



**Short Notice Inviting e-Tender for Supply, Installation, Testing and Commissioning of IP based surveillance system (CCTV) along with restoration of Local Area Network Cable services in the Nongthymmai hostels of IIM Shillong.**

**e-Procurement**

**TENDER NOTICE No.: IIM/IT/601/2/LAN/02**

**Date: 29<sup>th</sup> October 2021**

<b>Name of work</b>	Supply, Installation, Testing and Commissioning of IP based surveillance system (CCTV) along with restoration of Local Area Network Cable services in the Nongthymmai hostel of IIM Shillong.
<b>The Currency in which payment shall be made</b>	Indian Rupees (INR)
<b>Estimated Cost of Tender</b>	<b>₹ 7,15,248/-</b>
<b>Date of Issue / e-Publishing</b>	29 <sup>th</sup> October 2021 at 14:30 Hrs.
<b>Document Download Start Date</b>	29 <sup>th</sup> October 2021 at 14:30 Hrs.
<b>Document Download End Date and Time</b>	03 <sup>rd</sup> November 2021 at 14:00 Hrs.
<b>Date for Pre-Bid Conference and Time</b>	Not Applicable

<b>Bid queries should reach by</b>	<p>Latest by 30<sup>th</sup> October 2021 till 12:00 Hrs.</p> <p>Bid queries received later than the date and time as mentioned above shall not be entertained.</p> <p>Pre-bid queries should be emailed to <a href="mailto:officer.it@iimshillong.ac.in">officer.it@iimshillong.ac.in</a> as per format at Annexure-C</p>
<b>Venue of Pre-Bid Conference</b>	Not Applicable
<b>Last Date and Time for receipts of Bids</b>	03 <sup>rd</sup> November 2021 up to 14:30 Hrs.
<b>Date and Time of Opening of Technical Bids</b>	05 <sup>th</sup> November 2021 at 15:30 Hrs.
<b>Date and Time of Opening of Financial Bids</b>	To be informed later
<b>Earnest Money Deposit</b>	<p>EMD of Rs/- 14,300 (Rupees Fourteen Thousand and Three Hundred Only) has to be deposited as Online payment to <b>Account Name: IIM Shillong, Bank Name: State Bank of India, Branch Name: Laitumkhrah Branch, Account No. 30276148008, IFSC No. SBIN0002081</b> and upload the transaction receipt. A copy of the same has to be mailed to <a href="mailto:officer.it@iimshillong.ac.in">officer.it@iimshillong.ac.in</a>; <a href="mailto:spo@iimshillong.ac.in">spo@iimshillong.ac.in</a>; <a href="mailto:cashier@iimshillong.ac.in">cashier@iimshillong.ac.in</a> and <a href="mailto:accountoffice@iimshillong.ac.in">accountoffice@iimshillong.ac.in</a> clearly mentioning the firm's name and Tender Id no. along with tender description, <b><u>No Cheque or DD will be accepted as EMD.</u></b></p> <p><b><u>Also, payment can be made online through the below link.</u></b></p> <p><b><u>Payment Link for EMD:</u></b>  <a href="https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhXoSTjyLVw6DxTjCWVtMbdUcKbkE3r0UFHPU%2fT%2fYPGm0y3njERFKdDAZsFL58F43oCJtxE4DJVQD9h6Cz8INoLGOurrcBygw6qbU4yAnFGul2zIWmFqHcfOg%2f44ePTyVI%2bBPkm1psxx0uG3LU2Nj5F8%3d">https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhXoSTjyLVw6DxTjCWVtMbdUcKbkE3r0UFHPU%2fT%2fYPGm0y3njERFKdDAZsFL58F43oCJtxE4DJVQD9h6Cz8INoLGOurrcBygw6qbU4yAnFGul2zIWmFqHcfOg%2f44ePTyVI%2bBPkm1psxx0uG3LU2Nj5F8%3d</a></p>

<b>Tender Fee Deposit</b>	<p>Non –Refundable Tender Fee of Rs 500/- + 18 % (GST) (Rupees Five Hundred Plus GST of 18%) i.e. Rs. 590/- has to be deposited as Online payment to <b>Account Name: IIM Shillong, Bank Name: State Bank of India, Branch Name: Laitumkhrah Branch, Account No. 30276148008 IFSC No. SBIN0002081</b> and upload the transaction receipt. A copy of the same has to be mailed to <a href="mailto:officer.it@iimshillong.ac.in">officer.it@iimshillong.ac.in</a>; <a href="mailto:spo@iimshillong.ac.in">spo@iimshillong.ac.in</a>; <a href="mailto:cashier@iimshillong.ac.in">cashier@iimshillong.ac.in</a> and <a href="mailto:accountoffice@iimshillong.ac.in">accountoffice@iimshillong.ac.in</a> clearly mentioning the firm's name and Tender Id no. along with tender description, <b><u>No Cheque or DD will be accepted as Tender Fee.</u></b></p> <p><b><u>Also, payment can be made online through the below link.</u></b></p> <p><b>Payment Link for Tender Fee:</b>  <a href="https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=mRt902r6He5GQGYFCWX2qRVucRGNqTVbFuzakVYpHLRRjI0e2tTaFTbu8b0%2brbVW1gdQrHjVWRXSD5o8oC1oQ4Kh6yOkb6w2O9kg%2bqMdqIWtgMMBYP2UuYpTLOWf3inG3f6Po4n8rJL0%2b9y%2bBhLKQK7y03c%2bwNup">https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=mRt902r6He5GQGYFCWX2qRVucRGNqTVbFuzakVYpHLRRjI0e2tTaFTbu8b0%2brbVW1gdQrHjVWRXSD5o8oC1oQ4Kh6yOkb6w2O9kg%2bqMdqIWtgMMBYP2UuYpTLOWf3inG3f6Po4n8rJL0%2b9y%2bBhLKQK7y03c%2bwNup</a></p>
<b>No. of Covers</b>	02 (Two Packets) {Technical and Financial}
<b>Bid Validity days</b>	90 days (From the date of opening)
<b>Performance Bank Guarantee (PBG)</b>	3% of the total work value of the successful bidder. PBG is required to be submitted within 7 days from the date of issue of LOA as per Annexure-D.
<b>Purchaser and Place of delivery</b>	<p>Billing to be submitted to IIM Shillong.</p> <p>Successful bidder shall be responsible for supply, installation, testing, commissioning &amp; maintenance in IIM Shillong, Meghalaya as per the scope of work mentioned in the tender document.</p>
<b>Email Address</b>	<a href="mailto:officer.it@iimshillong.ac.in">officer.it@iimshillong.ac.in</a>
<b>Registered Office</b>	Umsawli, East Khasi Hills, Shillong-793018, Meghalaya

## **A. Tender Information**

1. Online tenders, in two-bid system for SITC (**Supply, Installation, Testing and Commissioning**) of IP based surveillance system (CCTV) along with restoration of Local Area Network Cable services in the Nongthymmai hostel of IIM Shillong is invited by Director, IIM Shillong as per enclosed specification / scope of work defined in Annexure "A" and as per other related terms and conditions of the tender document.
2. Bidders /Tenderers would be required to register on the Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app> using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
3. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
4. Bidders /Tenderers can download the bid document from Central Public Procurement Portal website at <https://eprocure.gov.in/eprocure/app> Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through <https://eprocure.gov.in/eprocure/app>
5. Tender information is also available in the Institute's website at <https://www.iimshillong.ac.in> . For further details regarding Amendment /Addendum /Extension/Corrigendum please visit website: <https://eprocure.gov.in/eprocure/app> and <https://www.iimshillong.ac.in>.
6. In the event of the date being declared as a closed holiday for purchaser's office, the due date for opening of bids online will be the following working day at the appointed times.
7. The technical bids will be opened online by a committee duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, proof of EMD /Tender fee / etc. uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on <https://eprocure.gov.in/eprocure/app> in which can be seen by all bidders who participated in the tender.
8. The bidders should download the BoQ.xls from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BoQ.xls format. IIM SHILLONG /Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
9. The Financial bid (price bid) i.e. Bill of Quantity (BOQ) of only qualified bidders will be opened online by a committee and the result will be displayed on the <https://eprocure.gov.in/eprocure/app> which can be seen by all bidders who participated in the tender.
10. At any time prior to the date of submission of bid, Director, IIM Shillong may, for any reason, modify the bidding documents by an amendment. All prospective bidders/tenderer who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Director, IIM Shillong may at his discretion, extends the date and time for submission of bids.

