement activities by any State or Central Government in India are not allowed to bid. Undertaking to this effect shall be submitted by the bidder on his letter head.

## SECTION 4 – BID RESPONSE FORMAT

The bidder shall effectively communicate the solution and shall cover all the requirements as given in the tender document. The bidder shall use the following format to submit the response:

- a. The documents of the Technical Bid shall be placed in Technical Bid Envelope **“TECHNICAL BID - IP BASED CAMERA SURVEILLANCE NETWORK”**
- b. The documents of the financial Bid shall be placed in Financial Bid Envelope **“FINANCIAL BID - IP BASED CAMERA SURVEILLANCE NETWORK ”**.

### 4.1 CONTENTS OF TECHNICAL BID ENVELOPE

- a. Covering letter and Application Form, Checklist of Submissions as per Annexure-I
- b. Letter of Undertaking regarding acceptance of terms and conditions as per Annexure-II.
- c. Letter of undertaking for technical compliance as per para 3.2
- d. Documents Supporting eligibility Criteria
  1. Copy of the Certificate of Incorporation of the Company/ Firm’s Registration Certificate.
  2. Copy of valid PAN, Service tax Registration number and Income Tax Return
  3. Copy of experience statement supported by documents of work order/LOI/Contract/Certification on client letterhead/ Performance certificate/ completion certificates w.r.t. the relevant assignments.
  4. Audited Balance Sheets / CA Certificate in support of turnover criteria for last three financial years (2011-12, 2012-13, 2013-14).
  5. DD/Banker’s Cheque of EMD and Tender fee of **IP BASED CAMERA SURVEILLANCE NETWORK**: Rs. 50,000/-) and Rs.1000/- respectively drawn in favour of NIELIT, payable at Delhi.
  6. Self-declaration Form as per Annexure-V.
- e. Executive Summary: The Executive Summary shall provide an overview of the Bidder’s organization, Bidder’s products and services provided as part of the procurement. A brief description of the unique qualifications of the Bidder shall

then be provided followed by a summary on capabilities and past experience in implementing such projects.

#### **4.2 CONTENTS OF THE FINANCIAL BID ENVELOPE (FINANCIAL BID)**

The Financial Bid as per format in Annexure III.

## SECTION 5: BID EVALUATION

### 5.1 Financial evaluation:

Based on the results of the technical evaluation, duly constituted financial evaluation committee will then proceed to open and evaluate the financial bids of the shortlisted bidders. The financial evaluation committee will take into account the information supplied by the Bidders in their financial Bid at Annexure III.

The evaluation of the bids will be carried out in following stages:

### 5.2 Stage-1) Technical evaluation:

- a. The initial technical evaluation shall be completed by the designated Evaluation Committee(s) as early as possible after opening of technical bids.
- b. NIELIT shall notify the date, time and location for opening the Financial Bid Envelope to the bidders.

### 5.3 Financial evaluation:

The Financial Bid will be evaluated based on the Lowest Total Quote as per Financial Bid Format at Annexure III.

***Based on the total price (as per Financial Bid Format ) quoted by a bidder, lowest bidder will be evaluated. All bids shall be ranked as L1, L2, L3 ... and work will be awarded to L1 (the lowest quote).***

## SECTION 6: GENERAL TERMS AND CONDITIONS

### 6.1 Income Tax, VAT/ Service Tax Registration and Clearance Certificate

No Dealer who does not hold a valid PAN from Income Tax department and who is not registered under the VAT/ Sales Tax and Service Tax Act prevalent in the State where his business is located, shall submit the bid. The VAT/ Sales Tax and Service Tax Registration Numbers should be indicated.

### 6.2 Contract Documents (Non – Disclosure Agreement)

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

### 6.3 Interpretation

- a. If the context so requires it, singular means plural and vice versa.
- b. Commercial Terms: The meaning of any trade term and the rights and obligations of parties there under shall be as prescribed by commercial terms. All the terms shall be governed by the rules prescribed in the current edition of commercial terms, published by the Indian Chamber of Commerce at the date of the Invitation for Bids or as specified in the bidding document.
- c. Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- d. Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by duly authorized representatives of each party thereto.
- e. No waiver: Subject to the conditions (f) and (g) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract,



- neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- f. Any waiver of a party's rights, powers, or remedies under the Contract must be in writing and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
  - g. The contract shall be governed by the provisions of GFRs and instructions issued by various government organizations (e.g. but not limited to Ministry of Finance, CVC etc.) having jurisdiction to issue orders/instructions of procurement related matters. In case the provisions of Contract/Agreement/this Document are at variance with the Orders/Instructions issued by such government organizations; the Orders/Instructions will prevail.
  - h. Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
  - i. In case of any ambiguity in the interpretation of any of the clauses in the tender document, the interpretation of the clauses by Authorized Representative of NIELIT shall be final and binding on all parties.

#### 6.4 Language

- a. The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier/ Bidder and the Purchaser, shall be written in English only.
- b. Supporting documents and printed literature that are part of the Contract should be in English language. Supporting material, which is not in English, will not be considered for evaluation.
- c. For the purpose of evaluation and interpretation of the bid, English language translation shall prevail.
- d. The Supplier/ Bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

## 6.5 Notices

- a. Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the contract. The term “in writing” means communicated in written form with signatures. Faxes/emails shall be followed by written signed letter.
- b. A Notice shall be effective when delivered or on the Notice’s effective date, whichever is later.

## 6.6 Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of the India.

## 6.7 Time for Commencement and Completion

- a. The Bidder shall commence work on the Facilities within the period specified and without prejudice, the Bidder shall thereafter proceed in accordance with the time schedule specified in the Implementation Schedule and any refinements made in the agreed and finalized Project Plan.
- b. The Bidder shall attain completion of the project or of a part where a separate time for completion of such part is specified in the Contract, within the time stated or within such extended time to which the Bidder shall be entitled.

## 6.8 Delivery & Installation

- a. Subject to the conditions of the contract, the delivery of the system and completion of the related services shall be in accordance with the delivery and completion schedule specified in the bidding document and/ or as per the award letter/contract. The details of supply/ shipping and other documents to be furnished by the Supplier are specified in the bidding document and/ or contract.
- b. The Contract for the supply can be repudiated at any time by designated Purchase Officer of NIELIT, if the deliveries are not made to his satisfaction

- after giving an opportunity to the bidder of being heard and recording the reasons for repudiation.
- c. The Supplier/ Bidder shall arrange to supply, install and commission the ordered materials/ system as per specifications within the specified delivery/ completion period at NIELIT.
  - d. Delivery Schedule will require the explicit written consent of the Client. The Bidder shall bear responsibility for deliveries and cost of transport to the Project Sites. Unless otherwise specified, the Bidder shall be free to use transportation through carriers registered in the Country.

### **6.9 Supplier's/ Bidder's Responsibilities**

The Supplier/ Bidder shall supply all the products and related services included in the scope of supply in accordance with the provisions of bidding document and/or award letter/contract.

### **6.10 Contract Price**

- a. The Contract Price shall be paid as specified in the work/contract award letter subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract/prevaling law.
- b. Prices charged by the Supplier/ Bidder for the Products delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier/ Bidder in its bid, with the exception of any price adjustments authorized in the special conditions of the contract.

## 6.11 Terms of Payment

### 6.11.1 Schedule of Payment:

1	<b>No advance payment will be made.</b>	-
2	After receipt of deliveries of Materials at destinations within 15 days from LOI/Work Order.	70%
3	After successful installation and commissioning of Systems as per Contract Agreement and successful Final Acceptance Test (FAT) by Third Party agency.	20%
4	After completion of 1 month of successful operation post-Final Acceptance Test (FAT).	10%

- a. The Supplier's/ Bidder's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the related material supplied/services provided. The Service Provider will define the services performed and substantiate with documents pursuant to general conditions of the contract and fulfilment of all the obligations stipulated in the awarded Contract documents.
- b. Payments shall be made promptly by the Purchaser as per the quoted rates and as per payment schedule after submission of an invoice (in duplicate) for payment by the Supplier/ Bidder accompanied by proof of delivery, successful installations and satisfactory performance (i.e. delivery challan and appropriate certificates duly signed by representative of purchaser). However, any delay in payments will not entitle the contractor for any compensation or interest or form ground for extension in delivery period without Liquidated Damages (LD).
- c. The currency or currencies in which payments shall be made to the Supplier under this Contract shall be Indian Rupees (INR) only.
- d. All remittance charges will be borne by the bidder.
- e. The payment shall be made by the purchaser only after the suppliers/contractors have delivered the products in full quantities ordered and obtained a certificate of successful installation and satisfactory performance from the Purchase Officer. The Service Provider has to ensure proper handholding of the system.

- f. No advance payments will be made to any firm.
- g. Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract.

### **6.12 Recoveries from Suppliers/ Bidders**

- a. Recovery of liquidated damages/ deductions for delay or rejected products shall be made from bills and/or on first available opportunity.
- b. The Purchase Officer shall withhold amount to the extent of delay or rejected products/solution unless these are replaced satisfactorily. In case of failure to withhold the amount, it shall be recovered from any other dues of the supplier and performance security deposit submitted by the supplier.
- c. The balance, if any, shall be demanded from the Supplier/ Bidder and non-compliance of such demand shall be treated as breach of contract.

### **6.13 Taxes & Duties**

- a. All Central/State Govt. /Local Body Levies as applicable from time to time shall be deducted at source from the payment to the Supplier/ Bidder as per the respective law in force at the time of execution of contract/release of payment.
- b. If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in India, the Purchaser shall provide appropriate help (e.g. bona fide documents etc.) to enable the Supplier to get the benefit from such exemption/privileges to the maximum allowable extent.

### **6.14 Earnest Money Deposit (EMD)**

- a. The Bidders will be required to submit the EMD amount of Rs. 50,000/- in the form of DD or Banker's Cheque drawn on any Indian Scheduled Bank along with the technical bid.
- b. Exemption from EMD (as per Rule 157 of GFR):
  - i. Units registered with National Small Industries Corporation (NSIC) are exempted from payment of EMD for the item tendered and subject to:

- i. Registration certificate being valid as on date of submission of Bid.
  - ii. Technical Bid is accompanied by a photocopy of valid NSIC Registration Certificate / Review Certificate.
  - iii. Photocopy of application for registration as NSIC or for renewal of NSIC will not be acceptable. **Such offers will be treated as offers received without EMD.**
  - iv. Registration with DGS&D will not entitle the Tenderer to claim exemption from payment of EMD.
- c. The EMD will be submitted through a Demand Draft (DD)/Banker Cheque (BC) drawn on any Indian Scheduled Bank in favour of NIELIT, payable at New Delhi.
- d. **The DD in physical form duly sealed in envelope super scribed with “DDs/Banker’s Cheque towards EMD and Tender Document cost for the tender no NIELIT/e-Gov/(05)/15/CCTV-Tender-1 for Installation, Commissioning of IP Based CCTV Camera Surveillance Network should be enclosed along with the Technical Bid.**
- a. EMD amount of Rs. 50,000/- should be payable in the form of Demand Draft / Banker’s Cheque from any of the Scheduled banks.

#### 6.15 Forfeiture of EMD:

The EMD will be forfeited:

- a. If the bidder withdraws the Bid after quoting and submission / acceptance;
- b. If the bidder withdraws the Bid before the expiry of the validity period of 180 days of the Bid or within the time frame of extension given by NIELIT in special case communicated before the expiry for the bid;
- c. If the bidder fails to comply with any of the provisions of the terms and conditions of the Bid specification;
- d. If the selected bidder fails to execute agreement in prescribed format and submit the Performance Security.

## 6.16 Refund of EMD

- a. EMD shall be refunded to the selected bidder, only after signing of the contract after furnishing of performance guarantee by way of Bank Guarantee as mentioned below in section Performance Security Deposit.
- b. EMD of unsuccessful bidders will be refunded, without any interest, after the tender finalization or expiry of the tender validity, whichever is earlier, after intimating them about the rejection of their tender bid.
- c. No interest will be payable on the amount of EMD.

## 6.17 Performance Security Deposit

- a. The successful Supplier/ Bidder shall, within fifteen (15) days of the notification of Contract award, provide a Performance Security deposit for an amount of 10% of the value of the awarded contract.
- b. The proceeds of the Performance Security deposit shall be payable to the Purchaser as compensation for any loss (including loss of opportunity, time or cost) resulting from the Supplier's/ Bidder's failure to comply with its obligations under the Contract.
- c. Form of Performance Security deposit: Security Deposit in the form of cash will not be accepted. Performance Security may be furnished in the form of a Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank in favour of NIELIT, payable at New Delhi. Bank Guarantee/FDR should be valid for a period of
- d. Refund of Performance Security Deposit: The Performance Security deposit shall be refunded after two months of the expiry of warranty period.
- e. Forfeiture of Performance Security deposit: Performance Security deposit shall be forfeited/invoked in the following cases: -
  - i. When any terms and condition of the contract is breached by the vendor/service provider.

- ii. When the Supplier/ Bidder fails to commence supply or stops making the supplies or fail to provide deliverables after partially executing the purchase/ work order.
- iii. When the supplied/application software installed does not perform to the purchaser's expectation and the supplier does not or is not able to set right the software or in case of services, the supplier/contractor fails to fulfill its obligation under the contract.
- f. No interest will be paid by NIELIT on the amount of earnest money and performance security deposit.
- g. Proper notice will be given to the Supplier/ Bidder with reasonable time before earnest money/ performance security deposit is forfeited.
- h. Forfeiture of earnest money / performance security deposit shall be without prejudice to any other right of NIELIT to claim any damages as admissible under the law as well as to take such action against the Supplier/ Bidder such as severing future business relation or black listing, etc, as may be deemed fit.

#### **6.18 Confidentiality: (Non-Disclosure Agreement)**

- a. The Purchaser and the Supplier/ Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.
- b. The Purchaser shall not use such documents, data, and other information received from the Supplier/ Bidder for any purposes not related to the Contract. Similarly, the Supplier/ Bidder shall not use such documents, data, and other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.
- c. The obligation of a party under sub-clauses above, however, shall not apply to information that: -



- i. the Supplier need to share with NIELIT or other institutions participating in the Contract;
  - ii. now or hereafter enters the public domain through no fault of that party;
  - iii. can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
  - iv. Otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
- d. The above provisions shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the supply or any part thereof.
- e. The provisions of this clause shall survive completion or termination, for whatever reason, of the Contract.

#### **6.19 Sub-contracting**

- a. Unless otherwise specified in the Contract, the bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of Purchasing Authority.
- b. If permitted, the bidder shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the Bid. Subcontracting shall in no event relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.
- c. Subcontracts shall comply with the provisions of bidding document and/ or contract.

#### **6.20 Specifications and Standards**

- a. All articles supplied shall strictly conform to the specifications, trademark laid down in the tender form and wherever articles have been required according to ISI/ ISO/ other applicable specifications/ certifications/ standards, those articles should conform strictly to those specifications/ certifications/ standards. The supply shall be of best quality and description. The decision of the competent authority/ purchase committee whether the articles supplied conforms to the specifications shall be final and binding.

b. Technical Specifications

- i. The bidder should submit confirming the following:
    - 1 Authorization letter from OEM / Technology partner
    - 2 Technology partner letter confirming '**Products quoted are not end of-life for the further period of at-least 6 years**'.
    - 3 Support including spares, Software upgrades shall be made available for at-least next 6 years
  - ii. The Supplier/ Bidder shall ensure that the products and related services comply with the technical specifications and other provisions of the Contract.
  - iii. The Supplier/ Bidder shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
  - iv. The products and related services supplied under this Contract shall conform to the standards mentioned in bidding document and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Products.
- c. Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the bidding document. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with the general conditions of the contract.

### 6.21 Commissioning and Operational Acceptance

- a. Commissioning of the Project shall be commenced by the Bidder immediately after intimation of acceptance is issued by NIELIT.
- b. The Bidder shall supply the operating and technical personnel and all materials required to carry out its obligations with respect to Commissioning of project.

- c. The Operational Acceptance Tests shall be the primary responsibility of NIELIT, but shall be conducted with the full cooperation of the Bidder. During Commissioning of the CCTV Surveillance Network to ascertain whether they conform to the requirements and meets the standard of performance quoted in the Bidder's bid, including, but not restricted to, the functional and technical performance requirements.
- d. If, for reason attributable to NIELIT, the Operational Acceptance Test of the installed system cannot be successfully completed within the period specified, from the date of Installation or any other period agreed upon in writing by the Client and the Bidder, the Bidder shall not be held responsible for that.
- e. If the supplied systems fails to pass the Operational Acceptance Test(s) then NIELIT may consider terminating the Contract to the risk and cost of Bidder.

## 6.22 Completion Time Guarantee

The Bidder and the company who owns the patent of the technology being offered shall guarantee that it shall complete the Commissioning of project within the time periods specified in the Implementation Schedule and/or Agreed and Finalized Project Plan or within such extended time to which the Bidder shall be entitled to.

## 6.23 Defect Liability

- a. The Bidder and the company who owns the patent of the technology being offered shall give a warrant that all Services/Products to be delivered under this contract:
  - i. shall be free from defects in the design and workmanship;
  - ii. complies with or exceeds the Technical Specifications
  - iii. Commercial warranty provisions of products supplied under the Contract shall apply to the extent that they do not conflict with the provisions of this Contract.
- b. In addition, the Bidder and the company who owns the patent of the technology being offered shall warrant that:
  - i. The Warranty Period shall commence from the date of Operational Acceptance of the Surveillance system.

- ii. If during the Warranty Period any defect is found in the design, documentation, and workmanship of the Product/Services provided by the Bidder, the Bidder and the company who owns the patent of the technology being offered shall promptly, in consultation and agreement with the Client regarding appropriate remedying of the defects, and at its sole cost, repair, replace, or otherwise make good (as the Bidder shall, at its discretion, determine) such defect as well as any damage to the Products and/or Services caused by such defect.

## 6.24 Functional Guarantees

The Bidder and the company who owns the patent of the technology being offered shall guarantee that during the Operational Acceptance, all the Services shall attain the Functional Guarantees, subject to and upon the conditions therein specified.

- a. If, for reasons attributable to the Bidder, the minimum level of the Functional Guarantees is not met either in whole or in part, the Bidder and the company who owns the patent of the technology being offered shall at their own cost and expense make such changes, modifications and/or additions to the Services or any part thereof as may be necessary to meet at least the minimum level of such Guarantees.
- b. The Bidder and the company who owns the patent of the technology being offered shall notify the Client upon completion of the necessary changes, modifications and/or additions, and shall request the Client to repeat the Operational Acceptance Test until the minimum level of the Guarantees has been met.
- c. If the Bidder and the company who owns the patent of the technology being offered eventually fails to meet the minimum level of Functional Guarantees, the Client may consider termination of the Contract to the risk and cost of Bidder.

## 6.25 Warranty

All goods/materials (including Cabling)/Labour work shall be supplied/carried out strictly in accordance with the specifications, drawings, datasheets, other attachments and conditions stated in the Bid/Order/LOI. All materials supplied by the Vendor shall be guaranteed to be of the best quality of their respective kinds and shall be free from faulty design, workmanship and materials.

The Vendor shall be responsible for the warranty support and also for the post warranty support and as required by the NIELIT.

- a. In case of failure, the Vendor needs to replace or repair the faulty part/component/device to restore the services at the earliest **during the warranty period of 3 years from the date of acceptance of entire system with all subcomponents used in the project.**
- b. It is vendor's responsibility to keep the system in good working condition with minimum down time. Down Time should not be more than 30 minutes per camera per day at an average throughout the warranty period (**Also refer Para 2.4f & 2.4g on page no. 24**). The system should be up for more than 98% in a Quarter.
- c. Uptime for a quarter is calculated as under:
  - **24 Hrs X 90 days (in a quarter) = 2160 Hours**
- d. The vendor is responsible for maintaining uptime as under:
  - Network: Switches 99% uptime per Quarter (99% of 2160 Hours)
  - Camera units:98% uptime per Quarter (98% of 2160 Hours)
- e. In case of equipment failure, the Vendor needs to replace or repair the faulty part/component/device to restore the services within **24 Hours** during the warranty period of 3 years from the date of acceptance of entire system with all subcomponents used in the project
- f. Local office: Vendor/Contractor shall have Delhi based local office with a full-fledged support facility. Vendor to give the list of the support staff and their capabilities along with technical bid.
- g. The cost of the repairing or replacement of faulty part/component/device has to be entirely born by the Vendor.
- h. In the event of default originating with the design, material arising at any time during the warranty period, the Vendor shall replace as may be necessary to

- ensure the material should function in accordance with the specification and to fulfil the foregoing Warranty without any delay.
- i. The Vendor shall warrant that every work executed under the contract shall be free from all defects and faults in material, workmanship etc during warranty period.
  - j. In the event, the materials supplied do not meet the specifications and/or are not in accordance with the drawings data in terms of this order, and rectification is required at site, NIELIT shall notify the Vendor giving full details of difference. The Vendor shall attend the site on **Next Business Day (NBD)** of receipt of such notice to meet and agree with representatives of NIELIT, the action required to correct the deficiency. Should the Vendor fail to attend meeting at site within the time specified above, NIELIT shall be at liberty to rectify the work/materials and Vendor shall reimburse NIELIT all costs and expenses incurred in connection with such trouble or defect with appropriate penalty.
  - k. All expenses related to part/component/device, including hiring of specialized technical expertise, in case required, has to be borne by the Vendor during warranty period.
  - l. The Vendor also has to make alternate arrangement in case of major failure happening in the network, due to which services may be affected for longer period.
  - m. After repairing or replacement of the part/component/device, the Vendor needs to put the same into operation.

#### **6.26 Extension in Delivery Period and Liquidated Damages (LD)**

- a. Except as provided under clause “Force Majeure”, if the Supplier/ Bidder fails to deliver any or all of the Products or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages.
- b. The time specified for delivery in the TENDER DOCUMENT shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the specified period.

- c. Delivery and installation/ completion period may be extended with or without liquidated damages if the delay in the supply of products or service is on account of hindrances beyond the control of the bidder.
- i. The supplier/ service provider shall request in writing to NIELIT giving reasons for extending the delivery period of service if he finds himself unable to complete the supply of products or service within the stipulated delivery period or is unable to maintain prorated progress in the supply of products or service delivery. This request shall be submitted as soon as a hindrance in delivery of products and service occurs or within 15 days from such occurrence but before expiry of stipulated period of completion of delivery of products and service after which such request shall not be entertained.
- ii. NIELIT shall examine the justification of causes of hindrance in the delivery of products and service and the period of delay occurred due to that and take appropriate decision on the period of extension which should be granted with or without liquidated damages.
- iii. Normally, extension in delivery period of products and service in following circumstances may be considered without liquidated damages:
- A. When delay has occurred due to delay in supply of drawings, designs, plans, communication of approvals/acceptances etc. which NIELIT was required to supply to the supplier of products or service provider as per terms of the contract.
- B. When delay has occurred in supply of materials etc. which were required to be supplied to the supplier or service provider by the NIELIT as per terms of the contract.
- iv. If NIELIT agrees to extend the delivery period/ schedule, an amendment to the contract with suitable denial clauses and with or without liquidated damages, as the case may be, shall be issued. The amendment letter shall specifically mention that no extra price or additional cost for any reason, what so ever beyond the contracted cost shall be paid for the delayed supply of products and service.

- v. It shall be at the discretion of the concerned authority to accept or not to accept the supply of products and/ or services rendered by the contractor after the expiry of the stipulated delivery period, if no formal extension in delivery period has been applied and granted. The competent authority shall have right to cancel the contract with respect to undelivered products and/ or service.
- vi. If NIELIT accepts the products and/ or services after expiry of the stipulated delivery period, it may accept the services and issue a letter of extension in delivery period with usual liquidated damages and denial clauses to regularize the transaction.

## 6.27 Penalty

- a. In case of extension in the delivery and/ or installation/ completion period is granted with full liquidated damages, the recovery shall be made on the basis of following percentages of value of products and/ or service which the bidder has failed to supply or complete : -

S.No.	Condition	LD %
a.	Delay up to 7 days of the prescribed period of delivery, successful installation and completion of work	2.5
b.	Delay between 8-14 days of the prescribed period of delivery, successful installation and completion of work	5.0
c.	Delay between 15-21 days of the prescribed period of delivery, successful installation and completion of work	7.5
d.	Delay between 22-30 days of the prescribed period of delivery, successful installation and completion of work	10.0
e.	Delay more than 30 days	Termination of Contract
<b>LD% - Liquidated Damage Charges in terms of percentage of the value of Contract.</b>		

- b. Any complaint to be addressed in the **Next Business Day (NBD)** and problems to be rectified within 24 Hours of reporting. In case the reported problem is not identified and rectified, a penalty of **0.1% of the Project Cost for per day of Delay subject to a Maximum of 10% of the project cost.**



- c. **In case the %age of Penalty levied is more than 10% of the Total Project cost, then the following action will be initiated:**
- i. **Termination of Contract as mentioned in Section 6.34 a (i – iii).**

### **6.28 Limitation of Liability**

Except in cases of negligence or willful misconduct: -

- a. Neither Party shall be liable to the other Party, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, which may be suffered by the other Party in connection with the Contract,, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and
- b. The aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the Contract, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the Supplier to indemnify the Purchaser with respect to patent infringement.

### **6.29 Criminal Charges and Conviction**

The Bidder warrants that it has disclosed and will continue to disclose during the term of this Contract full details of all criminal convictions and all pending criminal charges against it or any of its personnel and associates that would reasonably be expected to adversely affect the Bidder and the company who owns the patent of the technology being offered or the Bidder's capacity to fulfill its obligations under this contract.

### **6.30 Change in Laws & Regulations**

If after the date of Bid submission, any law, regulation, ordinance, order or by-law having the force of law is enacted, promulgated, abrogated or changed which shall be deemed to include any change in interpretation or application by the competent authorities, that subsequently affects the costs and expenses of the Bidder and/or the Time for Completion, the Contract Price shall be correspondingly increased or decreased, and/or the Time for Completion shall be reasonably adjusted to the extent that the Bidder has thereby been affected in

the performance of any of its obligations under the Contract.

### 6.31 Force Majeure

- a. The Supplier shall not be liable for forfeiture of its Performance Security deposit, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b. For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, riots/law and order embargoes and freight embargoes.
- c. If a Force Majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by NIELIT, the supplier shall continue to perform its obligations under the contract as far as reasonably practical.
- d. If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party at its option may terminate the contract without any financial repercussion on either side.
- e. In case a Force Majeure situation occurs with the NIELIT, the NIELIT may take the case with the contractor on similar lines.

### 6.32 Compliance with Laws

- a. The Bidder and the company who owns the patent of the technology being offered shall undertake to observe, adhere to, comply with and notify NIELIT about all laws in force or as are made applicable in future, pertaining to or applicable to the Bidder's business, their employees or their obligations towards employees and all purposes of this tender and shall indemnify, keep indemnified, hold harmless, defend and protect NIELIT and its employees/officers/staff/ personnel/representatives/agents from any failure or

- omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.
- b. The Bidder and the company who owns the patent of the technology being offered shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc, as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate NIELIT and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and NIELIT shall give notice of any such claim or demand of liability within reasonable time to the Bidder.
- c. The Bidder agrees that the Bidder shall not be entitled to assign / sub lease any or all of its rights and or obligations under this tender and subsequent Agreement to any entity including Bidder's affiliate without the prior written consent of NIELIT.

### **6.33 Change Orders and Contract Amendments**

- a. The Purchaser may at any time order the Supplier/ Bidder through Notice in accordance with clause "Notices" above, to make minor changes within the general scope of the Contract in any one or more of the following: -
- i. drawings, designs, or specifications, where Products to be furnished under the Contract are to be specifically manufactured for the Purchaser;
  - ii. the method of shipment or packing;
  - iii. the place of delivery; and
  - iv. the related Services to be provided by the Supplier.

- b. If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's/ Bidder's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier/ Bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's/ Bidder's receipt of the Purchaser's change order.
- c. Prices to be charged by the Supplier/ Bidder for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier/ Bidder for similar services.

### 6.34 Termination

#### a. Termination for Default

- i. The tender sanctioning authority of NIELIT may, without prejudice to any other remedy for breach of contract, by giving a written notice of 15 days to the contractor, terminate the contract in whole or in part if the contractor:
  - 
  - A. has abandoned or repudiated the Contract; or
  - B. has without valid reason failed to commence work on the project promptly; or
  - C. Persistently fails to execute the Contract in accordance with the terms of contract or persistently neglects to carry out its obligations under the Contract without just cause; or
  - D. refuses or is unable to provide sufficient Documentation, Services, or labour to execute and complete the project in the manner specified in the agreed and finalized Project Plan; or
  - E. fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by NIELIT; or
  - F. fails to perform any obligation under the contract within the specified period of delivery of service or any extension granted thereof; or
  - G. In the judgment of the Purchaser has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.
  - H. Commits breach of any condition of the contract.

- ii. If NIELIT terminates the contract in whole or in part then amount of Performance Security Deposit (PSD) will be forfeited.
- iii. Procedure to Black-List the bidder will be initiated.

**b. Termination for Insolvency**

- i. NIELIT may at any time terminate the Contract by giving Notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to NIELIT.

**c. Termination for Convenience**

- i. NIELIT, by Notice of, 30 Days, sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- ii. Depending on merits of the case the contractor may be appropriately compensated on mutually agreed terms for the loss incurred by the contract if any due to such termination.
- iii. The Products that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of the Notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Products, the Purchaser may elect:
  - A. To have any portion completed and delivered at the Contract terms and prices; and/or
  - B. To cancel the remainder and pay to the Supplier an agreed amount for partially completed Products and Related Services and for materials and parts previously procured by the Supplier.

**6.35 Disputes and Arbitration**

In the event of any disputes or differences arising out of or in any way relating to

or concerning this contracts or effects of this contract, the same shall be referred to the sole arbitrator to be appointed by the Secretary, Department of Electronics & Information Technology, Government of India. The award of the arbitrator shall be final and binding on both the parties. The Delhi courts shall have jurisdiction for any disputes and the venue for arbitration shall be Delhi. Fee payable to the Arbitrator, to be shared equally by the parties shall be as per the Rules of The Indian Council of Arbitration in force at the time of appointment of Arbitrator.

## Annexure I -Application Form

### 1. Addressed to:

Authority	Managing Director
Address	NIELIT, Electronics Niketan Building, 6, CGO Complex, New Delhi – 110003, India.
Telephone	+91-11-24363330/1/2, 24366577/79/80
Tele Fax	+91 11 24363335
Email	<a href="mailto:partho@nielit.gov.in">partho@nielit.gov.in</a>

### 2. Ref Number: NIELIT/e-Gov/(05)/15/CCTV-Tender-1

### 3. Firms Particulars:

Name of Firm				
Name of Contact Person with Designation				
Registered Office Address				
Details of Incorporation of the Company. Certificate to be submitted in Technical Bid	Date:			
	Ref #			
Details of Commencement of Business	Date:			
	Ref#			
Valid VAT/Sales Tax Registration no.				
Valid Service Tax Registration no.				
Permanent Account Number (PAN)				
Address of the Firm				
Type of Firm	Public Limited	Private Limited	Partnership	Proprietary
Put Tick(√) mark				
Telephone/Mobile Number(s)				
Email Address				
Website URL				

Fax No.	
Certification/Accreditation/Affiliation, if Any (attach proof)	
Quality Certification(attach proof)	

**4. Financial Status for last 3 years (or since incorporation)**

As per audited Balance Sheets (in Cr)				
S No	Year	2011-12	2012-13	2013-14
1	Net worth			
2	Turn Over			
3	Positive Net Profit			

**5. Deposit of Tender document Fees and EMD (in favour of NIELIT, payable at New Delhi)**

Description	Number	Dated	Amount	Drawee Bank & Branch
Demand Draft / Banker's Cheque				

6. Financial Bid given in this Tender document is enclosed in a separate Envelope duly signed and sealed.

We confirm that

a) we own / are authorized by parent companies for the IPR of those parts of the software that are developed by us and

b) we have the permission to use third party components of the software from the respective OEMs.



c) We understand that wherever third party component e.g. Software/Technology involving IPR issues is used by our organization, necessary license/permission shall be obtained by us in favour of NIELIT.

d) We accept all terms and conditions mentioned in this TENDER DOCUMENT.

e) We understand that NIELIT is not bound to accept the offer and that NIELIT has the right to reject the offer without assigning any reasons whatsoever.

Yours faithfully,

Authorized Signatory of Bidder (Name and Designation)

Seal of the firm:

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

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

## Annexure II -Letter of Undertaking

(ON THE LETTER HEAD OF THE APPLICANT)

To

The Managing Director  
National Institute of Electronics and Information Technology (NIELIT),  
Electronics Niketan, 6, CGO Complex, Lodhi Road,  
New Delhi - 110 003, India

Subject: Tender Document for Installation, Commissioning of IP Based CCTV Camera Surveillance System

Dear Sir,

This bears reference to NIELIT \_\_\_\_\_. We, hereby, accept all the terms and conditions for submitting Bid as mentioned in this tender document.

We hereby certify that no terms and conditions have been stipulated by us in the submitted Bid. We warrant that services provided by us do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall prevent NIELIT from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of the contract on this account.

The above document is executed on \_\_\_/\_\_\_/2015 at (place) \_\_\_\_\_ and we accept that if anything out of the information provided by us is found wrong our work order shall be liable for rejection.

Yours faithfully,

Signature:

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

Designation: \_\_\_\_\_

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

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

### Annexure III–Financial Bid

Name of the Bidder: \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Installation, Commissioning and Operationalization of IP Based CCTV Camera Surveillance Network

NIELIT HQ , Remote Viewing System									
Sr. No.	Item	Item Description	Unit (1)	Qty. (2)	Unit Price(INR) (3)=(1*2)	Price	Taxes in %	Tax Amount (Unit Price * Tax in %) (4)	Total Amount (5)=(3+4)
<b>(A) Camera</b>									
1	IP Dome IR Camera / Bullet Camera	3MP IP IR Dome/ Bullet Camera as per attached specification	Nos.	15	₹ -	₹ -		₹ -	₹ -
2	Network Video Recorder	Min. 26 Channel Network Video Recorder as per attached specification	Nos.	1	₹ -	₹ -		₹ -	₹ -
3	HDD (Surveillance)	4 TB	Nos.	2	₹ -	₹ -		₹ -	₹ -
			<b>Total Price (A)</b>						
<b>(B)Networking &amp; Cabling.</b>									
4	Switch	8 Channel N/w Switch 10/100/1000	Nos.	1	₹ -	₹ -		₹ -	₹ -
5	Switch	4 Channel N/w Switch 10/100/1000	Nos.	5	₹ -	₹ -		₹ -	₹ -
6	HDMI Cable	Min. 15 Mtrs	Nos.	1	₹ -	₹ -		₹ -	₹ -

7	Cat6	Cat6 ( Box contains 305 mtr)	Mtr.	2 box	₹ -	₹ -		₹ -	₹ -
8	Connector		Nos.	35	₹ -	₹ -		₹ -	₹ -
9	Power Supply for camera : Annexe, MD Office	2 Amp , 12V DC	Nos.	1	₹ -	₹ -		₹ -	₹ -
10	Power Supply for camera : P&A, MD Office, NPR	5 Amp , 12V DC	Nos.	5	₹ -	₹ -		₹ -	₹ -
11	Power Cable per running mtr	Power cable 1.5 sq mm	Mtr.	500	₹ -	₹ -		₹ -	₹ -
12	PVC Conduit/Channel/Flexible	ISI Mark PVC Conduit/channel/flexible,size-1", with accessories.	Mtr.	500	₹ -	₹ -		₹ -	₹ -
13	Per Camera Installation		Nos.	15	₹ -	₹ -		₹ -	₹ -
14	NVR Configuration		Nos.	1	₹ -	₹ -		₹ -	₹ -
15	Laying with accessories		Mtr	500	₹ -	₹ -		₹ -	₹ -
Total of B									₹ 0.00

Sr. No.	Item	Item Description	Unit	Qty.	Per Year AMC Charges (in Rs.)
<b>(C ) AMC Charges</b>					
1	IP Dome IR Camera / Bullet Camera	3MP IP IR Dome/ Bullet Camera as per attached specification	Nos.	15	
2	Network Video Recorder	Min. 26 Channel Network Video Recorder as per attached specification	Nos.	1	
3	Switch	8 Channel N/w Switch 10/100/1000	Nos.	1	
4	Switch	4 Channel N/w Switch 10/100/1000	Nos.	5	
Total of (C )					

**D. Relocation Cost to Dwarka : Rs.**

Total of A + B + C + D = Rs. \_\_\_\_\_

Note:

- 1 **The Lowest Bidder will be Evaluated based on the Total of A + B + C + D**
- 2 The Bidder is advised to quote rate in absolute Indian Rupees.
- 3 The rate quoted will be valid for period of contract from the date of opening of technical bid.
- 4 No condition will be entertained and conditional Bid will be liable to be rejected.
- 5 All details should be clearly mentioned without any cut / marks and should be legible preferably in bold black ink.
- 6 The bidder should quote for all the items mentioned in Annexure III indicated in the table above. In case of non-bidding in any of the item(s), the bid will be rejected.
- 7 NIELIT may place order for all or some of the items and its decision will be final.

Signature and Seal of Bidder

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

## Annexure IV -Self-Declaration – No Blacklisting

To

The Managing Director

National Institute of Electronics and Information Technology (NIELIT),

Electronics Niketan, 6, CGO Complex, Lodhi Road,

New Delhi - 110 003, India

In response to this tender document pertaining to **Installation, Commissioning of IP Based CCTV Camera Surveillance Network** , I/ We hereby declare that our Company/ firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt and /or fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that our company/firm had never been blacklisted in the past nor declared ineligible for reasons other than corrupt and fraudulent practices by any State/Central/Government/PSU/Autonomous Body.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the award of work contract if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

## Annexure V -Format Power of Attorney

(On Stamp paper of relevant value)

Know all men by the present, we \_\_\_\_\_ (name of the company and address of the registered office) do hereby appoint and authorize Mr \_\_\_\_\_ (full name and residential address) who is presently employed with us holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, deed and things necessary in connection with or incidental to our Bid in response to the TENDER DOCUMENT by NIELIT, including signing and submission of all the documents and providing information/responses to NIELIT in all the matter in connection with our bid.

We hereby agree to ratify all deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

For \_\_\_\_\_.

(Signature)

(Name Designation and Address)

Accepted

Signature)

(Name Designation)

Date:

Business Address:

## Annexure VI -Representative Authorization Letter

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

Ref : \_\_\_\_\_

To

The Managing Director

National Institute of Electronics and Information Technology (NIELIT),

Electronics Niketan, 6, CGO Complex, Lodhi Road,

New Delhi - 110 003, India

Dear Sir,

Ms. /Mr. \_\_\_\_\_ is hereby authorised to sign relevant documents on behalf of our organisation for the TENDER DOCUMENT s **for Installation, Commissioning of IP Based CCTV Camera Surveillance Network**. She/he is also authorised to attend meetings & submit technical & financial information as may be required by you in the course of processing above said TENDER DOCUMENT.

Thanking you,

Authorised Signatory

Representative Signature

Company Seal



## Annexure VII -Bank Guarantee

To

National Institute of Electronics & Information Technology  
Electronics Niketan  
6, CGO Complex,  
New Delhi – 110 003

**Sub: Performance Guarantee for \_\_\_\_\_**

Dear Sir,

This Deed of Guarantee executed by the \_\_\_\_\_  
(Bank name) a Scheduled Bank within the meaning of the Reserve Bank of India Act, 1934 and carrying out banking business including guarantee business and having its head office at \_\_\_\_\_ (hereinafter referred to as "the Bank") in favour of NIELIT, an autonomous body of Department of Information Technology, Ministry of Communication & Information Technology Government of India and having its Registered office at Electronics Niketan, 6, CGO Complex, New Delhi – 110003 for supply of \_\_\_\_\_ (name(s) \_\_\_\_\_ (Rupees \_\_\_\_\_) (Approx. \_\_\_% of \_\_\_\_\_), being the total value of the items purchased including all taxes) after supply and installation of the items towards performance warrantee of the item (s) Supplied.

This Guarantee is issued subject to the condition that the liability of the bank under this guarantee is limited to a maximum of \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and the Guarantee Shall remain in force upto \_\_\_\_\_ (\_\_\_\_\_ year from the date of Issue of this Bank Guarantee and cannot to invoked, otherwise than by a written demand or claim under this guarantee served on the Bank on or before \_\_\_\_\_ by the NIELIT, New Delhi.

And whereas the bank \_\_\_\_\_ (name and address) has agreed to give on behalf of the Supplier a Guarantee:

Therefore, we hereby affirm that we unconditionally Guarantee and are responsible to you on behalf of the Supplier, upto a total amount of \_\_\_\_\_ (Rupees- \_\_\_\_\_ only) and we undertake to pay you, at the very first instance without any demur upon your demand without cavil or argument, any sum or sums as specified by you within or upto the limit of \_\_\_\_\_ (Rupees- \_\_\_\_\_) i.e. the amount of bank guarantee as aforesaid, without your need to prove or to show grounds or reasons for your demand of the sum specified therein. This Guarantee shall not be affected by any change in the Constitution of the Bank or supplier or beneficiary.

**NOTWITHSTANDING ANYTHING CONTAINED HEREIN**

The bank hereby covenants and declares that the guarantee hereby given is an irrevocable on and shall not be revoked under any circumstances and/ or by a Notice or otherwise.

The Bank agrees that the amount hereby guaranteed shall be due and payable to NILEIT on serving us with a notice before expiry of Bank Guarantee requires the payment of the amount and such notice shall be deemed to have been served on the bank either by actual delivery thereof to the Bank by registered post at the address of the Bank.

This guarantee shall remain in force up to \_\_\_\_\_ provided that if so desired by NIELIT, this guarantee shall be renewed at the instance of supplier or NIELIT for a further period as may be indicated by them on the same terms and conditions as contained therein.

Dated at                      This                      Day of

**SEALED & SIGNED BY THE BANK**

Note: for information

1. The guarantee should be furnished by a Scheduled Bank, authorized by RBI to issue a Bank Guarantee.
2. This bank guarantee should be furnished on stamp paper specified for the purpose.
3. The stamp paper should have been purchased in the Name of the Bank executing the Guarantee.

### Annexure VIII -Pre-Bid Queries Format

**Name of the Company/Firm:**

Tender Fee Receipt No. \_\_\_\_\_ Dated \_\_ / \_\_ / \_\_ for Rs. \_\_\_\_\_ /-

**Name of Person(s) Representing the Company/ Firm:**

Name of Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

**Company/Firm Contacts:**

Contact Person(s)	Address for Correspondence	Email-ID(s) Tel. Nos. & Fax Nos.

**Query / Clarification Sought:**

S.No.	TENDER DOCUMENT Page No.	TENDER DOCUMENT Rule No.	Rule Details	Query/ Suggestion/Clarification

**Note:** - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ .PDF). Queries not submitted in the prescribed format will not be considered/ responded at all by the tendering authority. Also, kindly attach the coloured scanned copy of the receipt towards the submission of the bidding/ tender document fee.