

NOTICE INVITING TENDER

The National University of Study and Research in Law, Ranchi (NUSRL) is a university established by Act No. 4 of Jharkhand State Assembly in 2010. Sealed bids for **“Annual Maintenance Contract (AMC) for Existing CCTV Surveillance System to NUSRL”** are hereby invited from eligible contractors by the undersigned, subject to the terms and conditions enumerated hereunder.

On behalf of Registrar, NUSRL, Ranchi, Sealed tenders are invited in the Two Bid System (i.e., Technical Bid and Financial Bid) from eligible /Firms/Companies/ Distributors/ Dealers on mutually agreed terms and conditions and satisfactory performance for Award of Annual Maintenance Contract (AMC) for Existing CCTV Surveillance System of NUSRL, Kanke, Ranchi – 8340 06, Jharkhand, India.

IMPORTANT INSTRUCTIONS FOR BIDDERS

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. The bid should not be conditional. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

The Bidder shall bear all costs associated with the preparation and submission of its bid and Client will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

TENDER SCHEDULE

Description of Work	“Annual Maintenance Contract (AMC) for Existing CCTV Surveillance System to NUSRL”
Tender Identification Number	NUSRL/RNC/2024/1127920
Date of Issue of Tender	28.10.2024
Last Date for Submission	Up to 4.00 PM on 11.11.2024
Tender Opening Date	4 PM on 12.11.2024
Tender Bid Validity	90 days

The tenderer firm must have at least three years' experience and expertise of maintenance support as well as supply of different types of accessories in respect of CCTV Surveillance System in the University / Central Govt. /State Govt. /Govt. undertakings/Autonomous Bodies etc. Selected firm will have to render Annual Maintenance Service (non-comprehensive) for the CCTV Surveillance System of The University subject to adherence of the following terms and conditions.

The intending bidder shall submit the bids for the enclosed specification (**Annexures I & II**)

1. Availability of Tender Document

- a) Complete tender documents are available on this university website: <http://www.nusrlranchi.ac.in/> Participant bidders should download it. The bidder should have at least three (3) years of experience in successfully handling similar nature of work.
- b) Last date for seeking clarification, if any, 10 days prior to schedule date of opening of tender document. Bidders are also advised to check this university website regularly for amendments, if any

2. Pre-Qualification Criteria:

- a) The company/firm should be in existence for at least five (5) years.
- b) GST Registration Number of the bidder's firm (Enclose scan copy of GST Registration)
- c) PAN number (Enclose scan copy of PAN card)
- d) **Tender Fee: Rs.1000/-** (Rupees One Thousand) only in the form of Demand Draft drawn in favor of The Registrar, NUSRL, Ranchi is required to be submitted.

i. Earnest Money Deposit

- a) Refundable, interest free Earnest Money Deposit (EMD), of Rs. **10,000/-** (Rupees Ten Thousand) only in the form of Demand Draft drawn in favor of The Registrar, NUSRL, Ranchi is required to be submitted.
- b) EMD will be returned to the unsuccessful bidders after completion of tender process.
- c) Tenders received without EMD/inadequate EMD shall be summarily rejected
- d) The EMD shall be forfeited:
 - (i) If the bidder, withdraws the bid during the period of bid validity specified in the Bid.
 - (ii) In case a successful bidder fails to furnish the Security Deposit.
 - (iii) if the contractor fails to commence the work within the stipulated date as mentioned in the Letter of Award.

ii. Period of Contract (AMC)

AMC shall be for a Period of 1(One) Year from the date of issuance of award of contract/work order. AMC for all items may be extended for further period, if required, at same rate, terms and conditions, at the discretion of The University, subject to satisfactory performance of the Agency.

iii. Credentials of the bidder:

- a) The bidder must have at least one year experience during last 5 years for rendering maintenance service of CCTV Surveillance System of project value of at least Rs. 10 lakh / Work order for AMC of CCTV Surveillance System more than Rs. 1 lakh as well as supply of different types of accessories in respect of CCTV Surveillance System in the University / Central Govt./State Govt. /Govt. undertakings/Autonomous Body. Documents in that respect and work completion certificate must be attached.
- b) The bidder should have valid PAN, Trade licence, GST Registration, etc. Supporting papers duly signed by the bidder should be attached.
- c) The bidder must have a registered office/branch office situated at Ranchi and should have work experience from Ranchi at least one year during last 5 years with similar maintenance work of CCTV Surveillance System in the University / Central Govt. /State Govt. /Govt. undertakings/Autonomous Body of project value of at least Rs. 10 lakh / the annual AMC cost of such work should be more than Rs. 1 lakh. Documents in that respect and work completion certificate must be attached.
- d) The bidder firm should not be defaulter/black listed/banned by any Government/Public Sector organization/department in India.
- e) The bidder shall provide undertaking For Unconditional Acceptance of Terms & Conditions of the Tender Document on Company's Letter head signed by Authorized Signatory.

Note: Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

- iv.** Technical Bid will be opened for only those bidders who qualify satisfactorily based on "Prequalification Criteria" stated above.
- v.** Intending firms may also furnish additional information (with supporting accredited certificates/documents from respective authority or organization) which they deem essential to establish their expertise and capabilities.
- vi.** Intending firms should have to submit a list containing staff pattern including the technicians. The firm should have to make it clear regarding the number of allotted technicians in the zone in which The University belongs and at the same time data relating to the number of CCTV Surveillance System (office wise) they are responsible to render services should be furnished.
- vii.** Intending bidders should have to submit certificates issued from various client offices stating therein the concerned firm's performance so that The University may get a notion regarding the standard of their rendered services against the respective CCTV Surveillance System
- viii.** Since the type of AMC is non-comprehensive, if any defected accessory is required to be changed, that should be replaced by the same brand or equivalent/higher quality as available in the market and the actual cost of such

replacement of accessory whenever required will be borne by The University on production of original bill.

- ix.** If any accessory of CCTV Surveillance System is required to be taken out from The University, with due approval, for repair/replacement, only the actual cost of such repair/replacement will be borne by The University; no extra cost in this regard will be entertained.
- x.** If the firm happens to be having no dealership with the aforesaid brands, an undertaking regarding authenticity of the spare parts to be supplied is needed to be provided.
- xi.** The bidder(s) qualified for Technical Bid will have to appear before the committee of The University and if required, demonstration will also have to be presented. Subject to satisfactory performance before the committee along with other criteria, the bidder(s) will be qualified for the Financial Bid.
- xii.** All supporting documents, certificates, papers etc. as stated above for technical bid are required to be submitted in a sealed envelope with superscription "Technical Bid for rendering maintenance support against Annual Maintenance Contract (non-comprehensive) of CCTV Surveillance System".
- xiii.** Bid shall remain valid for 120 days after the date of bid opening. The bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

3. Late Bids

- a) Bidders are advised in their own interest to ensure that bids may be uploaded/submitted before the closing date and time. Any bid received after deadline for bid submission, will be rejected and will not be considered. Last date for seeking clarification, if any, 10 days prior to schedule date of opening of tender document. Bidders are also advised to check this university website regularly for amendments, if any

4. One Bid Per Bidder

Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause all the proposals with the bidder's participation to be disqualified.

5. Modification and Withdrawal of Bids

Bid withdrawal/modification shall not be allowed after end date and time of bid submission. Withdrawal of a bid between the deadline for submission of bids and the expiration of the period of bid validity specified in the tender or as extended, may result in the forfeiture of the bid security. No bid may be modified after the deadline for submission of bids.

6. Clarification of Bids

To assist evaluation and comparison of the bids, the Purchaser may at its discretion ask the bidder for clarification of the bid. The clarification and response from bidder shall be

in writing. Bidders may reach out at purchase@nusrlranchi.ac.in for any information or clarifications related to tender.

7. Financial Bid

- a) The Financial bids will be opened in case of only those bidders who will be qualified in the “Technical Bid” by The University.
- b) Quoted rate (including GST to be shown separately) for rendering non-comprehensive maintenance services against CCTV Surveillance System of The University must have the validity period for one-year w.e.f. selection of the bidder.
- c) “Financial Bid” should be submitted in a separate sealed cover duly signed by authorized person on behalf of each firm.

8. Other Terms & Conditions

- a) **Security Deposit:** Successful bidder will require to deposit 10% of their quoted rate for this non comprehensive AMC as “Security Deposit” in the form of Demand Draft in favour of The Registrar, NUSRL, Ranchi within 15 (Fifteen) days from the date of appointing as selected firm for rendering non-comprehensive maintenance services against the CCTV Surveillance System of The University. Earlier deposited amount of Rs. 10,000/- (Rupees ten thousand) only as EMD may be adjusted for this purpose. The total “Security Deposit” of 10% of their quoted rate for this non-comprehensive AMC will be refunded after expiry of 45(Forty Five) Days on completion of one year non comprehensive maintenance services satisfactorily by the concerned firm.
- b) The vendor should inspect the CCTV system/machines on any working day between 11.00 am and 4.00 pm before submitting the quotation and no request thereafter regarding the status of the system will be entertained.
- c) Visit for prevention/checking/correction of the CCTV Surveillance System of The University by the selected bidder as a remedial measure must be conducted at least twice a month and a certificate against each such visit regarding the current status of the system mentioning the period of CCTV footage retention will have to be produced to The University
- d) All break-down calls will have to be attended within 24 hours and have to be restored within 48 hours. Any unjustified delay in this regard will attract a penalty of 1% of the contract value against each day.
- e) Payment will be made, following applicable rules, in two equal installments after rendering six months satisfactory service.
- f) No subletting of the contract will be allowed.
- g) The University reserves the right to accept or reject even the lowest bidder or any bidder without assigning any reason at any point during the process of tendering. The University also reserves the right to discontinue the work at any stage without assigning any reason. The decision of The Registrar, NUSRL, Ranchi will binding on this issue.

- h) The response to bid (as mentioned above) should be covered in separate sealed envelopes super scribing, "Pre-Qualification Criteria", "Technical Bid" and "Financial Bid" respectively.
- i) The envelopes containing copies of Pre-Qualification Criteria, Technical Bid and Financial Bid should be put in another single larger sealed envelope clearly marked "Response to Tender for <Tender Identification Number> and the wordings "DO NOT OPEN BEFORE".
- j) The outer envelope thus prepared should also indicate clearly the name, address, telephone number, e-mail id and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".
- k) The duly filled and sealed offer document including complete set of supporting documents shall be submitted to:

The Registrar

National University of Study and Research in Law

At - Nagri, P.O. - Bukru, Kanke – Pithoria Road,

Kanke Ranchi – 8340 06 (Jharkand)

- l) The dates of appearing of the bidder(s) before the committee of The University and demonstration (only for qualified bidders of "Pre-qualification criteria") and date of opening of "Financial Bid" (only for qualified bidders of "Technical Bid") will be intimated subsequently to the bidder concerned.

Assistant Registrar (I/C)

Annexures I

Technical Bid

Sl. No.	Item Description	Item Details	
General Technical Specification of CCTV			
1.	CCTV Surveillance System	Vantage PTZ Camera (360°)	6 No's
		Vantage Dome / Bullet (2MP)	51 No's
		CP-Plus Dome / Bullet (2MP)	45 No's
Accessories Spares & Maintenance			
1.	Place of Functioning	- Academic Building Roof Top - Boys Hostel Building Roof Top - Girls Hostel Building Roof Top - Academic Building - Boys Hostel - Girls Hostel - Auditorium & Mess	

Signature of the Bidder _____

Date: _____

Technical Bid

To Be Filled by the Bidder

The bidder is required to provide the following details in the prescribed format and also enclose self-attested copy in support of the information provided, wherever applicable:

1.	Name of the Bidder (Firm)	
2.	Address of the Bidder/ Firm	
3.	Contact Phone number(s) of the bidder: Email ID:	
4.	Year of Establishment	
5.	GSTIN & PAN No. (Enclose GST Registration certificate and PAN)	GSTIN: PAN:
6.	Earnest Money Deposit Details	
6.	Experience of last three year in similar field. (Enclose work orders/ completion certificate)	
7.	Whether the offered make/ model meet the technical specification mentioned in Annexure-I. If yes, attached signed copy of Annexure-I.	

This is to certify that I have understood the terms & condition of the tender document and all the information provided above & enclosed is true to the best of my knowledge and belief.

Signature of the Bidder _____

Date: _____

Annexures II

Financial Bid

Sl. No.	Item Description	Cost
1	Annual Maintenance Contract (AMC) for Existing CCTV Surveillance System to NUSRL 1) Vantage PTZ Camera (360°) – 6 No's 2) Vantage Dome / Bullet (2MP) – 51 No's 3) CP-Plus Dome / Bullet (2MP)– 45 No's	
Total		
GST		
Grand Total		

The amount may be written in words also.

Signature of the Bidder _____

Date: _____

Annexures III

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To

The Registrar

National University of Study and Research in Law

At - Nagri, P.O. - Bukru, Kanke – Pithoria Road, Kanke Ranchi – 8340 06 (Jharkand)

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: _____

Dear Sir,

1. I/ We have submitted my bid for the above mentioned ‘Tender/Work’ on
www.nusrlranchi.ac.in as per your advertisement.

2.

I.....Son/Daughter/Wif
e

ofShri.....Proprietor/Part
ner/Director/Authorized signatory of

M/s.....amcompetent to
sign this declaration and execute this tender document.

3. I offer to work at the rates as indicated in the price Bid/BoQ inclusive of all applicable
taxes.

4. I / We hereby certify that I / we have read the entire terms and conditions of the tender
documents (including all documents like annexure(s), schedule(s), etc.), which form part of
the contract agreement and I / we shall abide hereby by the terms / conditions / clauses
contained therein.

5. The corrigendum(s) issued from time to time by your department/ organization too has
also been taken into consideration, while submitting this acceptance letter.

6. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety and will abide by the instructions in work order/AOC.

7. I / We certify that all information furnished by the me/Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason, summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully

Date:

Signature of the authorized Signatory
of the firm/ Company/Organization

Place:

Office Stamp/Seal: