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मेरिन हाऊस / Marine House  
हेस्टिंग्स/Hastings, कोलकाता / Kolkata-700022

भारत सरकार / GOVERNMENT OF INDIA  
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय / MINISTRY OF PORTS, SHIPPING AND WATERWAYS  
नौवहन महानिदेशालय /DIRECTORATE GENERAL OF SHIPPING  
समुद्री वाणिज्य विभाग / MERCANTILE MARINE DEPARTMENT  
कोलकाता जिला / KOLKATA DISTRICT

No.04/POMMDKOL/ST/CCTV/AMC/2013

Date: 14.02.2022

**“Invitation of quotation for Annual Maintenance Contract for CCTV system.”**

Sealed bids are invited in two cover system (Cover-1 Technical Bid and Cover-2 financial bid) for Comprehensive Annual Maintenance Contract CCTV system as per attached specification on behalf of The Principal Officer, Mercantile Marine Department, Kolkata. The contract will be initially for a period of 12 months which can further be extended at the same terms and conditions upon satisfactory services at the discretion of this department. The envelope containing the quotations (Technical and Financial) would please be sealed and super scribed as under:-

**“Quotation for Annual Maintenance Contract of CCTV system”**

The Quotation to be dropped in the tender box placed in office of Mercantile Marine Department, Marine House, Napier Road, Kolkata-700022.

**Important Dates:-**

Publishing Date	14.02.2022	1600 hrs
Seek Clarification Start Date	15.02.2022	1000 hrs
Seek Clarification End Date	07.03.2022	1500 hrs
Bid Submission Start Date	15.02.2022	1000 hrs
Bid Submission End Date	07.03.2022	1700 hrs
Bid Opening Date	08.03.2022	1030 hrs

**The scope of work :-**

To carry out the work as described in below i.e. Annual Maintenance of CCTV system comprising 36 nos. IP based camera (video) and 08 nos. cameras with audio and video systems of HICKVISION .The quality of work should be to the satisfaction of this department.

1) The CCTV based surveillance system consists of the following:-

- NVR ( 32 channels) – 01 no. (only audio)
- NVR (04 channels) – 01 no. (only video)
- DVR (08 channels) - 01 no. ( audio + video)
- Bullet camera (DS-2CD121 (D)-I3/I5- 09 nos. (only video)
- Dome Camera (DS-2CD1301 (D)-I) - 27 nos. (only video)
- Dome Camera (audio + video) – 08 nos.

**• DETAILS OF CCTV CAMERAS**

Serial No.	Location	No. of Cameras
1.	Near Bank	1
2.	Rear side Garage near 250kVA DG	1
3.	Near porch	1
4.	Annex Building (PAO & Exam hall) 1 <sup>st</sup> Floor New Exam Hall 2	2
5.	Main Building 2 <sup>nd</sup> Floor corridor adjacent to Room No. 1, conference room & PS to PO	1
6.	Main Building 2 <sup>nd</sup> Floor Server room	1
7.	Main Building 2 <sup>nd</sup> Floor Corridor , Main corridor	3
8.	Main Building 2 <sup>nd</sup> Floor Accounts section	1
9.	Main Building 2 <sup>nd</sup> Floor Nautical examination Section	1
10.	Annex Building (PAO & Exam hall) New Exam Hall 1 1 <sup>st</sup> Floor	6
11.	Annex Building (PAO & Exam hall) First Floor corridor adjacent to New Exam Hall	1

12.	General Section Main Building 2 <sup>nd</sup> Floor	2
13.	2 <sup>nd</sup> Floor Main Building Main Waiting Hall	2
14.	Old Exam Hall Main Building	2
15.	Main Entrance Ground Floor Near Reception	1
16.	Main Building 2 <sup>nd</sup> Floor Engine Examination section	2
17.	Main Building 2 <sup>nd</sup> Floor Counter (Inside)	1
18.	Main Building 2 <sup>nd</sup> Floor Counter (Outside)	2
19.	Main Building 2 <sup>nd</sup> Floor near stairs	1
20.	Canteen	1
21.	Main Garage	1
22.	Main Building ground Floor Compacter Room (Room No. 16 near canteen)	2
23.	Main building 2 <sup>nd</sup> Floor Room No. 4	1
24.	Main building 2 <sup>nd</sup> Floor Room No.5	1
25.	Main building 2 <sup>nd</sup> Floor Room No.6	1
26.	Main building 2 <sup>nd</sup> Floor Room No.8	1
27.	Main building 2 <sup>nd</sup> Floor Room No.9	1
28.	Main building 2 <sup>nd</sup> Floor Room No.19	1
29.	In Stock (not usable)	2
<b>Total</b>		<b>44</b>

- 2) The operator should have the facility to choose any given camera for viewing.
- 3) Cameras should sense the objects even when illumination is minimum/dark (both day and night).

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14/04/22



- 4) The NVR Unit connected to these cameras should direct recording of all the cameras on real time with high resolution picture. The NVR should have (view, record, motion detection and control) operation. The captured images should be stored in a digital format and each image recorded with a camera number, title, time, date and recording speed. On the replay, recorded images should be viewed in full/half/quad screen with zoom and should possess real time display frame rate.
- 5) Each images should be recorded with a camera number, title, time, date and recording speed with title up to 15 Characters.

**Eligibility and Qualification Criteria of the bidder:**

The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation of technical bid.

