



**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, W.B. & SIKKIM
P-7, CHOWRINGHEE SQUARE, AAYAKAR BHAWAN, 1ST FLOOR, KOLKATA-700 069.**

F. No. PR.CCIT,KOL/ADMN/ITO,ADMN-2/68/CCTV/2018-19/203 Dated:13/04/2018

Tender document for CCTV Surveillance System at Aayakar Bhawan, Kolkata

The Office of the Pr. CCIT, WB & Sikkim hereby invites sealed quotations from the reputed parties/authorised dealers in CCTV camera for supply & installation of Closed Circuit TV Surveillance system in Aayakar Bhawan, at P-7, Chowringhee Square, Kolkata- 700 069 as per the details given below. The tender document can be downloaded from www.incometaxindia.gov.in and www.eprocure.gov.in.

Camera requirement

Floor	Wide Angle Camera	IR Bullet Camera	IR Dome Camera
Aayakar Bhawan, Ground Floor	01 No.	03 Nos.	-
Aayakar Bhawan, 1st Floor-8th Floor	-	16 Nos.	08 Nos.
Total	01 No.	19 Nos.	08 Nos.

Camera Specifications

Product	Product Specification
Wide Angle Camera	Min IP66(for NVR recording), Image Sensor 1/3", Night Vision, Built in LED, Moderate IR Range, High Resolution HD(at least 1080p 2MP or higher), suitable Focal Length for widest possible Field of View.
IR Bullet Camera	HD Ready, 1.0 Megapixel, 25/30 fps @ 720P, Day Night ICR 6/8mm, IP66, IR LED length 20 Mtr, Smart IR (CE/RoHS certification)
IR Dome Camera	HD Read, 1.0 Megapixel, 25/30 fps @ 720P, 3.68mm, IP66, IR LED length 20 Mtr, Smart IR (CE/RoHS certification)
DVR	32 Channel support HDCVI/Analog/IP Video input, H.264 dual-stream Video compression. All channel 720P real time or 1080P non-real time recording, 4/8/16 channel synchro real time playback, GRID interface & smart search. HDMI/VGA/TV simultaneous video output Support 4 SATA HDDs up to 16TB, 1 eSATA, 3 USB2.0
HDD	Surveillance 4TB 4 nos. of reputed make as required.
Monitors	32" of reputed make X 01 no.
Coaxial Cable	ISI approved RG-6 of reputed make as required
Power Cable	ISI approved 2 core 1.5 sq. mm of reputed make as required

Datta
(श्यामल दत्ता/SYAMAL DATTA)
आयकर अधिकारी, मुख्या (प्रशा. व टीपीएम)-2, कोल.
ITO, Hqrs. (Admn. & TPS)-2, Kolkata.
For Pr. CCIT, West Bengal & Sikkim.

Intending bidders are advised to visit the website www.incometaxindia.gov.in and www.eprocure.gov.in regularly to keep themselves updated for any Corrigendum in the Tender Documents, till closing date of submission of bid.

The bid document shall consist of two parts - Technical Bid and Financial Bid. Both bids are to be placed in two separate sealed envelopes (clearly super scribing "**Technical Bid**" and "**Financial Bid**") which, in turn, are to be placed in one sealed cover. Demand Draft/Pay order/Banker's cheque towards the EMD should be kept in the envelope containing technical bid only. **Bids of all the parties whose Financial Bid are not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid, shall be rejected forthwith.** The forms for both the technical and financial bid should be completely filled up.

A. Technical Bid

Technical bid shall be submitted by the bidder only in the prescribed form for **Technical Bid (Tender Form - A)**. The bidder must fulfill conditions listed below. The required details and supporting documents in this regard should be submitted along with the form for Technical bid. All the documents should be properly numbered, legible and enclosed as annexure with the Technical Bid.

1. The applicant Agency should have at least 3 years experience in providing Close Circuit Television (CCTV) System. The documentary evidence for the same should be submitted along with Technical Bid.

2. The applicant's Annual Turnover in last 3 years i.e. F. Y. 2014-15, 2015-16 & 2016-17 should not be less than Rs. 50 Lakh in each year from the relevant business. Authentic evidence should be submitted such as copies of Income Tax Return along with copies of Balance Sheet and Profit and Loss Account for the relevant years.

3. The applicant agency should have at least one reputed client base such as Govt. Departments/PSU.

4. The applicant should also furnish copies of all the registration certificates under the various statutes/rules & regulations as applicable in its case such as, GST etc.

5. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Department may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Department shall not be considered. The Department's request for clarification and the response shall be in writing. If a bidder does not provide clarifications of its bid by the date and time set In the Department's request for clarification, its bid may be rejected.

Note: The Department reserves the right to relax all or any of the afore mentioned conditions if adequate number of bids are not received.

TENDER FORM "A" (TECHNICAL BID)

Sr. No.	Particulars				
1	Name, address & telephone No. of the Supplier/Vendor				
2	Income Tax Assessment Particulars & PAN				
3	The number of years of experience of providing Close Circuit Television (CCTV) System				
4	Turnover & net worth in the past 3 years along with documentary evidence.	F.Y.	2014-15	2015-16	2016-17
		Turn over			
5	Details of reputed clients to whom the applicant has provided CCTV System	Name & Address of Client	Period of Contract	Number of clients to whom CCTV System have been provided	Nature of evidence enclosed with page nos.

Documents to be enclosed along with the technical bid

The Agency/Contractor/Firm submitting tender for providing of **Close Circuit Television (CCTV) System** at Aayakar Bhawan, at P-7, Chowringhee Square, Kolkata- 700 069 shall enclose the following documents along with the completely filled-up and signed tender Form (A) i.e. Technical Bid.

1. Copy of registration with GST Department
2. Copy of GST/Service tax return and VAT return (latest).
3. Income Tax Return for the last three years (A. Y. 2015-16, 2016-17 & 2017-18) along with duly certified copy of Profit & Loss Account and Balance Sheet.
4. Brief profile of the Agency and its clients.
5. Experience in the field (Please furnish details of number of existing as well as Earlier clients). The experience details should be supported by copies of the contract.

Signature of Authorized Representative with date:

Name of the Authorized Representative:

Name & Address of the Agency:

Seal of the Agency:

B. FINANCIAL BID

Following points should be taken into consideration while submitting the Financial (price) bid.

1. All the rates must be written both in figures and words. Corrections, if any, should be authenticated by countersigning.
2. The rates quoted should be exclusive of any taxes, Govt, duties etc. as applicable. Details of all applicable taxes, govt. duties etc should be mentioned separately.
3. The quotations should be for per unit of equipments separately for each brand, i.e if there is mention of two brands say Brand "A" and Brand "B" in technical bid, vendors are requested to quote separately for each brand.
4. The quotations should have break up cost for equipments and installation charges and taxes, separately.

Conditions:

- 1(i) The Cameras, DVR and other related products should be of a reputed brand with local area serviceability.
- 1(ii) The camera system to be installed should have internationally approved certification.
- 1(iii) All warranty cards for the equipments supplied shall be duly stamped for purchase and submitted to the Department before signing of the Contract.
- 1(iv) The servicing of the equipments supplied/installed within the warranty period and beyond the warranty period from the Authorized Service Centre shall be responsibility of the Vendor for the total period of 03 (three) years after installation. No separate charge for AMC will be given for these 3 years. **Any call for repairing/maintenance from this office must be attended by the supplier within 48 hours.**
2. The entire set up of the surveillance system including non-stop functionality and services for breakdown/adjustments shall be the responsibility of the Vendor for a period of 03 (three) years from the date of installation & commencement of operation.
3. The installation of the DVRs and monitors are to be done in the room of the Caretaker of Aayakar Bhawan, and two connections are required to be provided at two other rooms of 1st floor, Aayakar Bhawan, Kolkata where the system is proposed to be put in place and shall be finalized in the consultation of the Department.
4. Cabling shall be done through proper protective PVC ducking and be aesthetically and scientifically laid out according to the existing structure of the building. A clear plan of the cameras & cables lay-out shall be submitted on paper after installation of the system.
5. Inspection of the premises may be made between **19.04.2018 & 20.04.2018** between **11.30AM to 02.30 PM.**
6. The Earnest Money Deposit/Bid Security (Refundable, after completion of Tender procedure of Rs. 15,000/- (Rupees Fifteen Thousand only) in the form of Demand Draft/Banker's Cheque in favour of **SBI, Esplanade Branch (TR-6 A/c.)**, payable at Kolkata, has to be submitted

along with the quotation. The said amount shall be forfeited, if the successful bidder fails to honour the terms and conditions of the work order/contract, viz. timely installation of CCTV camera, cable works etc.

7. Quotations should invariably accompany supporting materials, like brochures.
8. The sealed tenders completed in all respect shall be submitted/dropped in the tender box kept at the office of the Income Tax Officer, Hqrs. (Admn & TPS)-2, Kolkata Room No.10, Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069 not later than 13.00 hours on 14.05.2018 and the bids will be opened on 15.05.2018 at 15:30 hrs in the Conference Hall, 1st Floor, Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069.
9. The successful bidder shall submit a Performance Guarantee within 05 days after the receipt of Letter of Intent from this office @10% of the tendered value of the successful bid either through banker's cheque/Demand Draft or Bank Guarantee. The Performance Guarantee should remain valid for a period of 30 (thirty) days beyond the date of completion of all warranty/service/maintenance obligations of the Vendor and the same will be refunded to the successful bidder thereafter without any interest after deducting liabilities, if any. Bid security will be refunded to the successful bidder on receipt of performance security and for other Bidders, the Earnest money instrument will be returned within 15 days of the completion of the financial evaluation of the tenders.
10. The installation & commencement of the surveillance system at the Aayakar Bhawan must be completed well within one month from the date of awarding the contract to the successful bidder.
11. The bill for the contract amount shall be submitted for payment only after installation & commencement of operation of the complete surveillance system as intended.
12. The successful bidder has to enter into agreement with the Department before installation of the surveillance system as intended.
13. The Income tax department reserves the right to accept or reject any bid, and to annul/modify the bidding process any time, without thereby incurring any liability to the affected Bidder or Bidders.

[Handwritten Signature]

Income Tax Officer Hqrs.(Admn. & TPS)-2, Kolkata
For Pr. Chief Commissioner of Income Tax, W B & Sikkim.