

**BY SPEED POST**

**GOVERNMENT OF INDIA**  
*National Museum of Natural History*  
**(Ministry of Environment & Forests)**  
Tansen Marg, New Delhi-110001

No.10(15)/2012-13/NMNH

Dated: 07<sup>th</sup> July '2012.

M/s-----.

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Subject: **Regarding Comprehensive Annual Maintenance Contract of installed of CCTV Surveillance System and supply and installation of cable, cameras etc to this office.**

Sir,

Sealed Tenders are invited from reputed firms regarding Comprehensive **Annual Maintenance Contract of installed of CCTV Surveillance System and supply and installation of cable, cameras, etc to this office**

**GENERAL TERMS AND CONDITION OF THE TENDER**

1. The quotation should be given on firm's letter head giving address, telephone number, PAN Number etc.
2. The firm should also furnish earnest money deposit amounting of Rs. 1,000/- (Rupees Six Thousand Only) in form of DD/Pay order in favour of Pay &Accounts Officer, Ministry of Environment & Forests, New Delhi along with quotation. The amount of the earnest money deposit will be released to unsuccessful firms after the finalization of the contract.
3. No advance payment will be made. The approved contractor shall submit their bill (in triplicate) on completion of awarded job and payment will be made within three or four week after completion of work/submission of bill.
4. The contract can be terminated by this office at any time without assigning any reason, if the work of the contractor is not found satisfaction. In this connection, the decision of DIRECTOR, NMNH shall be final and binding on the contractor.
5. The successful bidder will be required to furnish security deposit amounting to Rs. 2,000/-(Rupees Twenty Thousand Only) with in 10 days from the date of acceptance of his tender. The security deposit shall be in the form of DD/Pay order/Fix deposit receipt/Bank Guarantee in favour of P& AO, Ministry of Environment & Forests, New Delhi. The Security Deposit will be refundable only after the satisfactory Completion of the AMC. No interest will be paid on security deposit.
6. This department has the right to forfeit the security deposit in full or in part in the event of failure on the part of contractor to fulfill the terms and conditions of the contractor

7. After due date and time and without EMD, No quotation will be entertained.
  
8. The work is required to be completed within period of 15 days from the date of awarding order; if it is not completed within the target time then penalty will charge as decided by the Department.
  
9. The contractor or his authorized representative could be present at the times of opening of quotation, if they so desire.
  
10. Financial Bid for **Comprehensive Annual Maintenance Contract of installed of CCTV Surveillance System of this office as per Annexure-I**
  
11. Financial Bid for **Supply and installation of Cable, cameras etc to this office as per Annexure-II**  
**TERMS AND CONDITION OF Comprehensive Annual Maintenance Contract of installed of CCTV Surveillance System of this office.**
  - a) Providing of services for necessary repairs and servicing of the system installed in the NMNH.
  
  - b) Providing services subject to availability within reasonable time service cost all spares/parts required to be repaired/replaced in the machine.
  
  - c) Provide training for operating the machine to staff of NMNH as and when required.
  
  - d) Complaints will be attended as and when asked for. The firms send their engineer once in month for preventive Maintenance of above system.
  
  - e) Be entitled without any hindrance to depute its authorized service representative to this office at reasonable hours to inspect and services the machines.
  
  - f) Maintenance register should be maintained by the firm and necessary entries should be recorded about the visiting of their engineer in connection with the Maintenance of CCTV
  
  - f) Being prevented or delayed in performance of any of its obligation under this agreement due to condition which shall include but not limit to Strikes, Lockout, concerted Action of workman, Breakdown of communication or power, acts of God, Fire, Storm Rain, Earthquake, Explosions Emergency, War Roits etc.
  
  - f. The following work which are not covered under the Contract of AMC:
    - i) Shifting of any camera and re-installation of the system shall not be covered within the scope of this contract, charges for the same shall be claimed by the firm.
  
    - ii) Maintenance of Television sets is not with the scope of the contract.
  
    - iii) Cable replacement is not with the scope of this contract; however cable maintenance with the scope of this contract.
  
    - iv) Replacement of any plastic parts not covered under CAMC.

The contractor should have the following documents attached with quotation:

- (a) Proof of Income Tax Assessment.
- (b) Registration with Delhi Sales Tax Department for Supply electronic equipment etc.
- (c) Satisfactory completion certificate for undertaking of such type of job in Govt. Office/Govt. undertaking etc.

Quotations should be in proper sealed cover superscripted as "**Bid Comprehensive Annual Maintance Contract of installed of CCTV Surveillance System and supply and installation of cable, cameras, etc to this office.**" This cover should contain one separate sealed envelopes contain Financial Bid superscribed as "**Financial Bid**" Comprehensive **Annual Maintance Contract of installed of CCTV Surveillance System and supply and installation of cable, cameras, etc to this office.** The quotation should be addressed to ***Shri Vinod Kumar, Administrative Officer, NMNH, Ministry of Environment and Forests, FICCI Museum Building, Tansen Marg, New Delhi*** so as to reach her latest by 1400hrs on ***20<sup>st</sup> July 2012*** by post/by hand. The tender will be opened on the same day at 1500 hrs.

Yours faithfully,

(Vinod Kumar)  
Administrative Officer

**Financial bid**

S.No.	Particulars	CAMC Charges In words as well As in figure	Applicable taxes, if any
1.	<p><b><u>Comprehensive Annual Maintance Contract of installed of CCTV Surveillance System of this office.</u></b> Based</p> <p><b><u>On the condition</u></b></p> <p><b><u>Mentioned</u></b></p> <p><b><u>In the tender.</u></b></p>		

Signature of Tenderer \_\_\_\_\_

Name in Block Letters \_\_\_\_\_

Full address with telephone Nos \_\_\_\_\_

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**ANNEXURE-II**

**Financial bid for supply and installation of cable, cameras etc to this office.**

<u>s.No.</u>	<u>ITEM DESCRIPTION</u>	<u>QTY</u>	<u>MODEL MAKE</u>	<u>Rate</u>  <u>Plus</u>  <u>Applicable</u>  <u>Taxes if any</u>
1.	<b>VANTAGE</b> Digital Video Recorder with following  Features <ul style="list-style-type: none"> <li>• 16 channel Video/Audio</li> <li>• H. 264 compression format.</li> <li>• LAN connectivity/USB Poart.</li> <li>• Motion Detection Supported</li> <li>• Real time 400 FPS Multiplex DVR</li> <li>• SATA HD interface up to 2 GB</li> <li>• Support up to 2 HDD etc.</li> </ul>	<u>01</u>	<b>Vantage</b>  <b>V8316-ST</b>	
<u>1(b).</u>	<b>VANTAGE</b> Digital Video Recorder with following  Features <ul style="list-style-type: none"> <li>• 08 channel Video/Audio</li> <li>• H. 264 compression format.</li> <li>• LAN connectivity/USB Poart.</li> <li>• Motion Detection Supported</li> <li>• Real time 400 FPS Multiplex DVR</li> <li>• SATA HD interface up to 2 GB</li> <li>• Support up to 2 HDD etc.</li> </ul>	<u>01</u>	<u>Vantage</u>  <u>V8308-ST</u>	
<u>2.</u>	<b>Seagate Hard disk</b>	<u>01</u>	<u>Seagate</u>	
<u>3.</u>	<b>Vandal proof high resolution IR Indoor Dom camera</b> <ul style="list-style-type: none"> <li>• 1/3” Sony Super CCD</li> <li>• 540 TVL</li> <li>• 20 IR LEDs</li> <li>• 20Mtrs</li> <li>• More than 10,000 Hrs LED life</li> </ul>	<u>01</u>	<b>Vantage</b>  <b>V-324F- PDS</b>	
<u>4.</u>	<b>Vandal Proof Dom camera</b> <ul style="list-style-type: none"> <li>• 1/3” Sony Super CCD</li> <li>• 420 TVL</li> <li>• 20 Mtrs</li> </ul>	<u>18</u>	<b>Vantage</b>  <b>V-32DS- PDS</b>	
<u>5.</u>	<b>BNC Connector Req: 2 Pcs per camera</b>	<u>2pcs</u>		
<u>6.</u>	<b>Power supply unit for 1 cameras</b>	<u>01</u>		
<u>7.</u>	<b>Power supply unit for 01 cameras</b>	<u>01</u>		

8.	Motor for Gate Camera ( if Required)	01		
9.	Rate for new cable and replacement of existing cable if required	Per meter		
10.	Rate for shifting any Camera and re-installation of the System			

Signature of Tenderer \_\_\_\_\_

Name in Block Letters \_\_\_\_\_

Full address with telephone Nos \_\_\_\_\_

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