

## NOTICE INVITING QUOTATION

Sealed tenders under two bid (technical and financial) system are hereby invited from experienced service providers for providing the CCTV surveillance system in various Examination centers during the conduct of 10<sup>th</sup> & 12<sup>th</sup> Standard examinations to be conducted by the HP Board of School Education in March 2017.

Sr. No.	Description	Earnest Money	Period of Service
1.	Providing services for CCTV surveillance system in various Examination venues during the examinations to be conducted by the Board in March 2017.	1 Lakh	Annual Exam March 2017 extendable for further exam till March 2018.

The schedule of bidding will be as follow:

Pre Bid Meeting	Last Date & Time of Submission of Bids	Date & Time of Opening of Technical Bid	Date & Time of Opening of Financial Bid
27/01/2017 at 2.30 PM	30/01/2017 at 2.00 PM	30/01/2017 at 3.00 PM	31/01/2017 at 3.00 PM

### Eligibility Criteria: -

#### 1.

- a) The bidder should be a Company/Firm/Proprietorship/LLP/Partnership/Consortium of companies or Firms registered in India.
- b) Adequate experience of providing satisfactory services of such types of assignments in the relevant field to educational institutions or other related organizations during last 3 years (Supported by work order/ Completion certificate). **Permission, if any, required, for the installation of the equipments at different places from the local authority/competent authority to be arranged by the awardee itself.**
- c) The Minimum Annual Financial Turnover should be 5 Crore or more in any of the last three financial years (Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant), etc. (2013-14, 2014-15 & 2015-16).
- d) **The Bidder should have relevant experience of executing at least one assignment of providing 400 CCTV on lease/ Rent to Government/ PSU/Education Board/ Examination Boards/ Recruitment Examination board in the period starting from 1st January 2014 to 31<sup>st</sup> December 2016.**
- e) Camera should be At least 2 Megapixel HD Camera shall be installed.
- f) Agency must be registered with appropriate statutory authorities as required under law for taxation etc. and must enclose copy of the same.
- g) The agency must enclose a Demand Draft for `1000/- (Rupees one thousand only) (non-refundable) towards Cost of tender document in favour of "The Secretary, Himachal Board of school Education, Dharamshala" along with the technical bid.
- h) Agency should not have been black listed by any Firm / Organization /School /Board /University /Institution etc. Undertaking in this regard to be submitted by tenderer with the technical bid as per Annexure III.
- i) Earnest Money in shape of FDR of a scheduled bank duly pledged in favour of The Secretary, Himachal Board of school Education, Dharamshala should be enclosed with the technical bid. However emd of unsuccessful bidder shall be returned after allotment of the job to the successful bidder
- j) In case the date of issue / receipt of tenders is declared / happens to be a public holiday, the tenders will be issued / received on the next working day.
- k) Conditional Tenders are liable to be rejected.
- l) Himachal Board of school Education, Dharamshala reserves the right to cancel/reject in full or any part of the tender without assigning any reason.

2. Agreement shall be drawn with the successful bidder.

3. **Scope of Work**

To install, commission and operationalise the required Number of CCTV for close observation of activities of candidates & their recording in the Examination Centers on the day of examination, as per the requirement:

- i. At least 100 exam centers shall be covered in March 2017, however the number of exam centers may be increased Upto 300 in consideration of the cost of the job involved.
- ii. The installation of CCTV should be made at least one day in advance from the scheduled date of examination and or in such a way that the CCTV are required to be functional for ½ hours before the scheduled time of commencement of the examination and ½ hour after the completion of the examination.
- iii. To organize and provide required manpower to install the CCTV devices at the Centers.
- iv. To provide uninterrupted service of CCTV along with back-up of CCTV and ensure proper working of CCTV during the conduct of examination.
- v. During the period of examination, CCTV facility shall not be interrupted due to any technical fault, etc., and the Agency shall take due care of functioning of CCTV with adequate backup of CCTV during the conduct of written examination and as per the time period mentioned in the Work Order of respective assignments.
- vi. The bidder is required to submit complete recording of the entire examination duration within 10 days of successful completion of the examination.
- vii. In case of Live CCTV surveillance, Cameras should be connected to internet and Control room need to be setup at HPBOSE.
- viii. Computer/ Laptop and internet will be provided by HPBOSE in Control Room. Networking and other arrangements will be done by bidder.
- ix. Internet, Power backup and other arrangements on every center would be in the scope of bidder.
- x. The hardware required for the job shall be procured and maintained by the service provider and Training/ sensitization of staff deployed at the examination centers shall be imparted by the service provider.
- xi. The liability of the board will be only be limited up to payment of the rental/ lease value of the cameras/ hardware provided and which includes connected service of the job.

The above scope of work also includes the following in addition to above:

- a) The bidder will have to ensure that the CCTV provided work properly, during the entire duration of the examination in the Centres or as ordered.
- b) The bidder will have to install 2 megapixel CCTV camera in the Centre.
- c) The bidder shall ensure up gradation of CCTV service to include additional spectrum or technologies during contract at no extra cost.
- d) A General agreement will be made for a period of agreement and separate work order to deploy services will be issued before exam. The contract for providing services shall be for the exam to be conducted in March 2017 which may be extended to further exam to be conducted by the board till march 2018 subject to satisfactory service and mutual acceptance by both the parties.

4. **Procedure for submission of Tenders:**

The following procedure shall be adopted for submission and opening of tenders. The sealed envelopes shall be submitted as follows:

**Envelope No. 1:** This envelope must be marked as Envelope No. 1 on the right hand top corner. This envelope shall contain two parts.

**Part-I:** Shall contain only the “**Earnest Money Deposit**” and will be opened first. If the Earnest Money Deposit is not found to be in accordance with the procedure prescribed then the other sealed envelope containing Part-II shall not be opened and as such the tender submitted by the tenderer shall not at all be considered.

**Part-II:** Containing the covering letter depicting “**Technical Bid**” will then be opened in case of such tenderers whose Earnest Money Deposit is in order. These will be scrutinized and comments/conditions which have financial implications will be evaluated. Comments/ conditions may be discussed with the tenderer, if deemed necessary. If required, a meeting in respect of technical bids shall be held on notified date, time and place.

**Envelope No. 2:** Containing the “**Sealed price bid**” will be opened either on the same day or on a subsequent date which will be duly intimated to the tenderers. The price bid will be opened only of those agencies who meet the technical requirements of the tender document.

The above said two envelopes shall be kept in **one sealed envelope** and submitted to Secretary, Himachal Board of school Education, Dharamshala on or before 31/01/2017 up to 2:00 p.m. Bid not on the prescribed Performa (Annexure-II) without requisite details/ EMD and received after the closing date and time of Bid will be summarily rejected.

5. **Himachal Board of school Education, Dharamshala** does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason.
6. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
7. The Board reserves the right to assign the job to the L-1 as well as to other bidders in part.
8. Payment Terms:-
  - I. The payment shall be made after the successful completion of particular examination and submission of invoice by the bidder.
  - II. Performance security @10% of the cost of the job shall be deposited by the shortlisted bidder(s) in the shape of Bank Guarantee of a scheduled bank at least valid for 6 months in favour of **The Secretary, Himachal Board of school Education, Dharamshala.**
  - III. **The Performance security deposit along with earnest money is liable to be forfeited wholly or partially if any deficiency is found in the services or bidder fails to fulfill any agreed terms and conditions. The decision of Himachal Board of school Education, Dharamshala shall be final & binding on the bidder in this regard.**
9. The bid for the works shall remain open for acceptance for a period of One month from the date of opening of financial bid. If any tenderer withdraws his tender before the said period or before issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender the said earnest money as aforesaid shall be forfeited.
10. Each tenderer shall submit only one tender; joint venture is not allowed. A tenderer who submits or participates in more than one tender will be disqualified.
11. Interpretations, corrections and changes to the Tender Documents shall be made by Addendum, if required which shall be uploaded on the website of the board.
12. Penalty and Deductions:
  - I. The time schedule has to be strictly adhered as the examination related work is highly time bound. In case of failure at the Centre on the part of the agency or on part of equipments failures, it shall be liable to pay penalty @ Rs. 1000/- Per center per day.

**ANNEXURE-I**

**Himachal Pradesh Board of school Education, Dharamshala**

**Technical Bid**

Technical Details for providing services in Examination Centres of Himachal Pradesh Board of School Education, Dharamshala in identified examination centers of the state of Himachal Pradesh– CCTV SURVEILLANCE on rental basis.

**1. ABOUT THE FIRM:**

i)	Name and Address of the Agency	
ii)	Contact Person with Phone No. Mobile No. Email Id.	
iii)	Month & Year of establishment	
iv)	Type of firm / organization (Proprietary / Private / Public / Govt.)	
v)	Copy of Registration, if applicable	
vi)	Total Annual Financial Turnover : during(Attach photocopies of Audited Balance Sheet & Profit & Loss Account)	2013-14
		2014-15
		2015-16
vii)	Income Tax No. (PAN No. / TIN No.) (attach Photocopy)	
	Service Tax Registration No. (attach Photocopy)	
	(attach photocopies of Income Tax clearance certificate)	
viii)	Activities of the organization:	
ix)	Since when engaged in providing services of CCTV on rental basis.	
x)	Experience in Domain Expertise	

2. Past experience for providing services in – CCTV surveillance in examination or related area.

S. No.	Name & Address of Organization and contact details	Nature of Work	No. of centres involved in project assignment for fixing CCTV's

Note:-

1. Attach recent work orders/ Completion Certificate from the organizations to whom you have rendered services with their contact details.
2. Use separate sheet if space not adequate for writing. Please provide information in the sequence only.

**3. PROFESSIONAL SUPPORT AVAILABLE:**

- a) Manpower: - Number of persons available at different level on regular roll, their experience in relevant field.

S. No.	Name of the Employee	Designation	Experience

- b) Hardware Details :

S. No.	Name of Equipment	Model Number	Make	Quantity

**4. Have you ever been debarred / blacklisted by any School / Board / University / Organization / Government Agency: .....**

If Yes, Please provide the details.

**I. Whether any Court Case / Legal Proceeding is pending against the Tenderers: .....**

If Yes, Please provide the details.

**5. Details of Demand Draft worth Rs. 1000/- towards the cost of tender form:**

Amount :

Demand Draft Number :

Date of Issue :  
Drawn on Bank :

**It is certified that we have gone through all the terms and conditions of this TENDER and the same are acceptable to us.**

Contact Person: .....  
Telephone No.: .....  
Email Id: .....

Mobile No.: .....

**Authorized Signatory  
(With full name, designation and stamp)**

**ANNEXURE-II**

**Himachal Pradesh Board of School Education, Dharamshala**

**Financial Bid**

**Financial Bid for Providing CCTV services in Examination Centres of the HP Board of School Education, Dharamshala– CCTV Surveillance on Rental Basis**

**RATES FOR THE JOB AS INDICATED IN THE TENDER FORM**

<b>Rate Per Exam Center with recording and live facility in HPBOSE, control room (including Taxes) (Amount should be indicated in words also)</b>	
<b>Upto 8 CCTV Cameras Per Center</b>	
<b>Additional Cost on adding Upto 4 CCTV Cameras Per Center</b>	

<b>Rate Per Center Per Month with recording only (including Taxes) (Amount should be indicated in words also)</b>	
<b>Upto 8 cameras Per center Per Month</b>	
<b>Additional Cost on adding Upto 4 CCTV Cameras Per Center</b>	

- All Taxes should be included in the rates quoted above.
- The rates must be quoted inclusive of Travelling, Boarding and Lodging Charges of Manpower, if any.
- Himachal Pradesh Board of School Education, Dharamshala will not be responsible for any loss/damages to any equipment installed at the examination centres and the Agency will be fully responsible for safety and security of its equipments/infrastructure.
- At least one camera should be installed per room.

- Discrepancies, if any, should be reported in writing after matching the data to the Board.
- The captured data shall be delivered to the board by the service provider within 10 days from the date of completion of job.

**Certified that all the terms and conditions of this TENDER are accepted by us.**

Authorized Signatory  
(With full name, designation and stamp)

Contact Person : .....  
 Telephone No. : .....  
 Mobile No. : .....  
 Email Id. : .....

**ANNEXURE-III**

**Undertaking (on agency letterhead)**

This is to certify that M/s \_\_\_\_\_, address \_\_\_\_\_ has not ever been blacklisted from any **by any School / Board / University / Organization / Government Agency, etc.** for any reason at any point of time and no legal case / proceedings is pending against the Agency as on date.

Date:

Signature and seal of agency