

**OFFICE OF THE SUPERINTENDENT OF POLICE-CUM-  
FOREIGNER'S REGISTRATION OFFICER: EAST KHASI HILLS,  
MEGHALAYA :: SHILLONG**

**TENDER NOTICE FOR CCTV**

Sealed tender affixing non-refundable Court Fee Stamp as under:

**Where the tender value :**

- (a) Not exceeding Rs. 5,000/- = Rs. 25/- only
- (b) Not exceeding Rs. 5,000/- but not exceeding Rs. 50,000/- only.= Rs.50/-only
- (c) Exceeding Rs. 50,000/- but not exceeding Rs. 1,00,000/- only= Rs.100/- only.
- (d) Exceeding Rs. 1,00,000/- but not exceeding Rs. 5,00,000/- only= Rs.200/- only.
- (e) Exceeding Rs. 5,00,000/- but not exceeding Rs. 15,00,000/- only= Rs.300/- only.
- (f) Exceeding Rs. 5,00,000/- but not exceeding Rs. 15,00,000/- only= Rs.300/- only.
- (g) Exceeding Rs. 15,00,000/-but not exceeding Rs.25,00,000/- only= Rs.400/- only.
- (h) Exceeding Rs.25,00,000/-but not exceeding Rs.1,00,00,000/-only= Rs.400/- only

are invited from bonafide, established, reputed manufacturers and registered reputed intending firms and supplier(s) for entering into rate contract for supply of CCTV as per list at Annexure " A ", and terms and conditions laid down in the Tender Notice. Tender should be in 2 (two) Bids system i.e

**i) Technical Bid.**

**ii) Price Bid.**

**1. Terms and Conditions:**

Items offered must be of reputed companies/manufacturers and should meet with all the Technical Specifications as given in Annexure " B ". Tender should be accompanied with catalogues/Brochures/ warranty/guarantee and will be **received up to 1300 hrs on the 3<sup>rd</sup> June, 2014** by hand or by post. These will be **opened on the same day at 1600 hrs**. Tenderers or their authorized representatives are invited 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 required above.
- b) Attested copy of valid and current Sale Tax Clearance Certificate from Superintendent of Taxes.
- c) Authenticated copy of rate contract with DGS & D if tenders have any existing and valid rate contract with DGS & D.
- d) Dealership/distributorship certificate for each item quoted from the Principal manufacturer.
- e) Attested copy of valid Trading License in terms of KHADC, (please refer Para 4(e))

where F.O.R is Office of the Superintendent of Police-cum- Foreigners Registration Officer, East Khasi Hills, Shillong)(for non-tribal) Regulation Act 1954 by tenderers who are required to obtain such License.

- f) Attested copy of SC/ST Certificate issued by the concerned competent authority (For Tribal tenderer).
- g) Earnest money 2% (two percent) in case of non-tribal and 1%(one 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 Superintendent of Police-cum-Foreigners Registration Officer, East Khasi Hills, Shillong at any Nationalized Bank at Shillong.
- h) Attested copy of VAT Certificate and VAT Registration.TIN of the tenderer should be enclosed.
- i) Financial stability Certificate from any Nationalized Bank or Deputy Commissioner concerned.
- j) Catalogues/Brochures from the manufacturers for each item quoted.

**2.(ii) Tender must be accompanied by the following document/detail in Price Bid :**

Failure to enclose any one of those above documents or any invalid documents will result in automatic rejection of the quotation.

**3. The following information must be mentioned on the body of the envelope containing the quotations, failing which the sealed envelop of the quoting firm will not be opened:**

- (a) Sales Tax/VAT certificate whatsoever is applicable, \_\_\_\_\_ is enclosed.
- (b) Earnest Money \_\_\_\_\_ is enclosed.
- (c) Court Fees Stamps \_\_\_\_\_ is enclosed.
- (d) Trading License from KHADC, (for non-tribal). --- is enclosed
- (e) Dealership Certificate from the Principal manufacturers. --- is enclosed
- (f) SC/ST Certificate (for Tribal). --- is enclosed
- (g) Passport size photograph of the bidder should also be enclosed-is enclosed
- h) Technical and Price Bids should be mentioned separately in separate sealed cover.

**4. Rates quoted:**

- a) Should be inclusive of all taxes, levies, charges, packing, insurance, taxes and other installation/incidental charges up to the Office of the Superintendent of Police-cum- Foreigners Registration Officer, East Khasi Hills, Shillong. Only local taxes should be shown separately if applicable.

- (b) Should be inclusive of the cost of all accessories up to March, 2014.
  - (c) Should be valid for 1 (one) calendar year from the date of acceptance of tender.
  - (d) Should be quoted F.O.R. destination the Office of the Superintendent of Police-cum- Foreigners Registration Officer ,East Khasi Hills, Shillong..
  - (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 at any circumstances and tenderers will be liable to supply the items at the rate accepted by Office of the Superintendent of Police-cum- Foreigners Registration Officer, East Khasi Hills, Shillong. Failure to supply the items at the accepted rates will entail the offer being cancelled and the Security Money will be forfeited to the Govt. of Meghalaya.
  - (h) For import items rate should indicate separately i.e rates with Custom duty and rates without Custom Duty.
5. Tenderer must sign all pages of the Bid (Both Technical and Price Bid) and also submit the signed Undertaking Certificate at Annexure – 'C', as a proof of the tenderer having fully understood the terms and conditions mentioned in the NIT.
  6. 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 of CCTV ' and sent by registered post or hand delivery. The tenderer should affix his full address on the left bottom of the envelop containing the tender documents.
  7. In no case tenders received after due date and time shall be accepted and the Office of the Superintendent of Police-cum- Foreigners Registration Officer, East Khasi Hills, Shillong shall not be responsible for any delay in submission of tender. All Tenders received after the due date and time shall be returned to the respective tenderer without opening the same.
  8. Due to any unavoidable reason(s) if the office of the Office of the Superintendent of Police-cum- Foreigners Registration Officer, East Khasi Hills, Shillong. remains close on the date prescribed for submission/opening of the tenders, the tenders will be received during the next working day at the same venue and the same timing.
- 9. The successful tenderer will be :**
- a) Intimated by letter of acceptance of Office of the Superintendent of Police-cum-Foreigners Registration Officer, East Khasi Hills, Shillong. Till then, no bidder has any right to assume that his/her quotation has been accepted. There shall be no claim for compensation for any expenditure incurred by any tenderer, in anticipation of acceptance letter.

b) Required to furnish a Security Deposit as per rates mentioned below and execute the Contract Agreement to fulfillment of the terms and conditions of the contract, which successful tender(s) will have to enter into. Such Security Deposit will be subjected to forfeiture in case of non-fulfillment of terms and conditions of the tender notice on the Contract Agreement. The Earnest money of the successful tenderer will not be released till the Security Deposit is furnished. Earnest Money of the successful tenderer(s) will be forfeited to the Govt. of Meghalaya in case of failure to furnish security money.

**10. Rates of Security Deposit :-**

- a) For contract up to Rs. 20,000/- .....2% from Tribal and 3% from Non-Tribal
- b) For contract up to Rs. 50,000/- ....3% from Tribal and 4 % from non-Tribal
- c) For contract up to Rs.1,00,000/-.....4% from Tribal and 5% from non-Tribal.
- d) For contract over to Rs.1,00,000/- ...5% for all categories.

11. The Office of the Superintendent of Police-cum- Foreigners Registration Officer, East Khasi Hills, Shillong, may rescind forthwith the contract in writing if:

- (a) A contractor assigns or sub-lets any contract in respect of any other entered into with the Government.
- (b) Tenderer or his agent or servant are found guilty of fraud of this contract or any other contract.
- (c) Declines, neglect or delays to comply with demand/requisition or in any other way fails to perform or observe any condition of or all conditions of the Contract Agreement.

12. In case of such rescission, the Security Deposit, in full, shall stand forfeited and absolutely be at the disposal of Government without prejudice to any other remedy or action that the Government shall be entitled to recover from the successful Tenderer any extra expenses Government may deem necessary in obtaining the supplies.

- i) In the event of the successful Tenderer failing to perform his/her part of any or all the Contract Agreement to the satisfaction of the Department of disregarding terms and conditions of the Tender Notice and or the contract agreement the successful Tenderer shall be liable to any of or all of the following action at the discretion of the Office of the Superintendent of Police-cum- Foreigners Registration Officer, East Khasi Hills, Shillong on behalf of the Government of Meghalaya.

- ii) Forfeiture of security deposit in whole or part.
  - iii) Making good the loss caused to the Government through the liability, neglect, delay in complying with the demand.
  - iv) Cancellation of the contract without any prior notice to the contractor.
13. If the successful Tenderers willfully neglects, fails to perform or observe any or all conditions of the contract agreement or attempts to cheat or indulge in foul practices, the Office of the Superintendent of Police-cum-Foreigners Registration Officer, East Khasi Hills, Shillong may impose a ban upon such Tender(s) for future business within the Department.
  14. Quantities mentioned in the list are only illustrative and may be increased/reduced on finalizations of order depending on the availability of fund actual requirements.
  15. 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.
  16. The store supplied must be of the same models/specifications as approved by the Departmental as well as in the Supply order. Office of the Superintendent of Police-cum- Foreigners Registration Officer ,East Khasi Hills, Shillong reserves the right of non-acceptance of items which are not found as per the prescribed specification.
  17. Delivery & Installation must be completed within 90(niety)days from the date of receipt of firm orders. No extension of delivery period will be entertained.
  18. Payment will be made to the suppliers directly, only on completion of supplies, installation and on correct receipt of goods by the respective consignee in good condition. Documents/vouchers/P.R Bills etc. routed through Banks will not be accepted. Consignment will dispatch by the firm after payment of all freight charges at the sources. Freight to pay P.R Bill will not be accepted.
  19. Risk of transportation will be borne by the Tenderer themselves.
  20. Comprehensive on site warranty should be indicated along with after sale services facilities.

21. One set of manual of (Instruction and Maintenance) should be supplied free of cost for each item wherever applicable.
22. The purchase Board reserves the right to reject the lowest rate or any of the tender without assigning any reason.
23. Any dispute arising out of or in respect of these terms and conditions of the Contract Agreement shall be in the jurisdiction of the Courts in Meghalaya.
24. The items for which the tenderers would be quoting must fulfill the given technical specifications. An items which does not fulfill the required specification will not be accepted.
25. If the trade enquiry reveals that the item being offered is being manufactured by a Public Sector Undertaking (PSU), the Purchase Board reserves the right to reject the tenders and purchase the item directly from the Public Sector Undertaking (PSU).
26. **The Tender should be in 2(two) Bids i.e (1) Technical Bid and (2) Price Bid.** Tenderer should submit separate sealed cover for Technical Bid and Price Bid. Tender Opening Committee of the office of the Office of the Superintendent of Police-cum- Foreigners Registration Officer, East Khasi Hills, Shillong will open the Technical bid in the presence of the representatives of the tenderers if any. The Technical Bids will be properly evaluated by the Committee and only those quotations/Bids which fully complies to the terms and conditions prescribed in NIT and also the prescribed Technical Specifications enclosed with the NIT of this office will be accepted. Price Bids of only those Technical Bids which fully conforms to our required Technical specifications will be opened.

N.B : Details can be obtained from the office of the undersigned on any of the working days between 10:30 AM to 5:00 PM.

Sd/-  
Superintendent of Police-cum-  
Foreigners Registration Officer  
East Khasi Hills, Shillong.

**M/No.DSB/FB/11/PT/2011-13/8469**

**Dtd, Shillong the 17th May,2014.**

**List of Items/equipment proposed for implementation of the MMP on “Immigration, Visa, Foreigner’s Registration and Tracking (IVFRT) in the Foreigner’s Registration Office, East Khasi Hills, Shillong.**

1. Digital Video Recorder – 1 No.  
16- Channels.
2. Fixed Dome Camera - 6 Nos.  
and other connected accessories

**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 NIT. Vide No. M/No.DSB/FB/11/PT/2011-13/8469A Dtd, Shillong the 17<sup>th</sup> May,2014, in respect of supply of Security equipments to the Office of the Superintendent of Police-cum- Foreigners Registration Officer, East Khasi Hills, Shillong, Shillong due to be opened on 3<sup>rd</sup> June, 2014.

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.....



## **SPECIFICATION OF CLOSED CIRCUIT T.V :**

### **1. CCTV CAMERA should be :**

- a) Fixed Dome Camera (Day & night camera)
- b) Infra red features minimum-24 LED
- c) Coverage dimension : 60 feet.
- d) Horizontal Resolution – 530 TVL High resolution colour camera
- e) Using Scanning area/Image sensor : 1/3 inch format interline super HAD CCD.
- f) Imager total pixels : 795(H)x596(V).
- g) Camera enclosure : In a dome on a moulded PC/Acryl housing and come complete With 2.8-10mm varifocal DC Iris lens. It should be flame proof/dust proof dome.
- h) Minimum illumination : 0.2 lux @F1.2,30 IRE, AGC on condition, colour imaging .
- i) Mounting of camera : Surface mounted on ceiling or wall and provide manual adjustable viewing position of 360 deg Pan and 65 deg tilt position.
- j) Zoom ratio : 22X optical zoom.
- k) Camera should provide high picture quality through Digital signal processing and real picture though ATW.
- l) Power Source : 12VDC(8-18 V), 70mA.
- m) Ambient Operating temperature : 4 deg. C- 50 deg.C

### **2. ELECTRICAL SPECIFICATIONS:**

- a) Voltage range : 8-18VDC.
- b) Composite Video Output : 1.0V peak to peak 75 Ohm.

### **3. MECHANICAL SPECIFICATIONS :**

- a. Connectors : Video output – BNC, Power : DC jack type.
- b. Horizontal adjust angle : 0 deg. -360 deg. Vertical adjust angle : 0 deg.- 60 deg.

### **4. ENVIRONMENTAL REQUIREMENT :**

- a. Operating : -10 deg.C to = 55 deg. C
- b. Storage : - 20 deg C to +70 deg.C .

### **5. DIGITAL VIDEO RECORDER :**

- a. DVR – 16 Channels
- b. Input level : Composite, 75 Ohm balanced.

- c. Video out put : NTSC-525 line / PAL-625 line.
- d. Monitor multiplex views : 16 Screen camera signal and providing live multi screen viewing and play back.
- e. Video resolution : Real time DI 704 x576.
- f. Internal storage : 1-8HDD.
- g. HDD Speed : 7200 RPM
- h. Max storage : 3+ terabyte.
- i. Channel audio recording & playback.
- j. Recording : playback, Backup, network recording and network playback at the same time.
- k. DVR capability : Capable of handling 16 video inputs with MPEG4 &JPEG dual d-coded .
- l. No. of days recording : 60 days.

**6. HDD : Not less 3 Terabyte SATA.**

**7. Monitor: 32” LED Colour Monitor wall mounted.**

**8. DVD Writer .**

**9. Termination box for 16 channels.**

**10. Video Cable : RG6/RG11 with PVC Piping.**

**11. Power Cable : 1.5 Sqmm.**

**12. PVC pipe- for cable/wires.**

**Sd/**

Superintendent of Police-cum-

Foreigners Registration Officer,

East Khasi Hills, Shillong.