



**F. No. 12/01/2017-G**

भारत सरकार  
कर्मचारी चयन आयोग  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक लोक शिकायत और पेंशन मंत्रालय  
ब्लाक नं. १२  
केन्द्रीय कार्यालय परिसर, लोधी रोड  
नई दिल्ली-110003

Government of India  
Staff Selection Commission  
Department of Personnel & Training  
Ministry of Personnel, Public Grievances & Pensions  
Block No.12  
C.G.O. COMPLEX, Lodhi Road  
New Delhi-110003

**October , 2017**

**NOTICE INVITING TENDER**

**Subject:** Comprehensive Annual Maintenance Contract for Surveillance system installed in the Commission

Online bids are invited under two-bid system for award of a Comprehensive Annual Maintenance Contract for Surveillance system installed in the Commission in Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi as per details given in **Annexure-I**. from vendors involved in the relevant field. The specific details of the online tender are indicated in **Annexure – II**, to this document. Manual bids shall not be accepted.

Tender documents may be downloaded from SSC website [www.SSC.gov.in](http://www.SSC.gov.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule given in **CRITICAL DATE SHEET** as under:

**CRITICAL DATE SHEET**

Date of Publishing on CPP Portal	13.10.2017
Document Download Start Date	14-10-2017 (1600 hrs.)
Document Download End Date	19-10-2017 (1600 hrs.)
Bid Submission Start Date	16-10-2017 (1600 hrs)
Last Date & Time for Uploading of Online Tender	23-10-2017 (1600 hrs.)
Date & Time for Opening of Technical Bids	24-10-2017 (1630 hrs.)
Earnest Money Deposit (EMD)	Rs. 5,000/-

	(Rupees Five Thousand only)
Venue, Date and Time For Opening Of Financial Bid	Will be intimated to Technically Qualified Tenderer

### **GENERAL CONDITIONS:**

1. The last date for submission of bids is **23-10-2017** at **4:00 PM**. The Technical bids would be opened at **4:30 PM** on **24-10-2017**.
- 2 Bids shall be submitted online only at CPPP website: **<https://eprocure.gov.in/eprocure/app>**.

**Tenderer are advised to follow the instructions provided in the ‘Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>’.**

### **3 Procedure of Submission of Bids:**

Bids should be submitted through **Central Public Procurement Portal (e-procurement)** only.

The tender shall be submitted online in two parts, viz., **Technical Bid** and **Price Bid**.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Fax / e-mail or any other mode shall not be considered. No correspondence will be entertained in this matter.

#### **(i) TECHNICAL BID**

The bidder should submit the following documents duly signed by the authorized signatory along with the **Technical Bid** viz. :-

- a) Signed & scanned copy of PAN card;
- b) Signed & scanned copy of GST Registration
- c) Signed & scanned list of organizations where the firm has executed or is executing similar services along with copies of Work Order.
- d) Signed & scanned copy of Earnest Money Deposit (EMD) of Rs.5,000/-

**(ii) PRICE BID**

Schedule of price bid must be submitted in **Prescribed format** only. The bidder will strictly submit the rate in the proforma prescribed for Price Schedule (Annexure-II). **Rates should be quoted excluding of GST. However, applicable rate of GST may be indicated.**

4. The offer shall be valid for a period of minimum 120 days.
5. The Staff Selection Commission reserves the right to reject the offer without assigning any reason.
6. The rates should be in lumpsum as per BOQ.
7. The contractor shall use his labourer and tools, required for the execution of work .
8. The firm will start working immediately after award of the contract.
- 9 The firm will maintain CCTVs as is and where is basis and will not charge extra money for any repairs.
- 10 The firm will attend to all complaints on receipt of information about breakdown/repair of the surveillance system from the Commission directly. The services would be provided on regular basis during office hours, and in case of emergency beyond working hours including holidays.
11. Proper record of servicing & repair etc. of the breakdown/maintenance would be maintained by the firm.
12. No advance payment will be made in any case. The bills would be submitted after completion of each quarter.
13. No increase in amount shall be considered during the full period of AMC i.e. for one year . Charges like transportation fare etc. for providing the services for attending the complaints covered under this AMC will not be admissible.
14. Violation of the any clause mentioned above will entail cancellation of the contract.
15. The Commission has the rights to terminate this AMC at any time without assigning any reason what so ever, if the services are found to be unsatisfactory.

16. **Scope of Work:**

Details of equipment to be maintained is given below. However, inventory of the items may be made before entering into contract. CAMC includes the repair/replacement of wire/ power supply/ repair of DVRs etc. and no separate cost will be paid by the Commission for repair of these equipments. However, camera & monitors which become absolutely unserviceable will be replaced by the vendor at the cost of the Commission. The rates quoted should be excluding of GST.

