



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)
12, SUDDER STREET, KOLKATA - 700 016

Website: www.icmai.in

Ref. ADMIN-CCTVs/2024-I

10-09-2024

Tender for Supply, installation, testing & commissioning, and AMC of IP CCTV system

Sealed quotations are invited from reputed and reliable supplier for supply, installation testing & commissioning of IP CCTV system as per details below:

Schedule of requirements:

- High degree of IP based Electronic surveillance
- All video recording of the cameras to be stored at least for 30 days to facilitate investigations of a reported case.
- The system shall consist of following main components:
 - High resolution IP based cameras
 - NVR
 - POE switches with structured cabling using CAT6 cables through conduit pipes.
 - Storage for keeping 30 days backup facility
 - UPS
 - Cables and accessories, etc.

A.

Description of Work	Item	Qty.	
		Nos.	
Installation, Testing and Commissioning at CMA Bhawan 12, Sudder Street Kolkata – 700016	IP Camera 2 MP Dome (Night Vision)	Nos.	32
	IP Camera 2 MP Bullet (Night Vision)	Nos.	11
	NVR 40Mbps Bit Rate Input Max (up to 32-ch IP video), 2 SATA interface, mini 1U case 4 K (Best availability)	No.	1
	NVR 40Mbps Bit Rate Input Max (up to 16-ch IP video), 1 SATA interface, mini 1U case (Best availability)	No.	1
	6U Rack for NVR – Institute will provide the Rack, but the successful bidder has to provide a tray and steel frame for caging. The complete rack has to be wall mounted.	--	--
	Wireless Mouse	Nos.	2
	6 TB HDD, 7200 RPM (Best availability)	No.	2
	4 TB HDD, 7200 RPM (Best availability)	No.	1
	8 Port Network POE Switches	Nos.	6
	4 Port Network POE Switches	No.	1
	PVC Rack for POE Switch	Nos.	7
	600 VA UPS (To be installed with the POE switch Rack & NVR 6U Rack)	Nos.	8
	32" LED TV + TV Wall Mount Large	No.	1
	22" Monitor	No.	1
	CCTV Connector Set	Nos.	43
	CAT 6 Cable	Mtr.	On Actual
PVC Conduit	Mtr.	On Actual	



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Floor wise Camera position at CMA Bhawan, 12, Sudder Street, Kolkata – 700016.

Floor	No. of Cameras to be installed	Camera location
Ground Floor	13	<ul style="list-style-type: none"> 02 (Both main Gate) 02 (Both side Garage) 02 (Reception Area) 01 (Biometric Area) 04 (JN Bose Auditorium) 01 (Studies Store – Corridor) 01 (Strong Room)
1 st Floor	10	<ul style="list-style-type: none"> 03 (Both the staircase from Gr. Floor to 1st Floor) 01 (In-front of the lift) 01 (Pantry Area) 01 (Mezzanine) 01 (Council Members Room – Lobby) 02 (President, VP, Secretariat Lobby) 01 (Membership, Dispatch, Travel Desk Lobby)
2 nd Floor	13	<ul style="list-style-type: none"> 03 (Both the staircase from 1st Floor to 2nd Floor) 01 (In-front of the lift) 01 (Server Room) 02 (Studies Lobby) 03 (Common Area) 03 (Examination Department)
3 rd Floor	07	<ul style="list-style-type: none"> 01 (Staircase from 2nd Floor to 3rd Floor) 01 (In-front of the lift) 01 (Finance Lobby) 02 (Common Area – Both left & right side) 01 (Staircase from 3rd Floor to Terrace) 01 (Terrace)

B.

Description of Work	Item	Qty.	
Supply, Installation, Testing and Commissioning at Research & Journal Department EIRC, 4th Floor. 84, Harish Mukherjee Road Kolkata - 700025	IP Camera 2 MP Dome (Night Vision)	Nos.	3
	IP Camera 2 MP Bullet (Night Vision)	Nos.	2
	NVR 40Mbps Bit Rate Input Max (up to 8-ch IP video), 2 SATA interface, mini 1U case 4 K	No.	1
	4U Rack for NVR – to be wall mounted	No.	1
	Wireless Mouse	No.	1
	4 TB HDD, 7200 RPM	No.	1
	8 Port Network POE Switch	Nos.	1
	PVC Rack for POE Switch	No.	1
	600 VA UPS (To be installed with the POE switch Rack & NVR 4U Rack)	Nos.	2
	CCTV Connector Set	Nos.	5
	CAT 6 Cable	Mtr.	On Actual
	PVC Conduit	Mtr.	On Actual



