

No.12 (20) IT-CCTV/2019/1 dated 10/6/2019

**Tender Document for Providing Comprehensive Annual Maintenance Services for CCTV  
Surveillance Systems in Auction Platforms located in the districts of Prakasam and  
Nellore in Andhra Pradesh**



**TOBACCO BOARD**

(Ministry of Commerce & Industry, Govt. of India)

G.T.Road, Guntur-522004 (AP)

Phone:0863-2358105, Fax: 0863-2354232

## 1. Background

The Tobacco Board conducts auctions for marketing of FCV Tobacco in 19 Auction Platforms in Andhra Pradesh and 11 Auction Platforms in Karnataka. CCTV Cameras were installed in all Auction Platforms for monitoring of auction activities.

The Tobacco Board proposes to undertake comprehensive annual maintenance services from competent and experienced service providers.

### Scope of Work

Work covered under this tender document shall generally be as detailed herein below. However, the bidder shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered explicitly herein below but nevertheless are required to complete the work envisaged with the exception of any such items as have been specifically excluded from the bidder's scope. The broad responsibility areas of the bidder will inter alia be as a under.

- All the products installed like CCTV Cameras, DVR/NVR, Power supply, accessories, cables etc. related to CCTV system shall be maintained by the bidder with periodic maintenance i.e. once in every three months during the contract period to ensure its proper functioning of the CCTV Surveillance system.
- All the items which are mentioned in the rate schedule should be covered under the comprehensive AMC for one year.
- In case of any technical snag it should be attended within 24 hours.
- Attending to break down calls on urgent basis.
- A quarterly maintenance chart should be maintained and get is signed from concerned officer.
- Free replacement should be provided in case of any defect/ fault/ failure in any spares related to CCTV systems during the contract period.
- The above list is illustrative and not exhaustive, and the bidder will arrange for spares and accessories and rectify / replace the same.

## 2. Cost of the BID and EMD Amount:

2.1.The bid document is available on the Tobacco Board's website [www.tobaccoboard.com](http://www.tobaccoboard.com) under Tender Section.

2.2.The cost of tender document is **Rs.590/- (including 18% GST)** and it should be payable by crossed demand draft in favour of "Tobacco Board" payable at Guntur. The draft shall be submitted along with tender. The tender will be rejected in case the tender document cost is not enclosed.

## 3. EMD Amount:

3.1.The bidder shall furnish EMD for an amount of **Rs.5,000/-** (Rupees Five thousands only) in the form of a Demand Draft drawn on any nationalized bank in favour of "Tobacco Board" payable at Guntur.

3.2.The EMD should be submitted in a sealer cover marked on the outside with the word 'EMD'. The EMD of unsuccessful tenderers will be refunded, after short listing of proposals, without any interest. In case the tenderer withdraws from the process, the EMD deposited will be forfeited. EMD of successful tenderer will be retained by the Board as security deposit till successful completion of specified work. No interest shall be payable on this.

3.3.The tender received after the prescribe date and time and without EMD will be summarily, rejected.

#### 4. Eligibility Criteria

Only those bidders fulfilling the following criteria should respond to the tender:

- 4.1. Bidders should be in the business of setting up CCTV cameras and its maintenance for a minimum period of **2 years**. Documentary evidence in the form of Registration of Certificate, nature of business etc. to be submitted.
- 4.2. The bidder must have a turnover of not less than **Rs.5 lakhs** in the previous financial year 2018-19 towards all kinds of business related to CCTV Cameras. Copies of income tax returns, balance sheets for relevant shall be submitted.
- 4.3. The bidder should have implemented minimum **one project** for setup of CCTV cameras or its annual maintenance for any State / Central / Public Sector undertaking / Department. Documentary evidence from the respective clients to be submitted.
- 4.4. Vendor should have its registered office / service centre in **Guntur, Ongole or Rajahmundry**.

#### 5. Payment Schedule

- 5.1. The AMC payments will be released on quarterly basis at the end of each quarter on submission of invoice in duplicate with copies of service/call certificates duly signed and attested by respective officers in the locations.

#### 6. Terms & Conditions:

- 6.1. The tenders should be submitted in a sealed cover super scribed as '**Tender for setup of CCTV Cameras in Auction Platforms**'. The envelopes should be addressed to "**The Secretary, Tobacco Board, Guntur-522004 (AP)**" and **should reach by 15:00 hrs on or before 09.09.2019** by post or hand delivery. The Tenders will be opened on **09.09.2019** at **16:00** hrs in the presence of authorized representatives of the firms who wish to participate.
- 6.2. The Tobacco Board reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder (s) on the grounds of Tobacco Board's action.
- 6.3. It may also be noted that in case of the bidder backing out during the contract period without any explicit consent of the department, he will be liable to forfeiture of EMD amount.
- 6.4. The bidders are requested to carefully study all the terms and conditions mentioned in the tender document before quoting their rates.
- 6.5. The tender must be strictly in accordance with the terms and conditions with specifications as laid out in the tender.
- 6.6. Any terms and conditions given by the bidder in their offers will not be binding on Tobacco Board, Guntur.
- 6.7. Incomplete tenders, conditional tenders, tenders received lately or tender not conforming to the terms and conditions mentioned the tender document or not accompanied by the requisite tender fee and EMD will be rejected.
- 6.8. The price should be firm and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, components and labour cost till the validity of the contract period.
- 6.9. The contract will be valid for one year. The contract period may be extended for further one more year period to the successful bidder if the performance found to be satisfactory under the same rate and conditions.

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**Tender Form for providing Comprehensive Annual Maintenance Services for CCTV Cameras in Auction  
Platforms located in ONGOLE Region**

1.	Name of the Firm:			
2	Registered Office Address:			
	Fax No.			
	Telephone Nos.			
	e-mail address			
3	Service Centre Details	Location-1	Location-2	Location-3
	Postal address			
	Fax No.			
	Telephone Nos.			
	e-mail			
4	Year of Establishment & Registration No.			
5	GST Registration No.			
6	Permanent Account No. (PAN)			
7	Turnover Details for the last three details in respect of CCTV Projects.	2016-17 – Rs. 2017-18 – Rs. 2018-19 – Rs.		
8	Name, Designation & address of the authorized person in respect of this tender			
9	Details of Tender Fee	Amount Rs. Demand Draft No. Name of the Bank		
10	Details of EMD Amount	Amount Rs. Demand Draft No. Name of the Bank		
11	Validity of the Tender			
12	Any other information			

13	Total Experience in setup/maintenance of CCTV Cameras :				
14	Mandatory information - Minimum <b>one project</b> for setup of CCTV cameras or its annual maintenance for any State / Central / Public Sector undertaking / Department.		Name of the Department:  Period of Contract:  Value of Contract:  Contact Person Name & Phone Number:		
15	Total number of projects executed with minimum 10 CCTV cameras (give details):				
	S.No.	Name of the customer & contact information	No. of CCTV Cameras Installed	Brand/Model of CCTV Cameras / DVR Boxes installed	Date of completion of installation.
	1				
	2				
	3				
	4				
	5				

**Price Quotation:**

S. No.	Item Description	Locations where CCTV cameras available	No. of Locations	AMC Per location (Rs.)	Amount (Rs.)
1.	<b>Equipment and Accessories at each Auction Platform:</b> a) 4 Nos. of Hawksi brand Analog CCTV cameras, 800 TQL, 1/3" High resolution Digital Image Sensor, 60 meters with 72 LEDs b) 1 No. of 8 channel Hawksi brand DVR Box with SATA support c) 1 No. of 1 TB SATA Hard disk d) Accessories viz., RJ-45 jacks, power supply, patch cards, CAT-5 LAN cables, PVC casing, HDPE candid, power cables, Audio video cables etc.,	1.Podili-1 2.Podili-2 3.Ongole-1 4.Tangutur-1	4		
2	<b>Equipment and Accessories at each Auction Platform:</b> a) 4 No.s of Digital Hawksi Brand (IPC 10B07) IP,2.1 MP, 1/3" CMOS, Sony Hexamer Sensor, 1980x1080 Full HD, IR40 meters IP cameras b) 1. No. of Hawksi brand (IP-NVR3908M) 8 channel NVR c) 1 No. of Seagate 8 TB Hark disk d) 1 No. of 8-port un-managed POE Switch e) Fibre converters, Power supply, RJ-45 jacks, Power Cables, AV Cables, Patch Cards, Outdoor 6 core, OFC Cable, CAT-6 UTP Cable, 25 mm HDPE pipes, PVC Condit etc.,	1.Vellampally 2.Ongole-2 3.Tangutur-2 4.Kandukur-1 5.Kandukur-2 6.Kaligiri 7.D.C.Pally	7		
Total Amount:					

Place:

Date:

Name:

Designation:

Signature:

(Stamp/Seal of the Company)

# Annexure: Location and Addresses of the offices

Location	Address	Location	Address
APF No.20	The Auction Superintendent TOBACCO BOARD AUCTION PLATFORM NO.20 Near Milk Factory, Kurnool Road, <u>ONGOLE - 523 002</u> PRAKASAM (Dt.) Phone (08592) 233550	APF No.22	The Auction Superintendent TOBACCO BOARD AUCTION PLATFORM NO.22 <u>PODILI - 523 240</u> PRAKASAM (Dt.) Phone (08499) 242218
APF No.23	The Auction Superintendent TOBACCO BOARD AUCTION PLATFORM NO.23 Chirala Road, Near Andhra Jyothi Office, <u>ONGOLE - 523 262</u> Phone (08592) 247380	APF No.24	The Auction Superintendent TOBACCO BOARD AUCTION PLATFORM NO.24 <u>TANGUTUR - 523 274</u> PRAKASAM (DT.) Phone (08592) 242568
APF No.25	The Auction Superintendent TOBACCO BOARD AUCTION PLATFORM NO.25 <u>KONDEPI - (PO &amp; Mdl)- 523 270</u> PRAKASAM (DIST.) Phone (08598) 225125	APF No.26	The Auction Superintendent TOBACCO BOARD AUCTION PLATFORM NO.26 Kanigiri Road, Near Dubagunta Village, <u>KANDUKUR - 523 105</u> PRAKASAM (DT.) Phone (08598) 223360
APF No.27	The Auction Superintendent TOBACCO BOARD AUCTION PLATFORM NO.27 <u>KANDUKUR - 523 105</u> PRAKASAM (DT.) Phone (08598) 223561/221457	APF No.28	The Auction Superintendent TOBACCO BOARD AUCTION PLATFORM NO.28 <u>KALIGIRI - 524 224</u> Phone (08626) 248322
APF No.29	The Auction Superintendent TOBACCO BOARD AUCTION PLATFORM NO.29 TENKAYATHOPU, Marripadu - (Mdl) <u>ATMAKUR - 523 322</u> NELLORE (DT.) Phone (08628) 223644	APF No.31	The Auction Superintendent TOBACCO BOARD AUCTION PLATFORM NO.31 <u>VELLAMPALLY - 523 219</u> PRAKASAM (Dt.) Phone (08592) 244122
APF No.34	The Auction Superintendent TOBACCO BOARD AUCTION PLATFORM NO.34 C/o. M/s. Polineni Venkatesan & Company, G.T.Road, <u>TANGUTUR - 523 274</u> PRAKASAM (DT.) Phone (08592) 242568		