Introduction:

ICGEB - New Delhi is planning to introduce a CCTV camera surveillance installation to accomplish requirements of Security Surveillance with the aid of digital technology along with suitable migration avenues to remain compatible with emerging technologies in future.

1.0 SCOPE OF WORK: Vendor has to take up the contract on turnkey basis, i.e. procurement, installation, commissioning, operation and maintenance of IP BASED CCTV SURVEILLANCE system as per following details:

1.1 Installation of 46 cameras including poles as and where required with suitable mounting arrangement in a Vandal Proof Housing. The requirement of number of cameras may increase/decrease at the time of placing order or thereafter in future. Therefore the proposed system should have the flexibility to accommodate more cameras as and when future requirements are generated

1.2 Laying, terminating & connecting Single mode Cat 6 cable.

1.3 Establishing control rooms for configuration, operation, monitoring & maintenance with two high resolution 40" LED Display each for monitoring purpose has to be setup. ICGEB will provide control room location and facilities. The rooms may be checked if required.

1.4 Installation, configuration & customization of video software. The software package should support all cameras to be installed in premises with provision for additional cameras that may be installed at a later date

1.5 Installation & commissioning for Digital Video Storage, Desktop PC, Workstations, Switches, Weather Proof Panel box for cameras, outdoor Switches, Fibber Laying & Termination, LAN/Power cables, UPS, poles for camera, Power to camera and weather proof enclosure and items mentioned in Annexure - 1.

1.6 Training: - Vendor will provide training of Minimum 15 days to a team of 4-5 persons from ICGEB personnel for Surveillance Monitoring and maintenance and back up.

1.7 The selected supplier has to work between from 9.00 AM to 5.00 PM on ICGEB working days (Monday to Friday) and none at all after the office hours and on holidays unless specifically instructed by ICGEB Management.

2.0 SYSTEM DESCRIPTION:

2.1 GENERAL SYSTEM DESCRIPTION AND OVERALL REQUIREMENTS IP Cameras based monitoring system, which shall consist of:
2.1.1 A combination of Network Surveillance Colour IP cameras 46 nos. located all over the campus at the identified locations as per locations showed in the attached Camera Location – Annexure - II. If any supplier/agency wish to take part in the bidding process and further would like to make a survey of the site may visit the campus on appointment basis. * It is highly recommended for all bidder to familiarise themselves with the location of CCTV installation sites within the campus.

2.1.2 Reception of the digital video from all cameras at the installed location should be captured on computer with customized software and monitoring on LED display, data logging and recording of the operation on computer CPU. Details of CPU is available in Annexure I

2.1.3 Online computer display of Individual camera video on large screen (40 inch LED TV).

2.1.4 Archival of sub framed rate or full frame digital video of all or selected camera(s) in computer disks. Online replay capability from NAS and/ or Selected Backup disks for a period up to 30 days.

2.1.5 Back-up Archival of video from Main workstation HDD along with reloads facility to other systems.

2.2 OPERATIONAL FLEXIBILITY OF THE SYSTEM:

2.2.1 Online replacement of malfunctioning camera + technical redundant infrastructure, Switches without affecting overall system during warranty period.

2.2.2 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.

2.2.3 Relocation of camera units within radius of 20 meters without any change of hardware. Physical changeover and civil work charges, if any, can be paid at actual.

2.2.4 Remote maintenance (Within ICGEB Campus only) & 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 (No access from outside the campus).

DETAILS ABOUT CAMERA SPECIFICATIONS – REFER TO ANNEXURE – 1

3.0 INSPECTION & ACCEPTANCE: Acceptance Test will be conducted as follows:

1. ICGEB or any Team constituted by ICGEB reserves the right to inspect all active/Passive equipment/material procured/provided under this project. The cost of all such tests shall be borne by the Vendor. Any inspected goods that fail to conform to the specification after installation, the ICGEB may reject them and the Vendor shall have to replace the rejected goods. In case of inspection waiver the same shall be obtained before the dispatch of goods.
Inspection of rest of material shall be done at site by the Engineer-In-Charge. Sample approval should be obtained before installation of such material.

2. The first step will involve successful installation of all sites.

3. Final Acceptance Test (FAT): After successful Final Acceptance Test (FAT) will be done after 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 ICGEB or any Team constituted by ICGEB.

4. The date on which Acceptance certificate is issued shall be deemed to be the date of successful commissioning of the Equipment/Material.

5. Any delay by the Vendor in the Acceptance Testing shall render the Vendor liable to the imposition of appropriate Penalties.

6. All goods and services should have approval of TEC with ISI or other relevant certification, as applicable, to prove the quality standards applicable in India.

3.1 IP BASED SURVEILLANCE CCTV system with all the equipment, cable and other materials are to be inspected before installation of cameras at ICGEB campus. The readiness is to be informed for this inspection.

3.2 Vendor shall provide details of Acceptance Test Procedure (ATP) to ICGEB as per RFP specifications and will demonstrate system specifications as per ATP to ICGEB. During ATP vendor shall use their own tools, equipment. ICGEB will not provide any test instrument/tools.

3.3 Final payment will be made after satisfactory testing, commissioning and acceptance of the complete system.

3.4 The system will be considered as installed and accepted only after successful uninterrupted operation of the entire system at site for period of minimum 30 days.

3.5 No advance payment will be made by ICGEB against placing the order to the supplier/agency.

3.6 Payment Terms:

3.6.1 All payments will be made in INR only.
3.6.2 No advance will be paid or no letter of credit will be issued.
3.6.3 95% payment will be released after successful completion of supply, installation and acceptance.
3.6.4 5% payment will be released after three months from the date of supply, installation, acceptance and verification of responsiveness towards complain.
3.6.5 The payment will be subject to fulfillment of warranty obligations.
3.6.6 The Successful Bidder will have full and exclusive liability for payment of all Duties, Taxes and other statutory payments payable under any or all of the Statutes/Laws/Acts etc now or hereafter imposed.
3.6.7 Payment shall be made within 30 days of the submission of invoices.

3/11
4.0 A. TECHNICAL TERMS AND CONDITIONS

4.1 Only those vendor(s) that have complied with all listed technical requirements will be called for final technical presentation/discussion.

4.2 The bidder should be a company registered and operating under the Indian Companies Act, 1956 since April 1, 2011 or earlier.

4.3 The bidder should be an established System Integrator being in this business for a period exceeding five years as on 31.03.2016.

4.4 The bidder must have on its roll 5-10 technically qualified professionals in the area of Project Management / Electronics Security Systems / System Integration / Networking / Wireless in providing the services.

4.5 The bidder should submit valid letter from the OEMs confirming following:

   a. Authorization letter from OEM / Technology partner

   b. Technology partner letter confirming *Products quoted are not end of-life for the further period of 6 years*.

   c. Support including spares, Software upgrades shall be made available for next 3 years

4.6 The bidder must provide a list of places where such systems have been installed and/or are being maintained by him with their configuration and with the references, it would be appreciated if Work order or purchase order etc are attached with this proposal. The bidder is required to provide assurance to arrange for a visit at such place in case the committee needs to evaluate the performance of the installation.

4.7 Only those vendors will be considered who have installed or are in the process of implementation for at least one similar solution of the order value of more than 5 lakhs within last 3 years. Vendor should provide details of the customer with purchase order copy, contact person's name and telephone number.

4.8 The bidder should be financially sound. Last two years audited balance sheet should be attached.

4.9 The bidder should furnish valid commercial tax registration certificate, valid service tax registration certificate and Permanent Account Number (PAN) issued by income Tax department.

4.10 Both the Camera Types and the Monitoring and Control Software have to be from a single vendor only to ensure proper integration. All Switches have to be from a single vendor for ease of maintenance. The vendor shall not assign or transfer this project or part thereof to any other supplier.
4.11 Terms & conditions compliance statement must be attached with technical bid. Vendor must quote for all items as listed in the specifications. The specifications of the total system shall be as per specifications or better.

4.12 Vendor has to comply with each and every line item of this RFP.

4.13 Vendor must quote for standard 'make' items and Specify 'name of the manufacturer', 'make' & 'model' of the items along with product catalogue. Detail bill of material must be provided by the vendor in the technical Section along with all Makes, Model nos. As per annexure - 1

4.14 Any additional details about compliance, non-compliance (Deviation) or additional feature about quoted items must be described and attached separately.

4.15 Vendor has to take up the contract on turnkey basis job, i.e. procurement, installation, commissioning and operation of the entire system (all elements included) to the entire satisfaction of ICGEB.

4.16 In case any vendor not meeting technical specifications for any system/sub-system as per tender, it should be clearly mentioned separately in technical offer specifying details of deviation.

4.17 Vendors will quote all the items as per specification in price bids. Part offer will be rejected.

4.18 After lying of the various types of the cables and mounting the poles and cameras, Vendor will carry out related finishing and civil work as it was before start of project.

4.19 If any item is not quoted in price bid by the vendor and it is required to implement this project, vendor will supply all the required items without paying any extra cost as this is a turnkey job.

4.20 Vendor will lay and supply all types of cable like UTP Cat 6, Power Cable, etc. Cable length should be as per Technical cum Financial bid and payment of the cable laying and supplying will be the responsibility of supplier. If there is surplus cable left, it would be surrendered to ICGEB after completion of installation.

4.21 Warranty support: Warranty Terms all goods/materials (including Cabling)/Labour work shall be supplied/carried out strictly in accordance with the specifications. 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 ICGEB.

4.21.1 In case of failure, the Vendor needs to replace or repair the faulty part/component/device to restore the services (within two days) at the earliest during the warranty from the date of acceptance of entire system with all subcomponents used in the project.
4.21.2 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. The system should be up for more than 98% in a Quarter.

4.21.3 The vendor is responsible for maintaining uptime as under: Computers: At least one Monitoring work station always up (100%) Network/Fiber: Central Switches 99% uptime per Quarter Camera units: 98% uptime per Quarter.

4.21.4 Local office: Vendor/Contractor shall have New 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 cum Financial bid. CV’s of the staff may be attached.**

4.21.5 The cost of the repairing or replacement of faulty part/component/device has to be entirely borne by the Vendor during warranty period.

4.21.6 In the event of fault originating with the design, material arising at any time during the warranty period, the Vendor shall replace as may be warranty period, necessary to ensure the material should function in accordance with the specification and to fulfil the foregoing Warranty without any delay.

4.21.7 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.

4.21.8 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. ICGEB shall notify the Vendor giving full details of difference / variations. The Vendor shall attend the site within seven (7) days of receipt of such notice to meet and agree with representatives of ICGEB, the action required to correct the deficiency. Should the Vendor fail to attend meeting at site within the time specified above, ICGEB shall be at liberty to rectify the work/materials and Vendor shall reimburse ICGEB all costs and expenses incurred in connection with such trouble or defect with appropriate penalty.

4.21.9 All expenses related to part/component/device, including hiring of specialized technical expertise and shipment of faulty material to and from the campus, in case required, has to be borne by the Vendor during warranty period.

4.21.10 The Vendor also has to make alternate arrangements in case of major failure happening in the network, due to which services may be affected for longer period.

4.21.11 After repairing or replacement of the part/component/device, the Vendor needs to put the same into operation.

4.21.12 Vendor has to assure back to back warranty from respective OEM is produced and assure that ICGEB’s requirements are met. Vendor is also required to provide the certificate or proof for the same as and when requested.