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Scope of work:

- Supply, Installation, Commissioning and maintenance of CCTV IP Camera equipment and accessories for the Surveillance of different locations of the Institute; to be operated on 24 X 7 X 365 days' basis.
- Providing all-inclusive service including all spares, etc. during defect liability period.
- All engineering, equipment, labour, and permits required to satisfactorily complete the work required by this Specification.
- Annual Maintenance Contract (AMC) charges to be mentioned that would be covered once the warranty period of 12 months is over.
- To provide the Solution to capture, store, and analyze digital video images to enable central monitoring, increase operational efficiency, reduce liability, minimize risk and secure people & property of the Institute.
- To provide CCTVs Surveillance System to be functional on 24x7 basis i.e. 24 hours all the days and need to have at least 30 days data storage capacity for all CCTVs.
- During the warranty period of 12 months (Defect Liability Period), the contractor (successful bidder) shall make periodical inspection of the working of the entire system free of charge at least once in 15 days or earlier, if required, and attend to such other service that may be required of him. A call report signed by both the parties (Institute official & Service Engineer) should be maintained for each visit for inspection.
- The warranty period shall be of 12 months from the date of handing over of the entire system to the Institute.
- After the warranty period i.e. during the AMC period, the contractor (successful bidder) shall make periodical inspection of the working of the entire system free of charge at least once in 15 days or earlier, if required, and attend to such other service that may be required of him. A call report signed by both the parties (Institute official & Service Engineer) should be maintained for each visit for inspection.
- To provide a remote access for the cameras to be installed at CMA Bhawan, 4th Floor, 84, Harish Mukherjee Road, Kolkata - 700 025.
- Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.

Interested vendors may contact Shri Suneel Kaushik on any Working Day (Monday- Friday) during office hours 10.30 a.m. – 5.00 p.m. Contact details (Phone no) : +91 9681818171 at their own cost.

Instructions, Terms & Conditions for bidders

- Before quoting, the bidder shall inspect the site, to fully acquaint himself about the condition in regard to accessibility of the site, working condition of site, locality including installations of tools and local authority regulations / restrictions if any. No claim whatsoever on such account shall be entertained by the Institute in any circumstances.
- The rates to be offered should include all supply, set-up of junction box, concealing wire with PVC pipe, testing & commissioning, training, transportation, all components etc.
- Bidders shall bear all costs associated with the preparation and submission of its bid.
- Schedule of delivery –
 - Time – Within 15 days from acceptance of order.
 - Place of Delivery, installation & commissioning –
CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 &
CMA Bhawan, 4th Floor, 84, Harish Mukherjee Road, Kolkata - 700 025
 - Quantities of cameras to be installed at each site will be defined in order copy
- The bidder must submit the tender as per **below clause "Submission of bids"** duly filled and signed.
- Bidder shall submit this Tender Document duly signed and stamped on each page as a token of his acceptance along with his bid.



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- The bidder would also mention the AMC charges in the place indicated.
- The quoted values be calculated on 70:30 ratios wherein Total Cost of supplying the items is given the weightage of 70% and quoted AMC charges an weightage of 30%.
- **The L1 value would be calculated as:**
 - **[Total supply cost (A)] X 0.7 + [AMC value (B)] X 0.3** for Technically qualified bidders; however, payment will be made on actual consumption basis.
- If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.
- Adequate precaution shall be taken to prevent danger from electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person.
- Although the details presented in this Tender Document consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- Bidders are requested to check for corrigendum/addendum (if any) at the Institute's website before finally submitting their bids.

Other Conditions:

- i) The price quoted by the bidder should remain valid for 30 days.
- ii) Canvassing in any form in connection with the contract is strictly prohibited.
- iii) Wherever the ground is dug for cable laying etc, it shall be restored to original condition. All debris etc. shall be disposed off to the nearest defined place by municipal authority or by Institute, as applicable.
- iv) The IP Based Video Surveillance system shall be a Hybrid System with distributed architecture having control station at the Institute's defined cabin (Control Station) viewing facility at that cabin.
- v) While laying cable, no wire should be hanged anywhere at the sites; all wire should be concealed in PVC pipe; no extra cost will be paid for this job.
- vi) A junction box (iron make) must be set up for each network switches and power board from where cables will be distributed at required places; no extra cost will be paid for this job.
- vii) After commissioning the Video surveillance system, the same shall be demonstrated for all its capabilities to the relevant user department to make them familiar with the system on mutually agreed dates.
- viii) The quantities mentioned for procurement is only estimated, actual consumption may vary and therefore payment will be made on actual consumption basis only.
- ix) Training: Upon completion of the installation & commissioning the Successful Bidder shall provide the hands-on training on the installed equipment to the concerned officials along with the training materials on the equipment installed at Institute.
- x) Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- xi) Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- xii) The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- xiii) Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
- xiv) Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- xv) Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.



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- xvi) The Institute shall not be responsible for any loss, damage, theft, of any item in course of transit and for any financial loss or other injury to any person deployed by the contracting firm in the course of their performing the duties to the Institute in connection with this Tender.
- xvii) The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- xviii) Any damage is caused to any equipment/or items available at the office premises due to negligence of the contractor's work force shall be entirely on contractor, the amount so involved on this account shall be deducted from the payment due to contractor.
- xix) The vendor shall have to make his own arrangements for storage of materials required for execution of the work and Institute in any manner shall not be held responsible for the storage and safe custody of the said materials at work site.
- xx) The order will be placed for the best interest of the Institute

Warranty and Annual Maintenance

- The entire equipment/ system shall be warrantied to be free from defective workmanship or materials and any defects that may appear within 12 months (one year) from the date of issue of completion certificate for the work, which in the opinion of the Institute have arisen from bad workmanship or materials, shall upon intimation by the Institute, be made good by the Contractor at his own cost within the time specified.
- During the said period of 12 months (Defect Liability Period), the contractor (successful bidder) shall make periodical inspection of the working of the entire system free of charge at least once in 15 days or earlier, if required, and attend to such other service that may be required of him. The warranty period shall be 12 months from the date of handing over of the entire system to the Institute.
- During Defect Liability period the contractor (successful bidder) shall provide on-site comprehensive maintenance, which includes preventive as well as corrective maintenance. The firm awarded with the maintenance contract shall carry out preventive maintenance of equipment on quarterly basis/ as per requirement and shall maintain the proper record thereof.
- Defect Liability Period shall cover each part of CCTV camera and accessories including plastic body and parts, replacement of any part necessary for keeping the CCTV system active and free from any defects/disturbance, any unscheduled call for corrective and/or preventive maintenance services, taking appropriate measures/steps in time to set right the malfunctioning of the CCTV of the system. Maintenance of the CCTV surveillance system includes Camera Visibility Test, NVR Recording, NVR Recording Test, NVR Settings Verification, and Disk Error Check. Replacement of CCTV Parts.
- Once the warranty period is over, the selected party would be continuing with the annual maintenance contract (AMC) for another year till completion of successive five years. All the above mentioned conditions would be applicable for the AMC as well.
- Availing the AMC on expiry of warranty period (60 months) would be at the discretion of the Institute

Payments –

- No advance payment will be made. Payment will be made after completion of satisfactory service and submission of invoice / bill in hard copy.
- The payment will be made in electronic mode only within 30 days of submission of bills.

Evaluation of Bids

- *The nearest match of the suggested Make / Model with the Annexure I will be liable to qualify in technical bid.*
- *Technically qualified bidders can only participate in the Financial Bids*



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- Evaluation of Financial bid mentioned in above “Instructions, Terms & Conditions for bidders”

Submission of Bids

Envelope No. I – TECHNICAL BID:

Seal and signed page of filled in Annexure - 1. (Both Part A and B, along with necessary copies of documents)

Envelope No. II – FINANCIAL BID:

Filled in Financial bid of Annexure - 2.

The Bidder should prepare two separate envelopes – One for submission of Technical Bid and another for submission of Financial Bid. These two envelopes need to be sealed super subscribing – Technical Bid & Financial Bid with the name, address and contact number of the Bidder.

Envelope No. III

Then pre-sealed envelope no. I & II need to be inserted in an another envelop i.e. envelope no. III and it also need to be sealed with a subject heading on it which is as under:

“Tender for Supply, installation, testing & commissioning, and AMC of IP CCTV system” (Bid Reference – ADMIN-CCTVs/2024-I) The final envelope (III) has to be submitted in the Tender Box kept at the ground floor of the Institute. Address: CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before 3:00pm, September 30th 2024.

Convener
LIMITED TENDER COMMITTEE



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Annexure 1(A)

Format of Technical bid

Sl. No	Details requested	Provide details
1.	Name of the Firm/Company	
2.	Registered office/business address Telephone/Mobile Number Email and fax number	
3.	Name of Contact Person (s) Contact number	
4.	Year of Incorporation/ Constitution	
5.	GSTN	
6.	Any other relevant information	

Description of product	
Item	Model name
IP (Internet Protocol) Cameras	
NVR (Network Video Record)	
Wireless Mouse	
Hard Disk Drives	
4 TB HDD, 7200 RPM	
Network POE Switches	
PVC Rack for POE Switch	
600 VA UPS	
32" LED TV + TV Wall Mount Large	
22" Monitor	
CCTV Connector Set	
CAT 6 Cable	
PVC Conduit	

Declaration: We have visited/inspected the site where the installations have to be made and understood the scope of work required by the Institute.

Signature of bidder:

Date:

Seal:



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Annexure 1(B)

Specifications Required

IP video input	NVR 16-ch	NVR 32-ch
Recording resolution	5MP/3MP/1080p/UXGA/720p/VGA/4CIF/DCIF/2 CIF/CIF/QCIF	
SATA	8 SATA interfaces	
eSATA	1 eSATA interface	
Capacity	Up to 6 TB capacity for each HDD	
Network interface	2 RJ-45 10 /100 /1000 Mbps self-adaptive Ethernet interfaces	
Serial interface	1 RS-232 interface (for parameters configuration, maintenance, transparent channel); 1 RS-485 interface; 1 RS-485 keyboard interface (for special keyboard control)	
USB interface	3 × USB 2.0	
Alarm in	16	
Alarm out	4	
Power supply	100 ~ 240 VAC, 6.3 A, 50 ~ 60 Hz	
Consumption (without hard disk or DVD-R/W)	≤ 45 W	
Working temperature	-10 °C ~ +55 °C	
Working humidity	10 % ~ 90 %	
Chassis	19-inch rack-mounted 2U chassis	



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Annexure 2

Format of Financial bid

Item	Rate per unit	Supply, Installation, Testing and Commissioning at			Total
		CMA Bhawan, 12 Sudder Street, Kolkata - 700 016		Research & Journal Department, EIRC, 4 th Floor. 84, Harish Mukherjee Road Kolkata - 700025	
	a		b	c	a x (b+c)
IP Camera 2 MP Dome (Night Vision)		Nos.	32	3	
IP Camera 2 MP Bullet (Night Vision)		Nos.	11	2	
NVR 40 Mbps Bit Rate Input Max (up to 32-ch IP video), 2 SATA interface, mini 1U case 4 K		No.	1	--	
NVR 40 Mbps Bit Rate Input Max (up to 16-ch IP video), 1 SATA interface, mini 1U case		No.	1	--	
NVR 40Mbps Bit Rate Input Max (up to 8-ch IP video), 2 SATA interface, mini 1U case 4 K		No.	--	1	
4U Rack for NVR – to be wall mounted		No.	--	1	
Wireless Mouse		Nos.	2	1	
6 TB HDD, 7200 RPM		No.	2	--	
4 TB HDD, 7200 RPM		No.	1	1	
8 Port Network POE Switches		Nos.	6	1	
4 Port Network POE Switches		No.	1	--	
PVC Rack for POE Switch		Nos.	7	1	
600 VA UPS (To be installed with the POE switch Rack & NVR 6U Rack)		Nos.	8	2	
32" LED TV + TV Wall Mount Large incl installation		No.	1	--	
22" Monitor incl installation		No.	1	--	
CCTV Connector Set		Nos.	43	5	



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Installation Part					
6U rack for NVR Installation		No.	1		
4U rack for NVR Installation		No.	--	1	
PVC Rack for POE switch Installation		Nos.	7	1	
Camera Installation		Nos.	43	5	
NVR Configuration & Cloud Registration		No.	2	1	
Rack Cabinet Grill installation		No.	1	--	
Camera Stand 7' installation		No.	1	--	
Cable laying and dressing	Per Unit		Total length	Total length	
CAT 6 cable laying (including wire)		Mtr.			
PVC conduit including installation		Mtr.			
Any other Charges	Lump sum				
Grand Total (A) Rs.					

Rate of applicable taxes for supply: %

Annual Maintenance Charge (once warranty period of 12 months is over): Rs. (B) / per year

Rate of applicable taxes for AMC: %

Declaration: 'I/We have checked the stock of materials to be disposed off' and Pulping Certificate to be submitted to the Institute on due course. We are not debarred by any other Department of the Institute.

Signature of bidder:

Seal:

Date:

Place: