

**Government of India**  
**Office of the Principal Accountant General (Audit-I), West Bengal**  
**2, Govt. Place(West), Treasury Buildings(1<sup>st</sup> floor), Kolkata – 700 001**  
**(Indian Audit and Account Department)**

Dated: 26.05.2022

**NOTICE INVITING QUOTATION**

1. Sealed quotations are invited from reputed, experienced and financially sound CCTV camera manufacturer/vendors for **Comprehensive Annual Maintenance Contract (CAMC)** of CCTV system installed in this office and IA&AD Guest House. The terms & conditions and detailed specification are enclosed in Annexure A & B.
2. The bid filled in the specified format (Annexure C) along with required documents packed in an envelope super scribed "**Quotation for CAMC of existing CCTV System**" should be submitted (by hand only) Senior Audit Officer, Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 by **12.00 PM on 6<sup>th</sup> June,2022**. Bids received after the stipulated date and time shall not be entertained.
3. The bid shall be opened at 12.30 PM on **6th June, 2022** by Purchase Committee of this office. Authorized representatives (as per Annexure D) of the firms may attend at the time of opening of the bids. If, due to any exigency, the due date for opening of bids declared "Holidays", the bids shall be opened on the next working day at the same time or any other date and time as decided by the office.

  
**Sr. Audit Officer (Record & Estate)**

Copy to (through e-mail only) for information & wide circulation: -

1. Sr. A.O. (Rec.), O/o the Pr. A.G. (A&E), W.B., Kolkata - 700001
2. Sr. A.O. (Rec.), O/o the DGA(Central), 8, K.S. Roy Road, Kolkata - 700001
3. Sr. A.O. (Rec.), O/o the A.G.(Audit-II),W.B., 3rd MSO Building, CGO Complex (5th floor), DF Block, Salt Lake, Kolkata - 700064
4. Sr. A.O. (Rec.), O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata-700001.
5. Sr. A.O. (Rec.), O/o of the Pr. Dir. of Audit, Eastern Railway, New K G building, Old Strand Road, Kolkata-700001.
6. Notice board.
7. Forwarded to EDP section for uploading in the departmental website & <http://www.eprocure.gov.in>.

## Annexure-A

### Intending bidders should fulfil the following terms and conditions:

1. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the Authorized signatory may be attached. No overwriting or cutting is permitted in the quotation. In such cases, the bid shall be summarily rejected. Incomplete quotations will be discarded.
2. The conditional bids shall not be considered and likely to be rejected in very first instance.
3. The Office is not bound to accept the lowest rate and reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the office in this regard shall be final and binding on the firm.
4. The Competent Authority reserves the right to negotiate amongst all L-1 bidders, in case of multiple L-1 bidder.
5. The Competent Authority reserves the right to cancel the NIQ or Contract at any time without assigning any reason thereof.
6. The Firm must furnish valid registration for GST. In absence of this, the quotation will not be considered valid.
7. The quoted rate will be inclusive of all taxes & other charges (e.g. installation & uninstallation charges, delivery charges etc.). TDS (Tax Deducted at Source) and other deductions (if any) as per Government Order will be deducted from the bills.
8. In case any firm is already done same kind of work with any other Ministry/Department of State/Central Government or other reputed Organization (details thereof may also be furnished along with the quotations) will be preferred.
9. The contract will be for periods of one year from **15th June'2022 to 14th May'2023** or one year from the date of acceptance of award of contract and the quoted rates must be remain valid for a year. The competent authority retains the right to curtail or extend the contract period. The period of contract may be extended on the same finalized terms and conditions for a further period of one more year at the discretion of the Competent Authority.
10. The Agency may inspect the said premises on any working day between 11 am to 2 pm prior to bidding and shall be deemed (whether or not such inspection has in fact taken place) to have acquainted with site condition. Any enquiry after submission of the quotations will not be entertained.
11. During the period of contract, the selected firm should be capable of attending all the complaints. If the firm fails to attend to a complaint within 24 hours, a penalty of ₹100/- per day or charged that may be required to be paid to an outside agency for the said complain, whichever is higher will be deducted from the firm's bill. No materials or parts related to CCTV system will be taken out by the firm to the workshop without prior approval of the Competent Authority.
12. The Agency shall be contactable at all times and message by phone/mail/Fax/Special Messenger from this office to him/her. The Agency shall strictly observe the instructions issued by the office implementing the Contract from time to time.

