

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

TENDER DOCUMENT FOR

UPGRADATION OF INFRASTRUCTURAL FACILITIES

**Supply, Installation, Testing and Commissioning of
Additional CCTV Cameras at New Hostel Building at IGIDR
(PHASE-3, Package-36)**

Indira Gandhi Institute of Development Research

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

TEL: 022 2841 6200/502/507. TELE/FAX: 022 28416399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Tender

“NAME OF THE WORK: **“Supply, Installation, Testing and Commissioning of Additional CCTV Cameras at New Hostel building at IGIDR”** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400065.”

- 1) REGISTRAR, IGIDR MUMBAI invites bids from contractors of repute for the following work:

Name of work	Estimated cost	Period of Contract
(1)	(2)	(3)
Supply, Installation, Testing and Commissioning of Additional CCTV Cameras at New Hostel building	Rs. 22, 46, 413.00	2 months

The tenders are being invited in three bid system for the above mentioned work. IGIDR MUMBAI reserves its right to award the work to the successful bidder.

- 2) Applicant has to deposit Earnest Money of Rs. 45,000/- (Rupees Forty Five Thousand only) in the form of Demand Draft/ Pay order drawn in favour of Registrar, INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI. Bank guarantee is also accepted. The EMD shall be enclosed in a sealed separate envelope and submitted along with the tender documents.
- 3) The Tender documents in sealed envelope, supported by prescribed annexure; EMD, Technical bid & financial bid shall be placed in separate sealed envelopes each marked as **“Envelope-1: EMD”**, **“Envelope-2: Pre-qualification & Technical Bid”** & **“Envelope-3: Financial bid”** respectively. All three envelopes shall be submitted together in another sealed envelope endorsed **“Supply, Installation, Testing and Commissioning of Additional CCTV Cameras at New Hostel building”**. The bids will be received up to 2:00 PM on 24th August, 2018. Each copy of the tender document under their full signature whether it is original or duplicate copy. A duplicate copy of tender has to be submitted too along with the main tender. No tender will be accepted after 2:00 PM on 24th August, 2018 under any circumstances whatsoever.
- 4) The envelopes Marked **“EMD, Pre-qualification & Technical Bid”** shall be opened by REGISTRAR or his authorized representative in his office on the same day at 3:00 PM. Financial bid will be opened for the Pre-qualified bidders only. The date of opening of price bid shall be informed by institute later on.
- 5) IGIDR 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.

REGISTRAR

Section (A)
Letter of Offer

Place _____
Date _____

Shri. Jai Mohan Pandit
The Registrar,
Indira Gandhi Institute of Development & Research,
Gen. A.K. Vaidya Marg, Filmcity Road,
Goregaon (East), Mumbai 400065.

Dear Sir,

Having examined the Drawings, Specifications, Designs and Schedule of Quantities relating to the works specified in the Memorandum herein after set out and having visited and examined the site of the works specified in the said Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said Memorandum within the time specified in the said Memorandum at the rates mentioned in the Schedule of Quantities and in accordance in all respects with the Specifications, Designs, Drawings and Instructions in writing referred to in Conditions of Tender, the Articles of Agreement, Special Conditions, Schedule of Quantities and Conditions of Contract and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

M E M O R A N D U M

a)	Description of work	Supply, Installation, Testing and Commissioning of Additional CCTV Cameras at New Hostel building (Phase-3, Package-36)
b)	Earnest Money Deposit	Rs: 45,000.00
c)	Estimated cost	Rs: 22,46,413.00
d)	Percentage if any to be deducted from Bills	3%
e)	Time allowed for completion of the work from the date of written order to commence work :	2 months

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited a sum of **Rupees Forty Five Thousand only** as an earnest money to the IGIDR, which will not bear any interest. Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

Our Bankers are:

- i) _____

- ii) _____

The names of partners of our firm are:

- i) _____

Address _____

Name of the partner of the firm authorized to sign. _____

OR

Name or person having power of attorney to sign the contract. _____

(Certified copy of power of Attorney should be attached.)