S.No.	Equipment	Quantity	Location
1.	Box/Dome/Bullet Camera	23	2 <sup>nd</sup> & 3 <sup>rd</sup> Floor of Block -12, CGO Complex, Lodi Road, New Delhi-11003.
2.	Dome/Bullet Camera	04	Ground floor of Block -12, CGO Complex, Lodi Road, New Delhi-11003.
3.	Dome/Bullet Camera	07	4 <sup>th</sup> floor of Block -12, CGO Complex, Lodi Road, New Delhi-11003.
4.	Dome/Bullet Camera	01	8 <sup>th</sup> Floor of Block -12, CGO Complex, Lodi Road, New Delhi-11003.
5.	DVR (16 Channel)	01	8 <sup>th</sup> Floor of Block -12, CGO Complex, Lodi Road, New Delhi-11003.
6.	DVR (08 Channel)	01	
7.	DVR (12/04/02 Channel)	12	4 <sup>th</sup> floor Block 12, CGO Complex, Lodi Road, New Delhi.
8.	Monitoring System	04	Each at 4 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Floor of Block -12, CGO Complex, Lodi Road, New Delhi-11003.
	Distributor 08 Channel	08	8 <sup>th</sup> floor of Block 12, CGO Complex, Lodi Road, New Delhi.
9.	Switcher 32 channel	01	
10.	Power Supply adopter	23	
11.	Door Security	01	Question Bank
Note: Items listed above may increase or decrease in number at the time of award of contract.			

9 It may be ensured that rates for parts of authorized brand or of standard quality only will be considered for replacement/repair under AMC. In case it is found at a later stage that sub-standard/inferior quality of items were supplied, necessary action will be taken against firm, including forfeiture of Performance Security and debarring them from participating in future tenders.

10 If the contractor fails to undertake the job satisfactorily at any period of time or withdraws his services, the SSC(Hqrs), New Delhi has every right to cancel the contract and forfeit the performance security deposit without assigning any reason what so ever.

11 The rates quoted will remain valid for one year from the date of acceptance of this Commission's award of contract. However, the contract can be extended for a further period of one year at the discretion of the Commission on the same rates and terms and conditions.

12 The bidder who has quoted lowest rates will be considered.

13 The firm must have experience of at least 04 years in the maintenance of CCTVs. The prospective bidder must also furnish a copy of PAN, **GST, Registration Certificate**. In the absence of the above certificates, the quotation will not be entertained.

14 Quotations must be submitted before the time & date fixed for the receipt of quotations. Offline quotation will not entertained.

15 Demand Draft/Pay order for Rs. 5,000/-(Rupees Five thousand only) payable to the DDO(Cash), SSC New Delhi as Earnest Money Deposit(EMD) may be submitted without which quotation will not be accepted. The EMD will not carry any interest. EMD of unsuccessful Tenderer will be returned/refunded once the work is awarded to the successful bidder. EMD of successful Tenderer will be held as security by the Commission and will be refunded on successful completion of the AMC. Firms registered with NSIC/MSME are exempted from EMD as per Government Orders.

16 Earnest Money of Rs. 5,000/- should be submitted on or before the closing date by the bidder who are not registered with NSIC/MSME. Offer without Earnest Money will be ignored. The earnest money deposited by the bidder shall be forfeited by Staff Selection Commission due to following reasons:

(I) If tender is withdrawn during the validity period i.e. completion of process of awarding the contract.

(II) If tender is varied or modified in any manner during the validity period or any extension thereof.

(III) If a tenderer, whose tender has been accepted, fails to furnish security deposit/performance bank guarantee within 10 (ten) days of award of the contract, the bid will be cancelled and Earnest Money forfeited. The earnest money of unsuccessful bidders will be returned after completion of the process.

18 The EMD of successful tenderer will be held as security deposit by the Commission. This will be refunded on successful completion of the AMC.

(Neetu Malhotra)  
Under Secretary(G)

*Annexure-I*

1.	Whether a copy of EMD is uploaded and Original Demand Draft submitted to Commission?	Yes/No
2.	Whether a copy of PAN Card is uploaded ?	Yes/No
3.	Whether a copy of GST Registration certificate is uploaded ?	Yes/No
4.	Whether a copy of Registration certificate of firm is uploaded.	Yes/No
5.	Documentary proof with List of work done with Govt./Departments , if any.	Yes/No
6.	Signed copy of tender document	Yes/No
7.	Whether all documents uploaded are numbered and duly signed ?	Yes/No

Signature with stamp

*Annexure-II*

1.	Name of the Firm	
2.	Registered Address	
3.	Type of Firm	Public Limited/Private Limited/ Proprietary/Partnership/Society/ Other
4.	Name of Authorized person of the agency	
5.	Telephone Number(s)	
6.	Email Address/ Website	
7.	Fax No.	
8.	Mobile no.	

Date:

Place:

Name and Designation with Seal