

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI**

REQUEST FOR QUOTATION FOR

**Supply, Installation and Commissioning of CCTV Cameras at New Hostel Building at
IGIDR**

Indira Gandhi Institute of Development Research

Gen. A. K. Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400 065.

TEL: 022 2841 6200/502. TELE/FAX: 022 28416399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Quotation

“NAME OF THE WORK: **“Supply, Installation and Commissioning of CCTV Cameras at New Hostel building at IGIDR”** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 65.”

1. REGISTRAR, IGIDR MUMBAI invites bids from firms/contractors of repute for the following work:

Name of work	Estimated cost	Period of Contract
(1)	(2)	(3)
Supply, Installation and Commissioning of CCTV Cameras at New Hostel building	Rs.357133.00	45 Days

The Quotation is being invited for the above mentioned work. IGIDR MUMBAI reserves its right to award the work to the successful bidder.

2. Quotation supported by prescribed annexure: EMD&Technical Bid and financial bid shall be placed in separate sealed envelopes each marked as “Envelope-1: EMD & Technical Bid”, “Envelope-2: Financial Bid” respectively. All envelopes shall be submitted together in another sealed envelope. The bids will be received up to 2.00 PM on 23rd May 2018. Each copy of the quotation under their full signature whether it is original or duplicate copy. No quotation will be accepted after 2.00 PM on 23rd May 2018 under any circumstances whatsoever. The envelopes marked ”EMD&Technical Bid” and “Financial Bid” shall be opened by REGISTRAR or his authorized representative in his office on the same day at 3.00 PM. A duplicate copy of quotation has to be submitted along with the main quotation.

3. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

GENERAL INSTRUCTIONS TO BIDDERS

Sealed Quotation in duplicate should be addressed to Shri. Jai Mohan Pandit, The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 (By name) and superscripted ~“**Quotation for Supply, Installation and Commissioning of CCTV Cameras at New Hostel building**” at Indira Gandhi Institute of Development Research, Gen. A.K.Vaidya Marg, Santosh Nagar, Goregaon (E) Mumbai-40065.

1. To reach him not later than 2 p.m. on **23rd May, 2018** along with an Earnest Money of deposit Rs. 7200.00 by Demand Draft/Bank Guarantee drawn in favor “The Registrar of Indira Gandhi Institute of Development Research”, of a Scheduled Bank.
2. Quotation, supported by prescribed annexure; EMD&Technical Bid and financial bid shall be placed in separate sealed envelopes each marked as “Envelope-1: EMD& Technical Bid”, “Envelope-2: Financial bid” respectively. All envelopes shall be submitted together in another sealed envelope. The bids will be received up to 2.00 PM **23rd May, 2018**. Each copy of the quotation under their full signature whether it is original or duplicate copy. No quotation will be accepted after 2 p.m. on **23rd May, 2018** under any circumstances whatsoever. The envelopes Marked “EMD& Technical Bid”, and “Financial Bid” shall be opened by REGISTRAR or his authorized representative in his office on the same day at 3.00PM. A duplicate copy of quotation has to be submitted too along with the main quotation.
3. The quotation shall be submitted in a sealed envelope duly filled signed and stamped on each page. The quotation shall be submitted in the office of the Registrar Indira Gandhi Institute of Development Research on or before 2:00 pm on the stipulated date and will be opened on the same day. The bidders shall choose to remain present at the time if they so desire.
4. Deposited quotation will be opened at 3 p.m. on the same date at the office of Shri. Jai Mohan Pandit, Registrar Indira Gandhi Institute of Development Research, Goregaon, Mumbai, or any other officer designated for this purpose by him in the presence of the tenderer’s or their representatives should they choose to be present.
5. Quotations shall remain valid for acceptance by the Institute for a period of Four months from the date of opening of the tender which period may be extended by mutual agreement and the tenderer shall not cancel or withdraw the tender during this period.
6. The bidder must use only the forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the quotation form made by the bidder shall not be valid and shall be treated as null and void.
7. The quotation form must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the quotation may be considered invalid by the Institute in its discretion.
8. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the quotation must be attested by initials of the bidder. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the quotation void at the Institute's

option. No advice whatsoever especially on any change in rate specifications after the opening of the quotation will be entertained.

9. Each Page of the Quotation Documents should be signed by the person or persons submitting the quotation in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc. as laid down. Any quotation with any of the documents not so signed will be rejected.

10. The quotation submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise the tender may be rejected by the Institute.

