

**Government of Meghalaya
Directorate of Information & Public Relations**

ML.7/2021/27

Dated Shillong the 5th December, 2022

**NOTICE INVITING TENDER (NIT) FOR SELECTION OF
REPUTED/EXPERIENCED/BONAFIDE/EXPERT ORGANIZATION/AGENCIES FOR
SUPPLY AND INSTALLATION OF CCTV AT THE OFFICE OF THE DIRECTOR OF
INFORMATION AND PUBLIC RELATIONS, MEGHALAYA, SHILLONG.**

Applications are invited from reputed/experienced bonafide/expert organization/ agencies desirous of association with Directorate of Information and Public Relations, Government of Meghalaya, Shillong for supply and installation of CCTV in the premises of the Directorate of Information & Public Relations, Meghalaya, Shillong.

Intending organizations/agencies must note that the bid has to be submitted in two parts, **Technical Bid** and **Financial Bid** in separate cover for each Tender. The “**Technical Bid**” will contain the plan and descriptions of the CCTV and other documents as mentioned in the Tender details. The “**Financial Bids**” will contain the financial proposal with only one rate (No optional rate will be accepted). The two separate covers will have to be inserted in a Third Cover duly sealed and submitted as Tender offer.

The NIT should be addressed to the **Director of Information and Public Relations, Meghalaya, Shillong – 793001** by designation only. The word “Tender for Supply and Installation of CCTV” should be super scribed on the third sealed cover containing Technical Bid and Financial Bid.

Agencies having experience of similar work and suitable financial capability as per the terms and conditions may submit their application with all supporting documents **on or before 15th December, 2022 by 2:00PM** either by post or by hand. The application should be accompanied bid security of 2% in case of tribal and 5% in case of non tribal in the form of Demand Draft in favour of the “**Director of Information and Public Relations, Meghalaya, Shillong**” payable at Shillong. This Directorate shall not be responsible for postal delay, if any.

1. **Terms and conditions:**

Items offered must be of reputed companies/manufactures and should meet with all the Technical Specifications as given in **Annexure "A"**. Tender should be accompanied with catalogues/Brochures/Warranty/Guarantee and will be received **up to 2:00PM** on or before the **15th December, 2022** by hand or by post. These will be opened on the same day **at 3:00PM**. Tenderers or their authorized representatives' are invited to present at the time of opening of the tender.

2. (i) Tender must be accompanied by the following documents in Technical Bid:

(a) Affixed non-refundable court fee stamp as mentioned above.

(b) Attested Passport size photograph of the bidder.

(c) Authenticated copy of authorized Dealership/Distributorship certificate for each item quoted from the manufacturer/distributor who has authorized dealers specifically certifying that the tenderer is authorized to deal with the equipments quoted in the tender notice. Separate dealership certificate will be required to be furnished by the tenderer if asked for in the list of items.

(d) Attested copy of SC/ST Certificate issued by the concerned competent authority of Meghalaya only (for Tribal tenderer).

(e) Earnest money at the rate of 5% (Five percent) in case of Non-Tribal and at the rate of 2% (Two percent) in case of Tribal from the total value of the items tendered, in any one of the following forms only:

(i) Crossed bank draft; or,

(ii) Deposit at Call.

Payable to the **“Director of Information and Public Relations, Meghalaya, Shillong”** at any Nationalized Bank at Shillong. This will be considered as the security deposit for the tender and the deposit of the unsuccessful tenders will be returned within 2 weeks after the finalization of the tender.

(f) Attested copy of GST Registration / Clearance to be enclosed.

(g) Financial stability Certificate from any Nationalized Bank or Deputy Commissioner concerned upto 10 lakhs

(h) Catalogues/Brochures (in original) from the manufacturers for the item quoted.

- (i) Attested copy of valid professional Tax Clearance Certificate.
 - (j) Attested copies of valid Trading license in terms of KHADC, JHADC, GHADC for Non Tribal (regulation Act. 1954) in case of Non-Tribal who are required to obtain such license should also be enclosed.
 - (k) Tenderer should also submit the undertaking at Annexure - B.
 - (l) Latest certificates with respect to work experience for supply and installation of CCTVs.
 - (m) Should not have been black listed.
2. (ii) Tender must be accompanied by the following document/detail in price Bid:
- (a) Rate of the item quoted should be placed in separate sealed envelopes.
 - (b) The rate quoted should be FOR and inclusive of all taxes. No additional charges would be given by the department apart from the quoted rate.
3. The list of enclosed documents must be mentioned on the body of the envelope containing the tenders, failing which, the sealed envelope of quoting firm will not be opened.
4. Warranty/Guarantee: Minimum Warrantee of 2 (two) years should be offered, to be followed by an AMC from the third year.
5. Rates Quoted:
- (a) Should be inclusive of all taxes, levies, charges, packing, insurance, taxes and other installation/incidental charges.
 - (b) Should be inclusive of the cost of all accessories required to make CCTV functional.
 - (c) Should be valid for 1(One) year from the date of acceptance of tender.
 - (d) Should be quoted separately for each item in word and rates should be for 1 (one) item, 1(one) rate basis. Same items with optional rates and optional quality will not be entertained and out rightly rejected.
 - (e) Should be quoted F.O.R Destination
 - (f) Should be written clearly in figures and in words. Any alterations or over writing must be fully signed by the tenderer along with the date.
 - (g) Once the rates offered in the quotation are accepted, no enhancement will be entertained under any circumstances and tenderers will be liable to supply the items at the rate

accepted by the Department. Failure to supply the items at the accepted rates will entail the offer being cancelled and the Security Money will be forfeited to the Government of Meghalaya.

(h) For import items rate should be indicated separately i.e., rates with Custom duty and rates without Custom Duty.

6. Tenderer must sign all pages of the Bid (Both Technical and Price Bid) and also submit the signed Undertaking Certificate at Annexure - 'B', as a proof of the tenderer having fully understood the terms and conditions mentioned in the NIT.

7. Tender/quotation should be addressed to the undersigned by designation and not by name. Sealed envelopes containing the quotation must be super-scribed as Tender for supply and installation of CCTV and sent by hand delivery. The tenderer should affix his full address on the left bottom of the envelope containing the tender documents.

8. In no case tenders received after due date and time shall be accepted. All tenders received after the due date and time shall be returned to the respective tenderer without opening the same.

9. Rates of Security Deposit: - The successful tender will have to deposit Security Deposit @ 10% (for all categories) of the total amount of the contract.

10. Once the Model is approved, no change of brand name, shape, pattern, quality or specification will be entertained even on the plea on non-availability offer of the same quality or alternative offer of the same quality.

11. Delivery and installation must be completed within 20 (twenty) days from the date of receipt or firm orders. No extension of delivery period will be entertained.

12. Payment will be made to the suppliers directly only on supplies and successful installation

13. Risk of transportation will be borne by the Tenderer themselves.

14. One set of manual of (Instruction and Maintenance) should be supplied free of cost for the item wherever applicable.

15. The Directorate of Information and Public Relations, Meghalaya, Shillong reserves the right to reject the lowest rate or any of the tender without assigning any reason.

16. The Tendering Authority has the right to cancel the tender at any time without assigning any reason thereof.

17. The Tendering Authority reserves the right to alter the quantity/reduce any items/equipments before issue of supply order and the Tenderer shall not have any claim what so ever on this account.
18. The items for which the tenderers would be quoting must fulfill the given technical specifications and if it does not then it will not be accepted.
19. Eligible/qualified Tenderers should demonstrate the equipment before the Tendering Authority.
20. Successful Tenderer will have to sign a contract agreement.
22. The Earnest Money of the successful/unsuccessful Tenderer shall be released after the award of tender to the successful 'Tenderer.
23. The Successful tenderer shall be intimated and a letter of acceptance will be issued by the undersigned.

Sd/-
Director of Information & Public Relations,
Meghalaya, Shillong

ANNEXURE-A

TECHNICAL SPECIFICATIONS (TS)

Sl. No. (1)	Description (2)	Quantity (3)
1.	Camera- Wired 1080p HD 5MP Security Camera with night vision	15
2.	NVR 32 Channel-2SATA COMPATIBLE with Internet	1
3.	HDD- Minimum 8 TB EXTERNAL HDD with Password Protection for Windows and MAC	2
4.	8 Port POE Switch-8 Port Gigabit PoE Switch @110W Easy Smart Plug & Play Sturdy Metal /Shielded Ports Support QoS, Vlan, IGMP and Link Aggregation	4
5.	RJ 45 Connector	100
6.	PVC Box (4 * 4)	20
7.	Cat 6 Ethernet LAN Cable (305 Mtr Roll)	2
8.	PVC Pipe	100
9.	32" LED TV-Crystal 4K Ultra HD Smart LED TV with high picture quality	1
10.	Wiring Charges	610

ANNEXURE —B

CERTIFICATE OF ACCEPTANCE OF TERMS AND CONDITIONS

(To be furnished along with the tender documents)

I/We have read and fully understood the terms and conditions as laid down in the Short Tender Notice. vide No: ML.7/2021/26 Dated Shillong the 5th December, 2022 in respect of supply of CCTV to the Office of the Director of Information & Public Relations, Meghalaya, Shillong due to be opened on **15th December, 2022.**

I/We agree to abide by the same.

I/ We have signed all the pages of the tender documents as laid down.

Signature and seal of the Tenderer or
his/her Authorized signatory.

Dated.

Name

Address

Phone No.