- i. Firm shall be registered with the Government of West Bengal/Central Government.
- ii. The firm shall have valid PAN Number.
- iii. The firm shall have valid GST certificate
- iv. Tax clearance certificate
- v. Proof of their service rendered in Govt. /Semi Govt. offices.
- vi. The bidder should have direct authorization from the OEM for supporting the equipment mentioned or should be a distributor/service provider of M/s HIKVISION.
- vii. Please submit the Annual Report (Balance sheet and Profit & Loss Account) of previous 03 financial years.
- viii. Bidder should have experience of having successfully completed similar works (Please submit copy of Purchase Order and completion Certificate from the Client.)
- ix. The Bidder firm should not be defaulted/black listed/banned by any Government/PSU/Department of India (An undertaking from the bidder firm letter head stating that the firm has not been blacklisted by any Central Government Department/Ministry/PSU/Bank, or State Government etc. must be attached with the bid documents.)
- x. Tender Acceptance letter (To be given on company letter head)
- xi. Names, address, contact number of the proprietor/partners/ shareholders of the bidding concern.
- xii. Letter of authority for signing and negotiation of tender (as the case may be)

**Terms and Conditions:-**

1. The Contract would be of Annual Maintenance (AMC) and extra payment will be made for spare parts and special services utilized, if any reviewing upon the actual circumstances and requirements except the repairing charges.
2. The Annual Maintenance Contract (AMC) includes routine, preventive and corrective maintenance of the system.
3. To check the basic features and carry out necessary repairs and adjustment to the system for proper functioning of the equipment.

4. The registered office or branch office of the bidder shall be within the Kolkata, North & South 24 Pargana & Howrah District region.
5. Maintenance also includes all system related, software related activities, un-installation and integrity maintenance to make the system/equipment/network functional.
6. Performance Security Deposit:-  
The successful bidder will have to submit an interest free performance security deposit of an amount equivalent to 3% of contracted work in the form of Demand Draft or FD valid for a period of fourteen months from the award of contract to this department and same will be refundable after completion of contract period.
7. Becoming LI would not be the criteria for awarding of service order unless the rates are reasonable & justified.
8. No advance payment will be made.
9. The successful bidder will have to enter into agreement with MMD on a non-judicial stamp paper of Rs. 100/-
10. The security money shall liable to be forfeited or appropriated in the event of unsatisfactorily performance of the contractor or loss/damage or in the event of breach of the agreement by the contractor.
11. Any work, preventive as well as breakdown, shall be attended to within the same day over a telephonic complaint or by mail being logged by the officer's and staff members. The technician would attend such complaint within same day of the complaint, failing which proportionate 100/- per day charges would be deducted/recovered from the bill. Any resulting breakdown or downtime attributable to the lack of proper maintenance would be viewed seriously and proportionate charges would be recovered.
12. The spare parts used by the company should be OEM purchased.
13. The contract shall be terminated at any time. In case, the service found not satisfactorily.
14. The payment will be made on quarterly basis only on satisfactory performance of the work. No interest would be payable on account of delayed payment.
15. No quotation will be entertained after the closing date and time. No quotation will be accepted by fax/mail.
16. The contract may be extended for further 01(one year) by the discretion of the Principal Officer in the same rate and same terms and conditions taking into account of satisfactory performance.
17. In case of breach of any terms and condition attached to this contract, the performance security deposit of the agency will be liable to be forfeited by the department.
18. The eligible entities who accept the above terms and conditions may submit their quotation in two separate envelopes, namely Technical Bid and Financial Bid. These two envelopes should be super scribed as "Technical Bid" and "Financial Bid".
19. Payment will be made on quarterly basis on completion of satisfactory service. .
20. Incomplete tenders/Late tenders will not be considered at all.
21. MMD, Kolkata reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the MMD, Kolkata will be final in this regard.

  
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22. The envelope containing inner envelopes should be addressed as below and not to any individual by name. The address will be:

**The Principal Officer  
Mercantile Marine Department  
Marine House, Napier Road,  
Hastings, Kolkata-700022**

*Mithilesh Kumar* ~~14/02/2022~~

Captain Mithilesh Kumar.  
Nautical Surveyor cum- DDG (Tech)  
Mercantile Marine Department.  
Kolkata District.



**Performa of Tender Acceptance Letter (To be given on Company letter head)**

**Annexure-I**

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned

'Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
as per your advertisement, given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

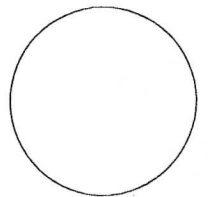
Yours Faithfully

(Signature of the Bidder, with Official Seal)

**Financial Bid**

**Annexure-II**

Name of the work	Price in figure (without GST)	Applicable GST amount mentioning GST%	Total price including GST in figure and words.
Quotation for Annual Maintenance Contract for CCTV system.			



(Signature of the Bidder, with Official Seal)

A handwritten signature in blue ink, located at the bottom center of the page.



## EXPERIENCE QUESTIONNAIRE

(To be furnished with Tender Form)

The bidder has completed the following similar works in the last 3 Financial Years:

Name of the work	Services provided to (with Address & Tel No.)	Total Value of work	Period of contract

Note: Please attach the copy of work orders.

For more details, separate sheet can be used.

Signature of bidder:

Name & Address of bidder:

Official Seal/Rubber stamp.