Notice Inviting Tender

Subject: Supply and installation of Closed-Circuit Television (CCTV) Cameras and Pedestrian door Access & Intercom system at the Residence of High Commissioner, Wellington.

The High Commission of India, Wellington invites quotation from authorised dealers/contractors, reputed, experienced and financially sound companies, firms ("The Vendor") for supply, installation, commissioning of Closed-Circuit Television (CCTV) Camera System, Pedestrian door Access & Intercom system and other accessories.

2. The representatives of interested vendors should visit the site with prior appointment and submit their proposals/ rate quotations along with complete layout plan. Interested vendors may submit one or more quotations separately for the different make/brand of CCTV Camera and Pedestrian door Access & Intercom system they offered.

3. Important dates are as below:

Date of publishing NIT: 21 April 2020
Last date of submission of Quotation: 22 May 2020
Date of opening of Quotation: 25 May 2020

4. A brief terms & conditions, scope of work, technical specification and proforma for submission of quotations are enclosed. The vendor shall sign on every page of the document and submit his/her quotation, complete in all respect to the Head of Chancery, High Commission of India, Wellington (hoc.wellington@mea.gov.in), The tender documents can be downloaded from the website www.hciwellington.gov.in.

5. The right of acceptance of tender(s) will rest with Competent Authority. Also, the High Commission is not bound to accept the lowest tender and reserves the right to reject or partially accept any or all the tender(s) received without assigning any reasons thereof.

(C. Doss Jeyakumar)
Head of Chancery
Letter for Submission of tender

Dated ____________,

To,

Head of Chancery
High Commission of India,
Wellington

Ref: Supply and Installation of Closed-Circuit Television System (CCTV) and Pedestrian door Access & Intercom system at the Residence of High Commissioner, Wellington.

Dear Sir

Having examined the tender document relating to the Supply and Installation of Closed- Circuit Television System (CCTV) and Pedestrian door Access & Intercom system, we hereby submit our offer for the supply of the proposed items in accordance with terms and conditions and confirm our acceptance to execute the order within the time period specified in the tender document, at the rates quoted by us in the accompanying Technical & Financial Bid.

We further confirm that:

i. We have successfully executed orders of similar nature and we have sufficient experience and financial strength in handling orders of this value.

ii. We have sufficient qualified manpower and necessary materials and after sales support to execute the order efficiently in the specified time schedule.

iii. The quoted rates shall be valid not less than 90 days from the date of opening of quotation.

iv. We further confirm that all chapters of the tender documents have been read, understood and signed and there is no deviation/discrepancy.

v. We agree to accept the extension order up to 100% quantity within three months of the issue of the order.

Signature of the Bidder

With stamp and date
1.0 GENERAL

1.1 The CCTV system and Pedestrian door Access & Intercom system shall be used to monitor and record the data of the visitors coming from entry Gate and surrounding areas of the building and perimeter area. The vendor shall study the specifications and satisfy himself thoroughly and shall take full responsibility of the smooth, reliable and safe working. The representative of the vendor should visit the Residence, 128 Knights Road, Lower Hutt, Wellington (herein referred as 'the site') prior to placing its bids for satisfying himself for supply of requisite items essential for smooth functioning of the system. Site can be inspected between 10 AM to 5 PM on working days till 20 May 2020. No transportation allowance or any other incidentals shall be payable by the High Commission of India to any out-station vendor on account of initial site visit.

1.2 All items of instrument shall be completed in all respects and any instrument not covered in the specification but essential for proper installation, operation and maintenance of the instrument shall be included by the vendor in his offer and the reasons for such inclusion shall be clearly stated.

2.0 SCOPE OF WORK

2.1 The scope of work includes supply, installation and commissioning of CCTV System and Pedestrian door Access & Intercom system in accordance with the design & specifications given in Annexure A Technical Bid and Annexure C - Site plan. All equipment must of reputed brands In addition, the vendor will also undertake the maintenance of the complete system.

2.2 Supply of necessary spares.

2.3 Packaging, forwarding, transport, insurance, loading, unloading, precaution against damage during transit etc.

2.4 Performance Guarantee.

2.5 Two sets of operation and maintenance manuals.

2.6 Test Certificate: Vendor shall provide all necessary test certificates.
3.0 SAFETY

3.1 All equipment items shall be complete with approved safety devices, wherever a potential hazard to personnel exists, and with provision for safe access to personnel to and around the instrument for operational and maintenance functions.

4.0 TIME FOR COMPLETION

4.1 The vendor shall complete supply, installation and commissioning of the instrument within 2 months of placing the Purchase Order or the timeline specified by the High Commission of India.

5.0 TEST AND INSPECTION

5.1 Inspection of the equipment will be done at the High Commission of India.

5.2 The vendor shall demonstrate all the features of the equipment mentioned in the technical specification.

5.3 The vendor is solely responsible for installation, commissioning and making the complete system operational at user's site.

6.0 OPERATION CONDITIONS

6.1 All equipment shall be designed for smooth, efficient and trouble-free.

6.2 In cases where the offer deviates from the specification, the vendor shall indicate clearly in his offer the specification proposed by him along with details thereof and the reasons for the deviation. Each exception to the specification or other parts of the tender document shall be listed separately by the vendor. If exceptions are not clearly listed, they will not be considered by the Purchaser later.

7.0 DOCUMENTS

7.1 The vendor shall supply the hard and soft copy of Operation and Maintenance manual in duplicate. All necessary literature giving complete technical details shall be provided. He should also provide the test certificates given by manufacturer.

7.2 The vendor shall provide the original DVD/CD of all the software used for operating the system.

8.0 INSTALLATION & COMMISSIONING

8.1 It is to be noted again that supply, installation and commissioning of the system with all accessories, auxiliaries, and any item not covered in the specification but essential for proper installation, operation and maintenance of the CCTV System and Pedestrian door Access & Intercom system shall be included and executed by the vendor.

8.2 The supply will not be deemed complete until the commissioning trial of the whole system is carried out by the vendor at the site successfully.
9.0 PERFORMANCE AND GUARANTEE (P. G.)

9.1 All necessary tests shall be carried out at the site by the vendor to demonstrate whether performance of the instrument conforms to the relevant standards and specifications and meets the functional requirement indicated in the specification.

10.0 WARRANTY

10.1 The warranty period for the equipment will commence from the date of commissioning of the entire system and not from the date of delivery or installation.

10.2 The vendor shall provide guarantee for the entire system for a period of 12 months from the date of commissioning or for the duration of OEM warranty period whichever is longer.

10.3 The time period for product warranty will be the same as the service warranty.

10.4 The vendor shall be responsible for routine and breakdown maintenance of the equipment during warranty period.

10.5 It is desired that the winning vendor/firm will enter into an Annual Maintenance Contract (AMC) for a period of 3 years, commencing after the expiry of the initial service warranty, for maintaining the installed system.

11.0 PAYMENT TERMS

11.1 The payment will be released only after receipt, satisfactory installation/commissioning of the equipment in question and in good condition in the Embassy.

12.0 CAPABILITY AND EXPERIENCE

12.1 The vendor should have executed at least two (2) similar kind of work within last 3 years. The vendor shall submit along with the offer the reference list of the similar work. Offers received without the reference list may be rejected.

13.0 TRAINING

13.1 Vendor shall provide necessary onsite training at the residence of High Commissioner of India about the working of CCTV System and the relevant software and Pedestrian door Access & Intercom system.

14.0 QUOTATION

14.1 Interested vendors may submit one or more quotations separately for the different make/brand of CCTV Camera system and Pedestrian door Access & Intercom system they offered.

14.2 Vendor can submit quotation in NZ Dollar.
15.0 CLARIFICATIONS

15.1 For any clarification and appointment for site visit, the vendor may contact by e-mail (hoc.wellington@mea.gov.in/ admn.wellington@mea.gov.in).

16.0 LAST DATE OF RECEIPT OF TENDER

16.1 Tender will not be accepted if it is received after the due date and time as specified in the quotations letter i.e. on 22 May 2020 at 5:00 P.M.

16.2 The vendor shall be required to submit the complete layout plan before executing the work/ submit the layout plan with the Financial Bid.

17.0 OPENING DATE OF TENDER

17.1 The tender will be opened on 25 May 2020 at 11:00 A.M. in the High Commission of India. The Technical Bids (Annexure A) will first be evaluated and only vendors who qualify in the Technical Bids will be considered for further evaluation of Financial Bids (Annexure B).

18.0 High Commission of India, Wellington RESERVE THE RIGHT

18.1. The right of acceptance of tender(s) will rest with Competent Authority. Also, the High Commission of India is not bound to accept the lowest tender and reserves the right to reject or partially accept any or all the tender(s) received without assigning any reasons thereof.

19. Non-disclosure agreement

The successful vendor would need to furnish a non-disclosure agreement as per Annexure-D.