Yours faithfully,

(Signature of the Contractor)

ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made the ___ day of _____, 2018

Between

The Indira Gandhi Institute of Development Research a Society established by Reserve Bank of India and registered under the Societies Registration Act, 1860, having its office at General Arun Kumar Vaidya Marg, Santosh Nagar, Goregaon East, Mumbai 400 065, hereinafter referred to as "**the Institute**", (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns) of the FIRST PART, And

M/s. _____ a registered partnership firm / proprietary firm, having its office at (Mention registered address) _____, hereinafter called "**the Contractor**", (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include the partners or partner for the time being of the firm and permitted sub-contractors) of the SECOND PART,

- A. The Institute is desirous of availing the services of persons/ firms/ companies to carry out renovation work **Supply, Installation, Testing and Commissioning of Additional CCTV Cameras at New Hostel building (Phase-3, Package-36)** vide WO NO. _____ at the campus of the Institute and has caused Drawings and Bill of Quantities showing and describing the work to be done prepared by or under the directions of Institute and the Consultant. The said drawing numbered __ to __ inclusive, the specifications and the schedule of Quantities have been signed by or on behalf of the parties hereto.
- B. The Contractor has agreed to work assigned to it in consonance with the said Agreement and subject to the terms stated there under and has agreed to carry out the work assigned to it under the supervisions of the Consultant and the Institute.
- C. The Contractor has agreed to execute upon and subject to the conditions set forth herein and in the correspondence attached hereto and to the Conditions set forth in the Special Conditions and in the Schedule of Quantities and Conditions of Contract (all of which are collectively herein after referred to as "**the said Conditions**") the works described in the said Specifications and included in the said Schedule of Quantities at the respective rates therein set forth amounting to the sum as therein arrived or such other sum as shall become payable there under (hereinafter referred to as "**the said Contract Amount**").

NOW IT IS HEREBY AGREED AS FOLLOWS:-

1. In lieu of the consideration herein mentioned the Contractor will upon and subject to the conditions annexed carry out and complete the work shown upon the Contract, Drawing and described by or referred to in the Schedule of Quantities and in the said conditions.
2. The Institute shall pay the Contractor the Contract Amount, or such other sum as shall become payable, at the times and in the same manner specified in the said Conditions.

3. The said conditions and Appendix thereto and the correspondence attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall respectively abide by, submit themselves to the said conditions and the correspondence and perform the agreements on their part respectively in the said Conditions and the correspondence contained.
4. The plans, agreement and documents mentioned herein shall form the basis of this contract.
5. This Agreement is neither a fixed Lump sum Contract nor a Piece Work Contract, but it is a Agreement for the complete work, the Contract Amount whereof is to be paid for as per the actual quantities at the rates contained in the Schedule of Rates and Probable Quantities or as provided in the said Conditions. The Contractor has to visit the site & acquaint himself with the site condition & also the part work done therein by the previous contractor. As the nature of the work comprises of completing the balance incomplete work, the new contractor should carefully study the present site condition & quote the rates accordingly. No claims will be entertained later for any lapse on the contractor's part in having studied the present site condition.
6. The Contractor shall afford every reasonable facility for carrying out of all works or other contractor's appointed by the Institute and shall make good any damages done to walls, floors etc. after the completion of such works.
7. The Institute reserves to itself the right of altering the items to be executed by adding to or omitting any items without prejudice to this Agreement. However, the Contractor shall not be entitled to any payment for the works done exceeding the Tender Quantities unless specifically approved in writing by the Institute.
8. Time shall be considered as the essence of this Agreement and the Contractor hereby agrees to commence the work job from 4th date of issue of work order as provided for in the said Conditions and to complete the entire work within 2 (**Two**) months, subject nevertheless to the provisions for extension of time.
9. The payments for running bills & final bill shall be made subject to quantity and quality check in the format approved by the Institute and the Consultant. The payment shall be processed by the Institute only after recommendation by the Consultant with proper documentation.
10. The Contractor should complete the work as per the work schedule annexed as **Annexure I**. The Contractor also binds to depute its team/ manpower at site during execution work as per enclosed organization chart/schedule.
11. All payments by the Institute under this Agreement will be made only at Mumbai. All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at Mumbai and only courts in Mumbai shall have the jurisdiction to determine the same.
12. That the several parts of this Agreement have been read and fully understood by all parties.
13. This Agreement shall be executed in triplicate.

IN WITNESS WHEREOF the parties have executed these presents on the day and year first hereinabove written.

SIGNATURE CLAUSE

SIGNED AND DELIVERED by the
Indira Gandhi Institute of Development & Research by the
hands of

Shri Jai Mohan Pandit

Registrar & CAO
(Name & Designation)

in the presence of

1)
Address.....
.....

2)
Address
.....

SIGNED AND DELIVERED BY
..... **(Proprietor)**
in the presence of

If the party is a partnership firm or an individual
Should be signed by all or on behalf of all the
partners.

1)
Address
.....

2)
Address
.....

Witnesses

THE COMMON SEAL OF
was hereunto affixed pursuant to
the resolution passed by its Board
of Directors at the meeting held on
.....in the
presence of

1)
2)

Directors, who have signed these
presents in token thereof in the
presence of

If the Contractors signs under common
seal, the signature clause should tally
with the sealing clause in Articles of
Association.

..... **(Proprietor)**

.....

SIGNED AND DELIVERED BY the
hand of Shri
and duly constituted attorney

If the Contractor is signing by the hand of
power of Attorney whether a company or
an individual.

SECTION 'C'
GENERAL INSTRUCTIONS TO BIDDERS

Sealed Tenders in duplicate should be addressed to Shri. Jai Mohan Pandit, The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 and superscripted ~“**Tender for Supply, Installation, Testing and Commissioning of Additional CCTV Cameras at New Hostel building (Phase-3, Package-36)**” at Indira Gandhi Institute of Development Research, Gen. A.K.Vaidya Marg, Santosh Nagar, Goregaon (E) Mumbai-400065.

1. The tender to reach him not later than 2:00 PM on 24th August, 2018 along with an Earnest Money of deposit Rs. 45,000.00 by Demand Draft/Bank Guarantee drawn in favor of Indira Gandhi Institute of Development Research, of a Scheduled Bank.
2. Tender in sealed envelope, supported by prescribed annexure; EMD, Technical bid & financial bid shall be placed in separate sealed envelopes each marked as “**Envelope-1: EMD**”, “**Envelope-2: Pre-qualification & Technical Bid**”, “**Envelope-3: Financial bid**” respectively. All three envelopes shall be submitted together in another sealed envelope endorsed “**Supply, Installation, Testing and Commissioning of Additional CCTV Cameras at New Hostel building**”. The bids will be received up to 2:00 PM 24th August, 2018 with each copy of the tender document under their full signature whether it is original or duplicate copy. A duplicate copy of tender has to be submitted too along with the main tender. No tender will be accepted after 2:00 PM on 24th August, 2018 under any circumstances whatsoever.
3. The envelopes Marked “EMD, Pre-qualification & Technical Bid” of tender shall be opened at 3:00 PM on the same date at the office of the Registrar, Indira Gandhi Institute of Development Research, Goregaon, Mumbai, or his authorized representative in his office in the presence of the tenderer’s or their representatives should they choose to be present.
4. Financial bid will be opened for the Pre-qualified bidders only. The date of opening of financial bid shall be informed by institute later on.
5. The tender shall be submitted in a sealed envelope duly filled signed and stamped on each page. The tender shall be submitted in the office of the Registrar, Indira Gandhi Institute of Development Research on or before 2:00 PM. The bidders shall choose to remain present at the time if they so desire.
6. Tender 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.
7. The bidder must use only the forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.
8. The tender 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 tender may be considered invalid by the Institute in its discretion.
9. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the tender 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 tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.

10. Each Page of the Tender Document should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.
11. The tender 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.
12. The Earnest Money deposit of Rs. 45,000.00 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 tender 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 tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/enchased 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. 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.
13. Indira Gandhi Institute of Development Research does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, 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.
14. Indira Gandhi Institute of Development Research reserves the right to sub-divide the work mentioned in the tender, 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.
15. 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.
16. 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 tender 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.
17. 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.

18. 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.
19. Time allowed for carrying out the work is 30 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.
20. Tender 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.
21. 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.
22. 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.
23. 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/system Analysts, 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.

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

25. 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 institute.
- (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 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 execution 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.

26. 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 as per quoted rate. All payment shall be subject to recovery of 5% towards Retention money, income tax and work contract tax etc.

Payment shall be made against bills certified by Institute's Engineer and System analyst.

- 1) 30% payment against delivery of materials at IGIDR.
- 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.

SECTION `D`
SPECIAL CONDITIONS

1. The workmen will not be allowed to stay within the premises.
2. The electric power required for the work can be drawn from the supply available at site on the condition that expenses shall be borne by the contractor. The electric meter to be installed at the site by the contractor at his own cost.
3. The intending tendered can obtain any clarifications regarding the tender drawings, specifications etc. if any from the office of **The Registrar, Indira Gandhi Institute of Development Research, Goregaon, Mumbai- 400 065** on any Institute`s working day.
4. No lapses from the Contractors side, which may cause damage to the property and injury to the occupants/neighbors in the opinion of the Institute`s Engineer, shall be permitted.
5. The work has to be carried out with least inconvenience to the staff.
6. Programme should be submitted before commencement of work so as to enable the Institute to intimate the Departments in advance for smooth working and better progress and the time schedule should be strictly adhered to.
7. The contractor should have valid labour license from Labour Commissioner wherever the number of laborers` engaged is 20 or more.
8. Sales Tax on works contract shall be deducted as per Works Contract Act 1989 (as amended) at source. The rate quoted shall include all such taxes and levies.
9. The contractor shall have the addresses and photographs of their workmen being engaged by them for the said work. The entry of workmen will be allowed inside the building only on producing the photo pass issued by the Institute`s Caretaker.
10. Before quoting the rates contractor should inspect the site and understand themselves about the nature and scope of the work.
11. Any damage cause to any of Institute`s properties shall be made good by the contractor at their own cost.
12. The contractor shall carry out the work strictly in accordance with specification details and instructions of the Institute`s Engineer.
13. The Contractor shall make their own arrangements for storing of their materials at site.
14. Contractor shall keep the Institute indemnified against all claims, if any.
15. As the nature of the work is completion of the balance work left by the previous contractor, the new contractor has to use the existing material left by the previous contractor. The new contractor before commencing the work & signing the agreement has to survey the premises & physically verify the balance material, a list of which is attached herein. Any discrepancy in the quantities of

the material on site & the one mentioned in the list in the Bill of Materials have to be brought to the notice of the owner before signing the contract. The contractor however has to confirm the basic material rates attached hereto in the list of materials before quoting & has to quote his rates for the balance work accordingly.

16. The Contractor to deposit with **IGIDR** a **performance bond** (**Contract Performance Guarantee**) in the form of a Demand Draft or Bank Guarantee an amount equivalent to **5%** of the value of the contract, which will be returned to the contractor on the faithful completion of the project, on virtual completion as certified by the consultant architect & the Institute's engineer. IGIDR will not be liable to pay any interest on this amount. IGIDR reserves the right to withhold/ encash full or part of the Performance bond in case the contractor fails to complete the project as per the tender stipulations due to any failure on his part.

Place :

Date :

Signature of Contractor with seal

Scope of Work and Construction Specifications

1. The scope of work shall include supply, installation, testing and commissioning of CCTV system which includes IP cameras and other material in accordance with the bill of materials, specifications regardless of whether they are explicitly mentioned or not.
2. Dismantling of existing seven IP cameras and reinstalled these cameras.
3. Configuration of all installed cameras with existing Milestone Server. While the Institute has available extra licenses of few cameras and balance licenses to be supplied by successful bidder as per BOQ.
4. The implementation Contractor shall be responsible for equipment quantity from the latest revisions of the drawings for ordering purpose.
5. The make and model number of the equipment's shall be as specified on the specification, bill of quantities and other tender documents. Whenever any equipment's is required apart from the specified in the tender, the implementation contractor shall get the approval for the make and model number from the institute.
6. The Implementation Contractor shall use approved drawings set apart from the installation drawing set & shall be responsible for correctness of the same for as-built drawings must be handed over at the completion of the installation.
7. All the installation shall be carried out under the supervision of the implementation contractor site manager, who shall appropriately experience and qualified in the erection and supervision of the work to be executed.
8. All outdoor panels should have IP 67 protection & Canopy if expose to outdoor condition.
9. The implementation Contractor shall be responsible for placing his orders for all the materials required to be supplied by him for the completion of this Contract as soon as instructions or approvals have been given to proceed. Copies of orders or invoices shall be submitted to the Institute when requested. Delays due to late placement of order shall not be accepted as a valid reason for extension of time.

10. Supervision

The implementation Contractor shall provide, a competent full time supervisor fully experienced in the type of work being carried out. The supervisor shall be authorized to receive and implement instructions and he shall be assisted by such qualified and competent supervisory staff as deemed necessary to secure satisfactory execution of the Contract Work. Should at any time

the Consultant/Company/PMC consider the supervisory staff to be unsatisfactory such staff shall be removed from site and replaced with other personnel approved by the Institute.

11. Protection of works

The implementation Contractor shall, at his own expense, case up and protect all work liable to damage either by weather or by the method adopted for the execution of the works as per specifications. Special care is to be taken for dust protection and any equipment observed to not be correctly protected will be completely rejected.

12. System configuration and capability vis-à-vis specifications:

All substitute equipment proposed as equal to the equipment specified herein, shall meet or exceed the following standards. For equipment other than that specified, the Implementation Contractor shall supply proof that such substitute equipment equals or exceeds the features, functions, performance, and quality of the specified equipment.

13. Drawings:

Sufficient information, clearly presented, shall be included to determine compliance with drawings and specifications.

All the shop drawings should be in latest Auto-CAD format including floor plans, riser diagrams, and component connection diagrams. The drawing should also reflect device specification, identification and physical dimensions. Drawings should be incorporate exact location of enclosure and depict rack in elevation and section.

- Submittal consist of following details shall be submitted to the Institute in the form of Soft format containing in CD & Hard copy for review & acceptance.
- Submit shop drawings and product data together in one package within week after award of the Contract and prior to all ordering of equipment.
- Submit catalogue data sheets, neatly bound with title page, space for submittal stamps, and tabbed dividers between Sections. List all proposed equipment with reference to corresponding specification paragraph numbers or equipment title. Denote after Owner approval all accepted substitutions.
- Submit system plans showing all device locations layouts with Point – to – Point cabling, Sleeves, and Cut-out & other 3rd party (i.e. power/data etc.) details.
- Submit riser diagrams showing connection of all devices, required conduit sizes along with types and quantities of cables to be used and cable identification tags.

- Submit the storage calculation for 46 cameras for 30 days recording backup.
- Submit rack/equipment cabinet layouts showing the proposed arrangement of mounted equipment including locations of conduit penetrations.
- Submit a schedule of finishes indicating proposed materials.

14. Manuals:

Furnish initial three sets of product brochures to the Institute for approval once contract is awarded to the implementation contractor. At the time of contract closeout, submit four copies of the Operation Manual and the Maintenance Data Manual. Neatly bind each with tabbed dividers between sections and include a title page with place for submittal stamps.

Submit simultaneously with the shop drawings, complete operating and maintenance manuals listing the manufacturer's name(s) including technical data sheets.

15. Table of Contents

- Typed description of each system including key features and operational concepts (e.g. switching or routing functions, patch points, mixing and linking capabilities).
- Setup Schematic diagrams and typed instructions for use in typical situations as directed by the Consultant/Company/PMC.
- Small scale plans showing locations and circuit numbers for all system outlets and receptacles.
- Manufacturer's operation manuals for equipment intended for operation by system users (e.g. audio mixers, communication equipment.)
- Contents of Maintenance Data Manual
- Wiring diagrams shall indicate internal wiring for each item of equipment and the interconnections between the items of equipment.
- Provide a clear and concise description of operation that gives, in detail, the information required to properly operate the equipment and system.
- Approvals will be based on complete submissions of manuals together with shop drawings.

16. The camera should be designed for indoor surveillance applications requiring a rugged, high performance, color, and dome with IP network capability.

17. PVC conduits of size 25/40/50 mm thickness FRLS shall be used above the ceiling to branch off horizontal UTP run from the cable trays to the drop locations.

18. 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.

19. Not more than three CAT-6, cables shall be installed inside a 25mm conduit and not more than eight CAT-6 cables inside a 40mm conduit. Necessary precaution is to be taken to prevent water and foreign particles entering into conduits during work being executed at the site.
20. The cables should not be exposed at any location along the run and shall be dressed and neatly organized.
21. 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.
22. 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.

23. Guarantee and Warranty

All products and services provided by the Implementation Contractor for the project shall be covered by a comprehensive guarantee as mentioned in the general condition of contract document.

The installed systems shall be inspected by the manufacturer representative during implementation and after completion of works and approved for quality of implementation and compliance to their installation practices for certification of the site. Any defects identified shall be corrected at no additional cost to the Company.

Labour to troubleshoot, repair, reprogram, or replace system components shall be furnished by the Implementation Contractor at no charge to the Company during the warranty period.

All corrective software modifications made during warranty service periods shall be updated on all user documentation and on user and manufacturer archived software disks.

24. APPROVED MAKE LIST:

THE ENTIRE PRODUCT SHOULD BE UL APPROVED.		
Sr. No.	Description	Approved makes
1	Network Passive Cabling	AMP/ Systemax / Molex
2	RJ-45 Connector	AMP/ Systemax / Molex
3	CAT-6, 4FT Mounting Cord	AMP/ Systemax / Molex
4	CAT-6, 24 Port -Loaded Straight Jack panel	AMP/ Systemax / Molex
5	CAT-7 IO Port	AMP/ Systemax / Molex
6	Rack & Accessories	Valrack
7	PVC Conduit	Precision / Modi / Astral
8	Flexible PVC Conduit	Astral / Ashirwad / Modigold
9	Network Switch	HP / Cisco
10	UPS	Delta / Eaton
11	Dome Camera	Axis
12	Recording Server	Dell / HP / Lenovo
13	HDD	Dell / HP / Seagate / WD
14	Channel License	Milestone

APPENDIX

Earnest Money Deposit	2% of the Estimated Value.
Defects Liability/warranty Period	36 months.
Period of final measurement	1 month.
Date of commencement	4 th day from the date of issue of work order.
Date of completion	2 months from the date of commencement
Liquidated damages	Rs.1% of the cost of the work per week (subject to a max. of 10% of the value of work actually executed/ accepted contract value)
Retention percentage	3% of each R. A. Bill Amount.
Total Security Deposit (EMD + Retention Money)	5% of the contract value.
Payment after virtual completion	Security Deposit amount shall be released after defect Liability period

Place : Signature and seal of Contractor with Seal

Date :

PRE-QUALIFICATION CRITERION

- **Pre-qualification documents to be submitted by Bidder along with Tender:**
 - a) Copy of Registration of Firm or Certificate of Incorporation.
 - b) Copy of Registration of PAN, PF, ESIC, GST and Labour License etc.
 - c) Copy of Audited Financial statements with Balance sheet for last 03 years. The Company should be profit making in last 03 years.
 - d) Should have experience in carrying out similar works with at least 01 work of value not less than Rupees 18.00 Lac or at least 02 similar works of value not less than 13.50 Lac or at least 03 similar works of value not less than 09.00 Lac in last seven years (Copy of Work orders/completion certificates to be submitted).
 - e) List of clients and copy of certificate of appreciation if any.
 - f) Letter of Authorization from the OEM of camera - Axis.

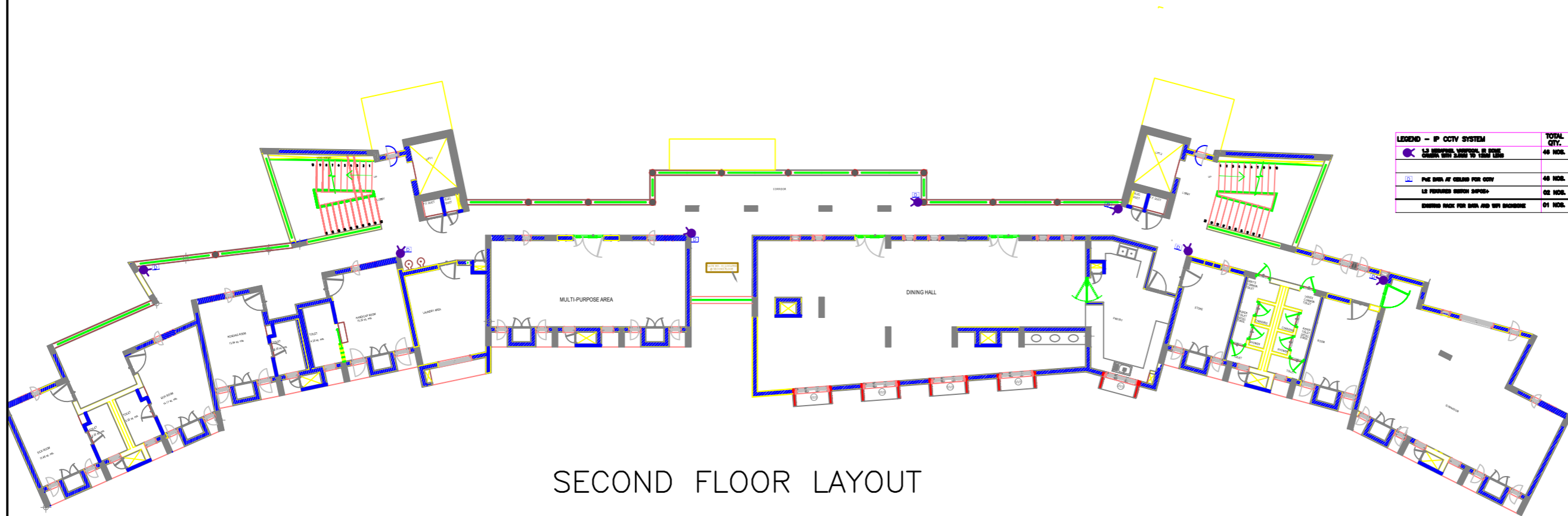
TECHNICAL BID

SR. NO.	DESCRIPTION	MAKE	MODEL NO.
A	Passive Network Components		
A.1	S/I/T/C OF CAT-6, UTP UNARMoured CABLE THROUGH CONDUIT		
A.2	S/I/T/C OF CAT-7, UTP UNARMoured CABLE THROUGH CONDUIT		
A.3	S/I/T/C OF RJ-45 CONNECTOR (PACK OF 100 Nos.)		
A.4	S/I/T/C OF CAT-6, 4FT MOUNTING CORD FOR CCTV		
A.5	S/I/T/C OF CAT-6, 24 PORT -LOADED STRAIGHT JACK PANEL FOR CCTV		
A.6	S/I/T/C OF CAT-7 IO PORT		
A.7	S/I/T/C OF 25MM HEAVY GUAGE PVC PIPE WITH PVC SADLE AT 1 METER WITH STANDARD ACCESSORIES & MOUNTING HARDWARE.		
A.8	S/I/T/C OF 40MM HEAVY GUAGE PVC PIPE WITH PVC SADLE AT 1 METER WITH STANDARD ACCESSORIES & MOUNTING HARDWARE.		
A.9	S/I/T/C OF 50MM HEAVY GUAGE PVC PIPE WITH PVC SADLE AT 1 METER WITH STANDARD ACCESSORIES & MOUNTING HARDWARE.		
A.10	50MM FLEXIBLE PVC PIPE WITH STANDARD ACCESSORIES.		
A.11	40MM FLEXIBLE PVC PIPE WITH STANDARD ACCESSORIES.		
A.12	S/I/T/C OF 9U CLOSED WALL MOUNT RACK WITH FRONT GLASS & FAN TOP FOR VENTILATION, 1 NO. HORIZONTAL POWER STRIP, 3 X HORIZONTAL CABLE MANAGERS WITH STANDARD MOUNTING ACCESSORIES.		
A.13	MS POWDER COATED WALL MOUNTED CABINET FOR 2KvA online UPS INCLUDING NECESSARY HARDWARE.		
B	Active Components		
B.1	S/I/T/C OF L2 FEATURES SWITCH: 24 POE+ RJ-45 AUTO-SENSING 10/100/1000 PORTS + 2 NO. X 1G UPLINK SFP PORTS & STAKABLE FEATURE WITH WARRANTY & NBD. INCLSV. MOUNTING HARDWARE & STANDARD ACCESSORIES WITH SFP Lx MODULE FOR SWITCH.		

B.2	<p>S/I/T/C OF RACK MOUNT RECORDING SERVER (1NOS. OF SERVERS - 46 NOS. OF CAMERAS IN SERVER</p> <p>PROCESSOR – DUAL INTEL E5-2620 XEON LATEST GENERATION, MEMORY – MINIMUM 32 GB, SAS HARD DISKS 300GB X 2 ON RAID 1, SAS DRIVES AT 15000 RPMS, OS- WINDOWS 2012 STD / 2016 STANDARD EDITION 64 BIT, NETWORK CARD – 2 X 1GBIT/S NETWORK CARDS WITH SEPARATE SEGMENT FOR CAMERAS AND VIEWING STATION, RAID CONTROLLER – 512MB BATTERY BACKED RAID CONTROLLER 4 CIF RESOLUTION VIDEO RECORDING & VIDEO PLAYBACK AT REAL TIME, WITH HDD CAPACITY OF REAL TIME RECORDING FOR 30/31 DAYS @ 25 FPS & 4 CIF, 2 MBPS BIT RATE. (Approx. 16 TB USABLE HDD FOR RECORDING) ON RAID 5 WITH ENTERPRISE SATA</p>		
B.3	<p>S/I/T/C OF HDD CAPACITY IN EXISTING NAS BOX (PROMISE MAKE) TO RECORD 46 CAMERAS WITH SPECS, FOR 46 CAMERAS FOR 15 DAYS @ 25 FPS & 4 CIF, 2 MBPS BIT RATE. (4Nos. Of 4TB HDD)</p>		
B.4	<p>CHANEL LICENCE OF CORPORATE VERSION 2016, MILESTONE</p>		
B.5	<p>2 KvA ONLINE UPS WITH INBUILT BATTERY HAVING BACK UP OF MINIMUM 15 MINUTES IN 50% LOAD.</p>		
C	Cameras		
C.1	<p>S/I/T/C OF COLOUR 1.3 MP IP INDOOR DOME CAMERA WITH WDR FEATURES, PoE, ETHERNET 10/100BASE-T FOR NETWORK INTERFACE SHOULD SUPPORT MENTIONED PROTOCOLS TRANSPORT: RTP/IP, UDP/IP, TCP/IP, OR MULTICAST IP OTHERS: DNS AND DHCP CLIENT INCLUDING ALL ANCILLARY EQUIPMENT & ACCESSORIES (BRACKETS FOR POLES /WALL MOUNT AND BUILDING STRUCTURE MOUNT CAMERAS.)</p>		
C.2	<p>S/I OF CORE CUTTING (50MM to 100MM DIA) IN RCC/BRICK WALLS AND REMAKING THE SAME AFTER LAYING THE CABLES WITH PVC SLEEVE TO THE SATISFACTION OF THE CLIENT, COMPLETE. (optional)</p>		
C.3	<p>DISMANTLING & REINSTALLATION OF EXISTING DOME CAMERAS WITH STANDARD ACCESSORIES</p>		
C.4	<p>CAMERA INTEGRATION WITH EXISTING RECORDING SETUP WITH MILESTONE SOFTWARE, COMMISSIONING & TESTING</p>		

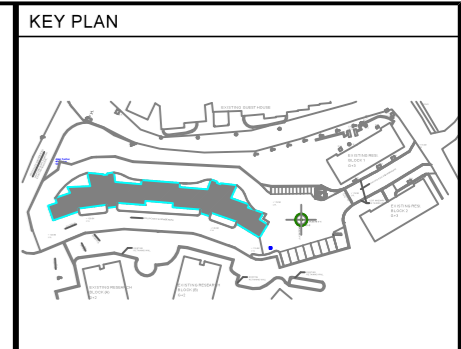


TYPICAL FLOOR LAYOUT GROUND, 1ST, 3RD, 4TH AND 5TH



SECOND FLOOR LAYOUT

LEGEND - IP CCTV SYSTEM		TOTAL QTY.
	IP CAMERA (INDICATED BY BLUE LINE)	48 NOS.
	FIELD OF VIEW FOR CCTV	48 NOS.
	LE FURNISHED WITHIN ROOMS	02 NOS.
	EXISTING WORK FOR DATA AND VOLT BACKUP	01 NOS.



REV.	DATE	REMARKS	DRN. BY	CHK. BY
REVISIONS				

DWG ISSUED FOR

COMMENTS APPROVAL TENDER
 ADVANCE COPY RECORD G.F.C

CLIENT: INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
 GENERAL ARUN KUMAR VANDYA MARG, FILM CITY ROAD, SANTOSH

ARCH. REF. DWG. NO. : - - - DATE : - - -

PROJECT: INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

TITLE: CCTV SYSTEM LAYOUT FOR NEW HOSTEL BLOCK

APPROVED V.S. : _____ PROJ. No. :- _____

CHECKED : _____ DRG. No. _____

DRAWN : _____ SCALE : N.T.S.

SCALE : N.T.S. REV. No. :- R0