11. The Earnest Money deposit of Rs. 7200.00 by a Demand Draft/ Bank Guarantee issued by a Schedule Bank drawn in favor of Indira Gandhi Institute of Development Research, Mumbai shall only be accepted by the Institute. A quotation which is not accompanied by EMD i.e. demand draft/ Bank Guarantee will not be considered. The EMD will be returned to the bidder if his quotation is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit. The Earnest Money Deposit (EMD) of the successful bidder shall be converted into Security Deposit (SD). 3% of the total value of work done will be withheld from their certified A/C bills by the Institute as Retention Money (RM). The Retention Money shall be released to the contractor after successful completion of 36 months of Defect Liability Period. In case of the contractor so request the of Security Deposit (i.e. EMD + RMD) will be held in the form of Bank Guarantee of an approved scheduled Institute in the Performa to get approved by the employer till the satisfactory completion of defect liability period of 36 months, except water proofing works for which is governed by the guarantee to be submitted separately. The security deposit of the successful tenderer will be forfeited if; he fails to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the Institute.

12. Indira Gandhi Institute of Development Research does not bind itself to accept the lowest or any quotation and reserves to itself the right to accept or reject any or all the quotations, either in whole or in part, without assigning any reasons for doing so. Indira Gandhi Institute of Development Research also reserves the right to divide the order between two or more bidders and the contractor shall carry out even the part orders for various items.

13. Indira Gandhi Institute of Development Research reserves the right to sub-divide the work mentioned in the quotation, amongst two or more contractors at its own discretion and the Contractor will have to execute orders for part of the items placed with them at the quoted rates. Indira Gandhi Institute of Development Research also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the Contractor shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self-supporting and relevant.

14. The Contractor shall carry out all the work strictly in accordance with drawings, and design and as per detailed instructions of the Institute's Engineer. If in the opinion of the Institute's Engineer, changes have to be made in the design and with the prior approval in writing of the Employer they desire the Contractor to carry out the same, the Contractor shall carry out the same. The Institute's Engineer's decision in such cases shall be final.

15. A schedule of probable Quantities in respect of each work and Specifications accompany these Special Conditions. The Schedule of Probable Quantities is liable to alterations, as per Institute's requirement. Each quotation should contain not only the rates but also the value of each item of work entered in a separate column and all the amounts quoted against various items should be totaled in order to show the aggregate value of the entire.

16. The rates quoted shall include all charges for packing, transport, loading, unloading and for delivery at site. The rates shall also be firm and shall not be subject to exchange variations, labor conditions, fluctuations in railway freights or any conditions whatsoever. Bidders must include in their rates, applicable taxes, excise duty, octroi and any other tax and duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of applicable taxes, excise duty, octroi or other tax, duty or levy whether existing or future, shall be entertained by the Employer.

17. The contractor shall bring to the notice of the Employer in case of any extra items not mentioned in the schedule of quantities during the course of the work and shall only carry out the same on written approval from the Institute's Engineer.

18. Time allowed for carrying out the work is 45 Days, which shall be strictly observed by the contractor and it shall be reckoned from the 4th day of issue of written order to commence the work. The work shall throughout the stipulated period of the contract be preceded with all the due diligence and if the Contractor fails to complete the work within the specified period he shall be liable to pay compensation at the rate of 1% per week subject to a maximum amount of 10% of the contract amount. The tenderer shall before commencing work prepare a detailed work program which shall be approved by the Institute's Engineer/ Consultant.

19. Quotations will be considered only from recognized bonafide manufacturers/contractors in the trade concerned and who are satisfying the minimum prescribed qualifications. Each bidder shall submit with his tender a list of large works of a like nature he has executed giving details as to their magnitude and cost, the proportion of work done by the Contractor in it and the time within which the works were completed.

20. The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any sub-contract connected therewith or delays in awarding contracts for other trades of the project or in commencement or completion of such works or in procuring government controlled or other building materials or in obtaining water and power connections for construction purpose or for any other reason whatsoever and the Employer shall not be liable for any claim in respect thereof. The Employer does not accept liability for any sum besides the quoted amount, subject to such variations as are provided for herein.

21. The contractor is responsible for the protection of the materials ordered by him & stored on the site against any theft, damage on account of natural elements like rain, storms, etc.& should take proper precaution to cover the same.

22. DEFECT LIABILITY PERIOD

Any defect or fault which may appear during 36 months from the date of virtual completion of work/or supply and installation in full as specified under the contract, arising in the opinion of the Institute's Engineer from materials or workmanship not in accordance with the contract, shall upon the directions in writing of the Institute's Engineer, and within such reasonable time as shall be specified therein, be amended and made good by the Contractor at his own cost and in case of default the Institute may employ and pay other persons to amend the make good such defects/faults and damages, loss and expenses

consequent there upon or incidental thereto shall be made good and borne by the Contractor and such damages, loss and expenses shall be recoverable from him by the Institute, or may be deducted by the Institute upon the Institute's/Institute`s Engineers' certificate in writing from any moneys due or that may become due to the contractor. The contractor/supplier shall remain liable under the provisions of this clause notwithstanding the signing by the Institute's Engineer any certificate or passing of any accounts. The above defects Liability clause does not hold good for water proofing works, which shall be governed separately by a performance guarantee to that effect.

23. The Contractor shall arrange to get all the samples of materials to be used in the work approved from the employer.

24. Time shall be considered as the essence of the contract. Indira Gandhi Institute of Development Research reserves the right to terminate the Contract if the contractor fails to execute the job within the specified period or fail to keep the programme of work as per the programme given by the contractor and approved by Institute.

Notice to Correct

If the Contractor fails to carry out any of his obligations, or if the Contractor is not executing the Works in accordance with the Contract, the Engineer may give notice to the Contractor requiring him to make good such failure and remedy the same within a specified reasonable time.

Termination

If the Contractor:

- (a) Fails to comply with a notice issued by Engineer.
- (b) Abandons or repudiates the Contract.
- (c) Without reasonable excuse fails:
 - To commence the Works in accordance with Letter of Acceptance,
 - To proceed with the Works in accordance
- (d) Becomes bankrupt or insolvent, goes into liquidation.
- (e) Fails to comply with a notice issued, within 28 days after having received it, or
- (f) Assigns the Contract or Subcontracts the Works without the required consent.

Then the Employer may, after having given 14 days' notice to the Contractor, terminate the Contractor's employment under the Contract and expel him from the Site. The Contractor shall then deliver all Construction Documents to the Engineer. The Contractor shall not be released from any of his obligations

or liabilities under the Contract. The rights and authorities conferred on the Employer and the Engineer by the Contract shall not be affected.

The Employer may upon such termination complete the Works himself and/or by any other Contractor. The Employer or such other Contractor may use for such completion so much of the Construction Documents, Contractor's Equipment, Temporary Works, Materials as he or they may think proper, upon completion of the Works, or at such earlier date as the Engineer thinks appropriate. The Engineer shall give notice that the Contractor's Equipment and Temporary Works will be released to the Contractor at or near the Site. The Contractor shall remove or arrange removal of the same from such place without delay and at his cost

Valuation on Date of Termination

The Engineer shall, as soon as possible after termination, determine and advise the Contractor of the value of the Construction Documents, Materials, and Works and all sums then due to the Contractor as at the date of termination.

Payment after Termination

After termination, the Employer shall not be liable to make any further payments to the Contractor until the costs of execution, completion and remedying of any defects, damages for delay in completion (if any), and all other costs incurred by the Contractor, have been established.

The Employer shall be entitled to recover from the Contractor the extra costs, if any, for completing the Works after allowing for any sum due to the Contractor. If there are no such extra costs the Employer shall pay any balance to the Contractor.

25. Mode of payment:

On account bills shall be made as under detailed item wise measurement will be taken and payment shall be made based on completion of specific item of work basis on the quoted rate. All payment shall be subject to recovery of 5% towards security deposit, Retention money income tax and work contract tax. Payment shall be made against bills certified by Institute's Engineer and System analyst.

- 1) 30% payment against delivery of materials.
- 2) 60% payment shall be released after supply, installation, testing, commissioning and configuration of all materials.
- 3) 10% balance payment shall be released after handing over of the project.

Special Instructions:

1. The camera should be designed for indoor surveillance applications requiring a rugged, high performance, color, and dome with IP network capability.
2. PVC conduits of size 20/25 mm thickness FRLS shall be used above the ceiling to branch off horizontal UTP run from the cable trays to the drop locations.
3. Conduits shall be run in the most direct route possible preferably with no more than two 90 degree bends between pull points or pull boxes and shall contain no continuous sections longer than 15 m(100 ft.). No “L” bends shall be used in the PVC conduit routing under any circumstances.
4. No more than three CAT-6, 4-pair cables shall be installed inside a 25mm conduit and not more eight CAT-6 cables inside a 32mm conduit. Necessary precaution is to be taken to prevent water and foreign particles entering into conduits during civil works and other related work being executed at the site.
5. The armored STP/UTP cables shall be routed through the above ceiling tray system to the work/guest area furniture locations. The cables should not be exposed at any location along the run and shall be dressed and neatly organized.
6. The contractor shall carry out labeling of the entire cabling system as per ANSI/TIA/EIA-606. All labelling shall be carried out prior to final testing of the installed system, to avoid any mismatch in labelling.
7. After installation, contractor shall carry out approved method of cable testing. Contractor to submit factory test certificates of all installed products. Any faults/mismatches shall be rectified at the cost of contractor for installation and material and testing carried out again and reports submitted.

- **Scope of Work for Supply, Installation and Commissioning of CCTV Cameras:**

1. The scope of work shall include supply, installation and commissioning of CCTV system which includes IP cameras and other material in accordance with the specifications regardless of whether they are explicitly mentioned or not.
2. Dismantling of existing seven IP cameras and reinstalled these cameras.
3. Configuration of existing cameras with Milestone Server. While the Institute has available extra camera license.

- **Pre-qualification documents to be submitted by Bidder along with quotation:**

- a) Copy of Registration of Firm or Certificate of Incorporation.
- b) Copy of Registration of PF, ESIC, GST and Labour License etc.
- c) Copy of Audited Balance sheets for last 03 years.
- d) Copy of Work orders at least 02 similar works executed/ongoing at other employers. Preferably provide for Educational Institutes.
- e) List of clients and copy of certificate of appreciation if any.
- f) Authorized certificate dealer of the OEM- Axis.

FINANCIAL BID

Sr.No	Item Description	Model	Unit	Quantity	Unit Price	Amount	GST @%	Total Amount
A	Supply							
1	Supply of colour 1.3MP indoor Dome camera,Day/night, compact mini dome with flat-faced design for indoor use. Built-in IR illumination and WDR – Forensic Capture. Fixed lens. Multiple, individually configurable H.264 and Motion JPEG streams; max HDTV 1080p resolution at 30 fps. Axis' Zipstream technology for reduced bandwidth and storage needs. Memory card slot for optional local video storage. Video motion detection and active tampering alarm. Power over Ethernet. Midspan not included	Axis 3105L	Nos.	7				
2	24-Port Gigabit PoE Managed Switch with two LX gigabit fiber module	CISCO/HP	Nos.	1				
3	64Gb Memory card (optional)		Nos.	7				
4	Cat 6 Cable 4 Pair UTP Cable	AMP/Molex	Mtr.	600				
5	Cat 6 patch Cord 4ft-Red (Rack Side)	AMP/Molex	Nos.	7				
6	RJ45 connector	AMP/Molex	Nos.	7				
7	32mm PVC Conduit Pipe With Standard Accessories	Prince/Precision/equivalent	Mtr.	70				
8	32mm Flexible Pipe PVC With Standard Accessories		Mtr.	10				
9	25mm PVC Conduit Pipe With Standard Accessories	Price/Precision/equivalent	Mtr.	120				
10	25mm Flexible Pipe PVC With Standard Accessories		Mtr.	10				

B	Installation charges							
1	Installation of CCTV dome cameras		Nos.	14				
2	Laying of 6 Cable 4 Pair UTP Cable		Mtr.	600.00				
3	Termination of Cat 6 Information Outlet(Rack Side)		Nos.	12.00				
4	Termination of RJ 45 Connectors		Nos.	12.00				
5	Patching of Cat 6 patch Cord 4ft-blue (Rack Side)		Nos.	12.00				
6	Laying of 32mm PVC Conduit Pipe With Standard Accessories		Mtr.	70.00				
7	Laying of 32mm Flexible Pipe PVC With Standard Accessories		Mtr.	10.00				
8	Laying of 20mm PVC Conduit Pipe With Standard Accessories		Mtr.	120.00				
10	Laying of 20mm Flexible Pipe PVC With Standard Accessories		Mtr.	10.00				
11	Dismantling of existing CCTV cameras		Nos.	7.00				
Grand Total :								

In Words Rupees

Optional Price for Comprehensive AMC (After completion of 3 year warranty period):% of the value of equipment.

Note:

1. Above rates are inclusive of all i.e. transportation and loading-unloading of materials, taxes, duties etc.
2. Cost of Installation, Termination, Cable dressing, Labeling, Site Certification from OEM and Documentation should be inclusive.