

**TENDER
FOR HIRING OF I P BASED CCTV
SYSTEMS FROM REPUTED &
EXPERIENCED AGENCIES/FIRMS
FOR INSTALLATION &
COMMISSIONING (For remote live
viewing through internet) IN
EXAMINATION CENTRES IN
BAHADURGARH & JHAJJAR**



**NATIONAL INSTITUTE OF OPEN SCHOOLING
Regional Centre Delhi
A 31, INSTITUTIONAL AREA, SECTOR-62,
NOIDA-201309 (U.P.)**

Sl. No. _____

Date of issue _____

Cost of Rs. 550/- (Rupees Five Hundred Fifty only) **(Non Refundable)** deposited at Regional Centre Delhi NIOS Cash Counter, A-31, Sector – 62, Noida – 201309 (U.P.) vide NIOS Receipt No. _____ dated _____

OR

Deposited through Bank Draft No. _____ dated _____ for Rs. _____ drawn on _____ (name of the Bank) in favour of the Regional Director, Regional Centre Delhi, NIOS, Payable at Noida (to be attached with the Technical bid form)

Tender Document to be put in the Tender Box kept in Online Admission Room No.2, NIOS, A 31, Sector-62, Noida-201309(U.P.)

Last date and time for sale of Tender Form : Till **12.00 Hrs. of 24th March, 2015.**

Last date and time for submission of Sealed Tender: **24th March upto 14.00 Hrs.**

Date & time for opening of the Technical bid: **24th March, 2015 at 14.30 Hrs**

**Venue for opening Technical Bid(s):
Examination Section
Regional Centre Delhi,
National Institute of Open Schooling
Room No.6, A-31, Institutional Area,**

National Institute of Open Schooling(NIOS)

(An Autonomous Organisation of the Ministry of Human Resource Development,
Deptt. of School Education & Literacy, Govt of India)

Regional Centre Delhi

A-31, Institutional Area, Sector – 62, Noida – 201309 (U.P)

TENDER FOR HIRING OF I P BASED CCTV SYSTEMS FROM REPUTED & EXPERIENCED AGENCIES/FIRMS FOR INSTALLATION AND COMMISSIONING (FOR REMOTE LIVE VIEWING THROUGH INTERNET) IN EXAMINATION CENTRES IN BAHADURGARH & JHAJJAR.

ABOUT THE INSTITUTE

The National Institute of Open Schooling (NIOS) is an autonomous organization of the Ministry of Human Resource Development, Deptt. of School Education & Literacy, Govt. of India. **It is the largest open schooling system in the World.** It provides education opportunities for Secondary and Senior Secondary levels and also for Vocational courses to persons who wish to study further and qualify for a better tomorrow. The mission of NIOS is to provide education to all with special concern for girls and women, rural youths, working men and women, SC and ST, differently abled persons and other disadvantaged persons who because

of one or other reason could not continue their education with the formal system. NIOS operates through a network of Twenty (20) Regional Centres and two (2) Sub-Regional Centres and about 4500 Accredited Institutions(AIs) and Accredited Vocational Institutions(AVIs) commonly known as Study Centres in India, Nepal and Middle East Countries. **NIOS is conducting public examinations twice a year in the months of April-May and October-November on the dates fixed by the NIOS.** The duration of examination is maximum 3 hours. Approx 16-20 examination centres are to be fixed by Regional Centre Delhi in Bahadurgarh & Jhajjar The number of examination centres may vary from time to time. The main aim to install and commission the CCTV System in examination centres in Bahadurgarh & Jhajjar is to in curb malpractice, unfair means in the examinations and to smooth conduct of public examination of NIOS.

01 INSTRUCTIONS TO BIDDERS

- (i) Regional Director, Regional Centre Delhi, National Institute of Open Schooling for and on behalf of NIOS invites sealed tenders in the enclosed Tender Form(s) IN TWO BID SYSTEM (TECHNICAL AND FINANCIAL BID) from experienced and reputed firms/agencies for **HIRING OF IP BASED CCTV SYSTEM WITH REMOTE LIVE VIEWING FROM REPUTED & EXPERIENCED AGENCIES/FIRMS FOR INSTALLATION AND COMMISSIONING (FOR LIVE VIEWING) IN EXAMINATION CENTRES IN BAHADURGARH & JHAJJAR** Initially for a period of one year covering two examination i.e in April/May and October/November, which can be extended further for a period of **two more years as per the requirement of the institute based on the satisfactory performance of firm.** The anticipated annual business will be around Rs. 6 to 8 lacs approx. per year. The tender document comprising of Technical and Financial Bid can be obtained from the Assistant Director, Examination Section, Room No.7, National Institute of Open Schooling, A-31, Institutional Area, Sector-62, Noida-201309 (U.P) on payment of Rs. 550/- (Rupees five hundred fifty only)including taxes by way of a Demand Draft drawn in favour of the Regional Director, Regional Centre Delhi, NIOS payable at Noida.
- (ii) The tender document can also be downloaded from the website of NIOS i.e. www.rcdelhi.org. Tender shall only be valid for participating in the tender process subject to fulfillment of tender terms & conditions, furnishing of EMD and cost of tender document alongwith the Technical Bid of the tender.
- (iii) The proposal must be submitted in two separate envelopes, first envelop should contain "Technical Bid" along with EMD of Rs. 20,000/- (Rupees Twenty Thousand only) and cost of the tender document of Rs. 550/- (Rupees five hundred fifty only) both in the shape of Demand Draft/Pay Order of any Nationalized Bank in favour of the Regional Director, Regional Centre Delhi, NIOS payable at Noida and second envelop should contain "Financial Bid" after quoting the rates in Annexure-II. Both the envelopes should be sealed properly and submitted in a single cover duly superscribed as "**TENDER FOR HIRING OF I P BASED CCTV SYSTEM FOR INSTALLATION AND COMMISSIONING (FOR REMOTE LIVE VIEWING THROUGH INTERNET) IN EXAMINATION CENTRES IN BAHADURGARH & JHAJJAR.**". The tender document shall be opened by the duly constituted Committee of NIOS in the presence of authorized representative(s) of the firm/agency who so ever is present on the date and time specified above. No interest shall be paid on EMD.

- (iv) The successful tenderer shall have to submit Security Deposit/Bank Guarantee of Rs. 50,000/- (Rupees Fifty thousand only) by way of Demand Draft /Bank Guarantee drawn in favour of "Regional Director, Regional Centre Delhi NIOS, Noida" immediately after execution of the agreement as interest free security deposit for ensuring good performance and for security purposes which shall be released on request of the firm/agency after two months from the date of expiry /non-renewable of the contract. On receipt of security deposit, on request EMD of the successful tenderer shall be returned without any interest.
- (v) The intending tenderers are advised that the Financial Bids of only those tenderers shall be opened whose Technical Bids are found meeting the eligibility criteria. The Technical Bids of only those tenderers who have deposited the requisite Earnest Money in an acceptable form i.e. by way of Demand Draft/Pay Order of any nationalized bank in favour of the Regional Director, Regional Centre Delhi, NIOS, payable at Noida, shall be opened, in another words, whose bids are found without EMD of requisite amount shall be rejected.

02 SCOPE OF WORK:

- (i) NIOS requires an agency who could install and commission the IP based CCTV Systems (For live uninterrupted viewing) on rental basis at remote location as per NIOS requirement at different examination centres located in Bahadurgarh and Jhajjar as per specifications and conditions specified in the Tender.
- (ii) The bidders are advised to visit the above mentioned area before quoting bid in the tender.
- (iii) The successful bidder shall carry out the work strictly before 7th April 2015 as per specifications mentioned in the tender document.
- (iv) Workmanship and material used should be of the best quality.
- (v) The successful bidder shall have to make arrangement for live viewing at remote location and recording CCTVs Systems of all examination centres at control room situated in Regional Centre Delhi, A-31 Sector 62 Noida. Without uninterrupted viewing facility at control room set up at Regional Centre Delhi, the work will not be considered complete.
- (vi) The date sheet of examination and list of examination centres of Bahadurgarh and Jhajjar will be provided to the successful bidder. The examination centres are changed in every examination.
- (vii) The period of examination of Secondary course is 15-18 days and for Sr Secondary course is 25-28 days.
- (viii) A List of Panel of vendors will also be created for the purpose of dividing the work for its smooth execution.
- (ix) Quality of video shall not be compromised under any circumstances.
- (x) Sub standard/poor quality of work in terms of infrastructure/technical manpower shall not be acceptable and suitable penalty for the same shall be imposed on the contractor.
- (xi) **The bidder will have to provide the internet connectivity & uplinking facility without interruption for live viewing of conduct of examination centre for full 04 hours.**

Job description: The successful /selected agency shall have to perform the following jobs:

Technical Infrastructure: the agency shall have to meet the following minimum technical infrastructure for carrying out the above jobs.

1. The firm should have minimum 3 continuous years experience of providing similar solution in IP based CCTV Systems.
2. The firm should attach Customer's Satisfaction Certificate from at least three Boards Universities/ Institutes obtained during last 3 years.
3. The firm's minimum turnover should be Fifty lakhs per annum during last three years i.e 2011-12,2012-13,2013-14.
4. Duly certified copies of the Income tax returns from the Chartered Accountants firm for last three years i.e 2011-12,2012-13,2013-14 should be submitted along with the tender.
5. Copy of the Statement of Accounts certified by a qualified Chartered Accountants firm for the last three years should be submitted along with the tender.

03 ELIGIBILITY CRITERIA:

The tenderers must fulfill following eligibility criteria.

- (i) The tenderer should have minimum three continuous years experience in installation and commissioning (For live viewing) the CCTV Systems and adequate infrastructure to handle NIOS work.
- (ii) Sufficient number of trained technical personnel to handle NIOS work.
- (iii) Proper infrastructure to carry out assigned job efficiently.
- (iv) Details of infrastructure of the firm should be provided.

04 TERMS & CONDITIONS OF THE CONTRACT:

1. TENDERERS MUST QUOTE RATES ONLY IN THE ENCLOSED FINANCIAL BID PROFORMA.
2. The Tender document is not transferable and its cost is not refundable under any circumstances.
3. The tenders shall be valid for 90 days from the date of opening of Technical bids.
4. The firm should have minimum 3 continuous years experience of handling CCTV system.

5. The firm so selected would be required to carry out NIOS work as per job description. No TA/DA/conveyance/transportation/postage charges, etc. will be admissible for execution of the work.
6. The payment will be made on submission of bill in duplicate, complete in all respects with copy(ies) of challan bearing details of work executed.
7. No advance will be paid for executing the work.
8. Counter conditions in matters concerning payment of bills shall not be acceptable.
9. Time schedule for various activities should be strictly adhered to by the firm/agency.
 - (i) **A penalty at the rate of 10% per day per examination centres approved by NIOS on non functional camera will be imposed on the firm. Penalty can also be enhanced if deemed fit.**
 - (ii) In case of any abnormal irregularity noticed in execution of assigned work, the penalty levied by NIOS will be final and binding on the firm.
 - (iii) In case the successful bidder fails to complete the job, the remaining portion of the job will be got done from the market at the risk & cost of the contractor in addition to the penalty as mentioned at 11(i) above and the security money will be forfeited.
10. In case of any dispute arising out in relation between the parties, the matter will be referred to the arbitrator appointed by the Chairman, NIOS whose decision will be final and binding on the parties.
11. The contractual firm will have to bear the cost of damage to the CCTV Cameras and Accessories that may occur due to storm, fire, rain, natural calamities and any other unforeseen circumstances.
12. The contractual firm will depute his representatives, who will remain present to ensure proper working of the system, till the completion of examination and contractual firm has to provide one operator in control room situated at Regional Centre Delhi, Noida
13. The installation , commissioning (for live viewing) of the CCTV Systems and shifting from one examination centre to other as may require during the examination or thereafter shall be the sole responsibility of the contracted firms.
14. The quantity of the CCTV Systems can be increased or decreased at any stage till the completion of contract.
15. Any dispute arising out in relation between the parties, will be subject to the jurisdiction of Delhi Courts only.

16. A Committee duly constituted and authorized by NIOS may inspect the site of the agency/firm to assess and verify the manpower, infrastructure available with them.
17. NIOS reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

18. PRICE SCHEDULE (TO BE UTILIZED BY THE TENDERERS FOR QUOTING THEIR LOWEST RATES)

The tenderer must quote their lowest rates in the Financial bid form appended at Annexure-II.

Payment Terms:-

1. 100% payment will be released on the execution of live transmission & recording and providing the recording to NIOS for full 4 hours duration on the same day after the examination.
2. 70% payment will be released on the successful and satisfactory execution of live transmission for 4 hours during the examination.
3. 30% payment will be released to the firm for successful and satisfactory execution of only recording and providing the recording on the same day after completion of the examination.

**Regional Director
Regional Centre Delhi**

TECHNICAL BID FORM

FOR HIRING OF I P BASED CCTV SYSTEM FROM REPUTED & EXPERIENCED AGENCIES/FIRMS FOR INSTALLATION AND COMMISSIONING (FOR REMOTE LIVE VIEWING THROUGH INTERNET) IN EXAMINATION CENTRES IN BAHADURGARH & JHAJJAR

The cost of the tender document is being remitted through Bank Draft/Pay Order No. _____ dated _____ for Rs. 550/- in favour of the Regional Director Regional Centre Delhi, National Institute of Open Schooling , Noida.

The amount of EMD of Rs. 20000/- (Rupees Twenty thousand only) is also being remitted through Bank Draft/Pay Order No. _____ dated _____ in favour of the Regional Director, Regional Centre Delhi, National Institute of Open Schooling , Noida.

Sl.No.	Particulars	Information to be furnished by the firm/agency alongwith documentary proof
1	Name of the firm/Agency with Complete Address, Phone nos., Mobile nos. & email IDs.	
2	Year of incorporation of the Firm (Copy be enclosed)	
3	Service Tax Registration No. /PAN No. (Copy be enclosed)	
4	Total Experience (Firm/agency should have minimum three years experience in handling, installation and commissioning of CCTV Systems) (copies to be enclosed)	

5	<p>Annual Turnover(Financial year)duly certified by a Chartered Accountants firm 2011-12 2012-13 2013-14</p> <p>(Firm/agency should have a minimum turnover of about Rs.50.00 Lakh (Rupees Fifty lakh only) per year during the last three years.</p>	
6	Copy of the Income tax returns for the last three years i.e 2011-12,2012-13,2013-14. (copy be enclosed)	
7	Details of work done during Last three continues years with satisfactory report from concerned Board/University along with their address and phone No. (copy may be enclosed)	
8	Details of cost of Tender document.	
9	Details of EMD	

UNDERTAKING

I/We have read the terms and conditions of the tender document and understand that in case of any of the statement furnished by the undersigned is found to be false OR if any / all the terms and conditions are not complied with, the tender is liable to be cancelled and the earnest money deposited shall be forfeited by NIOS. I agree that the decision of the NIOS in this regard would be final and binding on the firm/agency.

I/We also certify that, I/We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of owner/authorized Officer
of the firm/agency
Name
Address with seal of the Firm

Place: _____
Date: _____

FINANCIAL BID FORM

FOR HIRING OF I P BASED CCTV SYSTEM FROM REPUTED & EXPERIENCED AGENCIES/FIRMS FOR INSTALLATION AND COMMISSIONING (FOR REMOTE LIVE VIEWING THROUGH INTERNET) IN EXAMINATION CENTRES IN BAHADURGARH & JHAJJAR .

Dated: _____

The Regional Director
Regional Centre Delhi
National Institute of Open Schooling
A 31, Institutional area
Sector- 62, NOIDA-201309 (U.P.)

Sir,

After having gone through the terms and conditions as enlisted in the tender document for FOR HIRING OF I P BASED CCTV SYSTEM FROM REPUTED & EXPERIENCED AGENCIES/FIRMS FOR INSTALLATION AND COMMISSIONING (FOR REMOTE LIVE VIEWING THROUGH INTERNET) IN EXAMINATION CENTRES IN BAHADURGARH & JHAJJAR . I/We accept all the terms and conditions of the tender document and quote our lowest rates for the same as under:

We offer our lowest offered rates for the required job are as under:

SL No.	Item Description	Rate of per examination centre per day all inclusive (in figure)	Rate of per examination centre per day all inclusive (in words)
1.	Installation & Commissioning of IP based CCTV surveillance with remote live viewing and recording with supply of recording of 4 hours on the same day after examination for set of 04 cameras.		
2.	Installation & Commissioning of IP based CCTV surveillance with remote live viewing and recording with supply of recording of 4 hours on the same day after examination for set of 08 cameras.		

Signature of owner/authorized Officer
of the firm/agency
Name
Address with seal of the Firm

Place: _____

Date: _____

Note: Cutting/overwriting while quoting the rates is not permitted. Tender with cutting/overwriting are liable to be rejected outrightly.

National Institute of Open Schooling(NIOS)

(An Autonomous Organisation of the Ministry of Human Resource Development,
Govt of India)

Regional Centre Delhi

A-31, Institutional Area, Sector – 62, Noida – 201309 (U.P)

TENDER NOTICE FOR HIRING OF IP BASED CCTV SYSTEM FROM REPUTED & EXPERIENCED AGENCIES/FIRMS FOR INSTALLATION AND COMMISSIONING (FOR REMOTE LIVE VIEWING THROUGH INTERNET) IN EXAMINATION CENTRES IN BAHADURGARH & JHAJJAR

Regional Director, Regional Centre Delhi, NIOS invites sealed tenders in two bid system (Technical and Financial Bid) from the experienced and reputed **AGENCIES/FIRMS FOR INSTALLATION AND COMMISSIONING OF I P BASED CCTV SYSTEMS (FOR REMOTE LIVE VIEWING THROUGH INTERNET) IN EXAMINATION CENTRES IN BAHADURGARH & JHAJJAR.**

Last date of submission of tender is , 24th March, 2015 upto 2.00 p.m. Application form and further details can be downloaded from NIOS website i.e. www.rcdelhi.org. The same can also be obtained from Assistant Director (Examination Section), Regional Centre Delhi. at the address mentioned above on payment of Rs 550/- (non refundable).

Regional Director
Regional Centre Delhi