- 13.** The new articles should be delivered & installed in this Office in consultation with Record Section, 2 Govt. Place (West), Treasury Buildings, 1<sup>st</sup> Floor, Kolkata – 700 001. Delivery and installation charge should be inclusive in price.
- 14.** The articles should be delivered & installed within 15 days of receipt of Work Order. If the articles are not supplied within the delivery period, 1% of the contract amount of the supply articles may be charged for delay per day by Competent Authority.
- 15.** The firm would provide necessary tools and instruments to their service engineer for the purpose of servicing the equipment covered by the contract. The Contractor/Vendor shall be responsible for any injury to their workmen during performing the servicing/refilling/maintenance work etc. During the period of contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/property
- 16.** No minor shall be engaged at work.
- 17.** The successful bidder will have to submit Security Deposit (SD) equal to 3 per cent of the Contract Value (refundable without interest after two months of termination of contract) in the form of Demand Draft from any scheduled nationalized bank branch in Kolkata in an acceptable form for a minimum period of one year plus 60 days thereafter in favour of '**PAO, O/o the Pr.A.G. (A&E), W.B., Kolkata**, payable at Kolkata at the time of awarding of such AMC.
- 18.** The firm shall use only genuine spare parts in maintenance/servicing. All the spare parts are to be covered under the CAMC and shall be furnished by the agency free of cost.
- 19.** CAMC of CCTV system covering all devices installed like fixed cameras, DVRs, power supply, accessories, cables, monitors etc. related to CCTV system shall be checked frequently by the contractors during the contract period to ensure its proper functioning of CCTV surveillance system.
- 20.** No. CCTV Camera or parts of CCTV Surveillance system will be taken out by the firm to the workshop without prior approval of the Competent Authority.
- 21.** The competent authority reserves the right to conduct performance review of the contracting firm at any time during the contract period and deficiencies, if any, noticed will result in termination of the contract. It further reserves the right to suo-moto terminate the contract by giving one month notice at any point of time without assigning any reasons.
- 22.** It shall be responsibility to the contractor to hand over the complete CCTV Surveillance system to the Office in working condition at the completion of the contract. Any damage/repair required in the CCTV Surveillance system on the expiry of the contract shall be borne by the firm and such an amount would be deducted from the bills of the firm.
- 23.** No advance payment is permissible under the provisions of GFR of Government of India. Payment of 25% of contract amount will be made on quarterly basis (at the end of every quarter) after satisfying that the services provided have been of the desired level and that the preventive maintenance checks were fully performed. The firm should submit bills in triplicate carrying GST Number. Normally payment procedure is expected to take two to three weeks' time on an average. If the payment is delayed due to any reason whatsoever, the contractor shall not charge any interest on the amount due for payment and shall not stop the job as per contract and therefore this will not become the ground for refusal of work. This Office shall make proportional adjustment in contracted amount if the contracted numbers of items or period changed.

- 24.** Successful bidder shall have to furnish Mandate Form regarding banking detail, duly endorsed by the respective Bank.
- 25.** Violation of any of the condition of the NIQ should be treated as breach of contract and pending bill amount may be forfeited as per discretion of the competent authority. The agency is also liable to blacklisted.
- 26.** Any firm who has been black listed by any Government Organization is not permitted to participate in the tendering process. Any agency engaging blacklisted agency is also liable to blacklisted.
- 27.** The Agency shall not assign, transfer, pledge or subcontract the performance or services to any other agency without the prior written consent of the office.
- 28.** All disputes and differences arising out of or in connection with this bids/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.
- 29.** Any additions / modifications of the NIQ will be uploaded in the office website <https://cag.gov.in/ag1/west-bengal/en/tenders>. Interested bidders may look the website for further updates, if any.

## Annexure –B

### (A) Detailed specification of CCTV System to be covered under CAMC:

(i) Following CCTV System are installed in Office of the Pr.AG(Audit-I), West Bengal, 2, Govt. Place (West), Treasury Buildings(1<sup>st</sup> floor), Kolkata – 700 001:

Sl.	Type of CCTV camera	Quantity	Place of installation
1.	CCTV camera (Make-Hikvision)	10 pcs.	1st floor of Treasury Buildings
2.	CCTV camera (Make-Hikvision)	5 pcs.	2nd floor of G.I. Press Building
3.	TV Monitor	1 pc.	1st floor of Treasury Buildings
4.	Hard Disk	2 pcs	1st floor of Treasury Buildings
5.	Dual Slot DVR	1 pc.	1st floor of Treasury Buildings
6.	All other accessories & existing cable	-	Office premises

(ii) Following CCTV System are installed in IA&AD Guest House at Calcutta Greens, 1050/2 Survey Park, Kolkata – 700 075:

Sl.	Type of CCTV camera	Quantity	Place of installation
1.	CCTV camera (Make-Hikvision)	5 pcs.	Guest House Corridor
2.	TV Monitor	1 pc.	Flat No. A/3/3/12
3.	Hard Disk	1 pc.	Flat No. A/3/3/12
4.	DVR	1 pc.	Flat No. A/3/3/12
5.	All other accessories & existing cable	-	Guest House Corridor

## Annexure-C

To  
Deputy Accountant General (Admn.),  
O/o The Principal Accountant General (Audit-I), W.B,  
2, Government Place (W), Treasury Buildings, 1<sup>st</sup> Floor,  
Kolkata – 700 001

**Sub: Comprehensive Annual Maintenance Contract (CAMC) of existing CCTV System**

Sir/Madam,

With reference to your tender notice No.Pr.AG(Audit-I)/Rec./CCTV/2022/52/67  
dated 26.05.2022, I am to submit my quotation as follows:

Sl. No.	Description of item	Quantity	Rate* (₹)	Amount*(₹)
1	CCTV camera (Make-Hikvision)	20 pcs		
2	TV Monitor	02 pcs		
3	Hard Disk	03 pcs		
4	DVR	02 pcs		
5	Hard Disk	03 pcs		
6	Existing cable	-		
<b>Total Amount Payable for CAMC of CCTV System</b>				

\* Quoted rate includes all taxes & charges. Proportional adjustment will be made if the contracted numbers of items or period changes.

I further affirm that I have read and fully understood the quotation notice and agree to abide by all the terms and conditions laid therein. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours faithfully,

Dated:

Signature with seal (of the authorized person)

Name:

Address :

Contact No.:

FAX/ E-mail :

**Annexure-D**

**LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE**

**To**  
**Deputy Accountant General (Admn.),**  
**O/o The Principal Accountant General (Audit-I), W.B,**  
**2, Government Place (W), Treasury Buildings, 1<sup>st</sup> Floor,**  
**Kolkata – 700 001**

**Subject:** Authorization for attending the office on **6th June, 2022** in the bid for **CAMC of existing CCTV System**

Sir,

Following person is authorized to attend the office for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder).

Name of the Representative	Specimen Signature

Yours faithfully,

Date:

Signature with seal (of the authorized person)

*Note: Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorization as prescribed above is not received.*