4.22 Complaint Registration: Complaint shall be sent by Email, telephone or by any other means. The vendor should provide name, address and telephone number of the contact person in New Delhi who shall be available 24 hours 7 days (other than site engineer) to be contacted. It is desirable to provide Office & mobile telephone numbers of site engineer.
4.23 Response Time: The vendor should attend the call immediately on receipt of the complaint and repair the system within 4 hours of the receipt of the complaint. If it is not possible to repair the system within stipulated time frame, the vendor should replace within 6 hrs the defective part. The original defective part may be repaired and replaced later on at the earliest.

4.24 The Down time: Down time If any, will be accounted only if the fault/defect is not rectified (except for spare replacement) within 4 hrs and will be calculated (on quarterly basis) from time at which the complaint is lodged. If spare replacement is required, it shall be done within 24 hours of the call log time. Up time shall be as follows:

(a) Computers: At least one monitoring work station always up (100 %) overall 95 %

(b) Network/Fiber: Central switches 99% uptime

(c) Camera units: 99% at each point.

4.25 COMMERCIAL TERMS

1. The prices quoted by vendor should be for delivery and installation at the premises of the ICGEB, New Delhi including transportation etc.

2. VAT/GST extra as applicable (Please indicate the percentage). Also indicate on which item the taxes are applicable (as per the price bid format in annexure - I).

3. Percentage of Service Tax extra as applicable. Also indicate on which item the Service Tax is applicable (as per the price bid format in annexure - I)

4. Warranty: - Vendor must give two years on site from the date of acceptance for entire system with all the sub components used in the project.

5. The warranty is comprehensive with spares. It does not include consumable, disk, papers etc.

6. Additional AMC charges, from third year onwards. If the prices of quoted items of two or more suppliers are same, then AMC charges will be considered towards final selection of bidding.

7. All the vendors should quote as per "ANNEXURE – 1 – TECHNICAL CUM FINANCIAL BID". If there are any consumables the vendor should provide separate list along with Technical cum Financial Bid.

5.0 Service support & Annual Maintenance Contract charges (AMC):

5.1 Vendor will provide spares & service support for 10 years. Service support commitment in writing should be given for all the supplied items on his letterhead duly signed by competent authority.
5.2 After completion of two year warranty, vendor will offer year wise comprehensive AMC charges from third year onwards. Please mention the charges separately in the Price Bid for Year wise comprehensive AMC. The work of appointed agency shall be reviewed on yearly basis & then based on the performance the AMC shall be renewed on yearly basis.

5.3 Cable along with PVC conduit laying charges will be made on complete bundle basis. If there is any shortage it will be borne by vendor and in case of surplus, it should be surrendered to ICGEB, after completion of job.

5.4 Installation and commissioning is in the scope of contract.

5.5 Vendor will provide Delivery, installation, commissioning and acceptance schedule along with Technical cum financial bid.

a) Time required for delivery after placement of order.

b) Time required for installation & commissioning after supply.

c) Time required for getting our acceptance after commissioning.

6.0 PENALTY CLAUSE

Failure to complete the Installation/Commissioning/ Acceptance If the Vendor fails to complete the Installation/Commissioning/ acceptance within the time period specified in the purchase order, ICGEB may without prejudice to its other remedies under the Agreement, levy as Penalties a sum equivalent to 0.7% per week if commissioning does held within the stipulated time until actual delivery of performance.

7.0 BID OPENING AND EVALUATION:

7.1 BID OPENING:

All the Technical Bids shall be opened by the Special Committee. Bidders' name, documents with presence and absence of Period of Bid validity and such other items will be recorded at the time of opening of Technical cum Financial Bid by the Special Committee. Lowest bidder shall be evaluated on the basis of Total amount. Minutes of Bid Opening containing summary of information with regard to each Bid shall be prepared and recorded.

7.2 EVALUATION OF BIDS:

1. For proper evaluation & comparison of Bids, the Special Committee, may at its discretion, ask the vendor for any clarification of Bid. The request for clarification and the response shall be in writing, but no changes in the price of the Bids shall be, offered or permitted.

2. The technical cum financial bids will be evaluated by the Special Committee on the basis of experience in similar organizations, resources available with the firm/ Proprietor, details of skilled and trained staff available with the contractor to carry
out the said work, if required visit of the Committee members to site where the vendor is currently handling similar work/system etc.

3. The Special Committee will first evaluate the Technical to determine the substantial responsiveness of the Technical Bids. Substantial Responsive Bid is one which conforms to all the terms and conditions as indicated in the Bid Document and which also establishes Bidder’s qualification to deliver the services according to technical specifications. After the evaluation of all Technical Bids, Financial Bids corresponding to only substantial responsive Technical Bids will be taken up for evaluation.

4. All non substantial and incomplete Technical cum Financial Bids will be rejected as non-responsive and corresponding.

5. The Special Committee may at its discretion prefer any minor non conformity in a Technical cum Financial Bid which does not constitute a material deviation with regard to services and pricing.

6. While evaluating Technical cum Financial Bids, if there is any discrepancy between unit price and the total price, unit price will prevail and total price shall be corrected. However, if the vendor does not accept the correctness of the errors, their bid will be rejected.

7. The Bidder must have supplied the information required in the Bid document. A Bidder not fulfilling any criteria stipulated, their Bid will be considered non responsive and may be rejected.

8. The Bidders who have duly complied with the Eligibility Criteria will be eligible for further processing.

**IMPORTANT INFORMATION**

<table>
<thead>
<tr>
<th>Enclosures / Checklist</th>
<th>a) Annexure 1(Technical cum Financial Bid)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>b) Similar purchase order copy from different reputed institute/organisation</td>
</tr>
<tr>
<td></td>
<td>c) VAT/TIN Registration Certificate</td>
</tr>
<tr>
<td></td>
<td>d) Service Tax Registration Certificate</td>
</tr>
<tr>
<td></td>
<td>e) Copy of last VAT Return File</td>
</tr>
<tr>
<td></td>
<td>f) Authorization letter from OEM/Technology partner as per attached format in Annexure - III</td>
</tr>
<tr>
<td></td>
<td>g) Technology partner letter confirming ‘Products quoted are not end of-life for the further period of 6 years</td>
</tr>
<tr>
<td></td>
<td>g) Attach Last two years audited balance sheet</td>
</tr>
</tbody>
</table>

**Submission of Document**

All working days during office hours starting from August 2, 2016.

**Last date for seeking clarification and/or site visit**

05-08-2016 on or before 17:00 hours

**Last Date and time for Bid Submission**

09-08-2016 on or before 17:00 hours

(Bids received after this date and time will not be accepted)
<table>
<thead>
<tr>
<th>Address at which Bid is to be submitted</th>
<th>Procurement Manager, International Centre for Genetic Engineering &amp; Biotechnology, Aruna Asaf Ali Marg, New Delhi – 110067.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period of Commission of CCTV</td>
<td>45 days from the date of receipt of purchase order</td>
</tr>
</tbody>
</table>

You are requested to sign and stamp copy of this RFP along with Annexure – 1 as an agreement of all the clauses

Signature________

Name___________

Address__________

________________
OEM Certificate
O.E.MANUFACTURERS AUTHORISATION FORM (In the Original Letter Head of OEM)

To,

Date:

Dear Sir,

Subject: Direct Manufacturers Authorization Certificate
Ref No:

We ……………………an established and reputable manufacturer of professional …………………system ………………… (Product) having factories …………………………… and offices at ……………………………… do hereby authorize M/S …………………………………………, to submit a above requirement for the supply of goods manufactured by us.

We would like to bring to your kind notice that M/S _______________ has a full-fledged team bases out at ...............who can provide the best local implementation & after sales support and their local Engineers are trained and certified by our team.

I take the privilege to inform you that there local engineers can integrate and program the system as per to the design requirements and can provide the best support.

We hereby confirm as per bid for products offered by the above firm against and duly authorize the said firm to act on our behalf in fulfilling any or all installation, technical support and maintenance obligation as required by the contract.

Yours faithfully,
For ……………………………

Signature of Officer Authorized to sign this Document on behalf of the OEM.