11. The tendered rates and the validity of bids shall be for a period of 90 days from the date of opening.
12. It will be the prerogative of the Institute to place the supply order for the whole lot / item or in piecemeal basis depending upon the requirement of the Institute. The Institute shall have the right to reject any tender without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item (according to our specification) should be quoted against the item.
13. IT Section IIM Shillong shall verify the work and produce a work completion after the vendor carries out the necessary work as assigned.
14. Time Schedule of Completion is within **12 days** from award of work\_or else deduction on net value of the bill @ 0.5 % per week or part thereof, will be made as liquidated damages / delay in supply, subject to maximum of 10 % of the value of the delayed supplies. IIM Shillong shall not follow up regarding delivery of the material it will be the sole responsibility of the bidder to supply the material within specified time duration else necessary deductions will be carried out as per work order. No request regarding late delivery will be entertained by the Institute.
15. Insurance during transit to be borne by the Vendor/ Supplier/Contractor inclusive of handling within the Institute premises till the completion of final Inspection and acceptance.
16. Bills should be submitted in quadruplicate along with a receipted copy of challan duly endorsed in the desk of the of the Receiving section of the Institute.
17. Payment of the approved vendor for the above work at IIM SHILLONG shall be made through PFMS.
18. IIM Shillong reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
19. Settlement of disputes – Director, IIM Shillong or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.
20. Vendor has to submit an escalation Matrix for raising support queries.
21. For any queries please contact Officer (IT & ERP) on +91 364 2308080 or at email [officer.it@iimshillong.ac.in](mailto:officer.it@iimshillong.ac.in) on any working day from 09:30 AM till 17:00 PM.

## **B. GENERAL CONDITIONS**

1. Minimum validity of the Proposal must be 90 days from the date of its opening.
2. IIM Shillong reserves the right, not an obligation, to carry out the capability assessment of the Bidder(s) and pre dispatch inspections at the cost of the Bidder. This right inter alia includes seeking technical demonstrations, presentations and live site visits.
3. IIM Shillong reserves its absolute right to seek any clarifications from the respective Bidder(s).
4. IIM Shillong will neither provide nor shall pay any charges for boarding, lodging and transportation facilities for the Bidder(s) or their Representative.
5. The products/ services offered should strictly conform to the specifications given in the product literature. The models proposed/ marked for withdrawal from the market or models under quality testing should not be offered.
6. The Bidder(s) are required not to impose their own terms and conditions to the bid and if submitted, it will not be considered as forming part of their bids. The decision of the IIM Shillong shall be final, conclusive and binding on the Bidder(s).

Sd/-

Chief Administrative Officer

Copy to:

- Director for kind information please
- Finance Officer / Purchase Committee members for information.
- IT Department, IIM SHILLONG to upload on the Institute's Website

### C. Instructions to Bidders (Eligibility Criteria of Bidders)

At the time of submission of bid response, the Bidder should conform to and/or be able to demonstrate the following: -

1. The bidder should be a Private / Public Limited company registered under the Companies Act, 1956/2013 or a registered firm or a proprietary concern, a registered cooperative society or a combination of above in the form of a JV.
2. Bidder should be in the business of Information Technology / System Integration for the last 03 years' in India.
3. The bidder must have valid GST Registration and PAN No.
5. It is essential that the bidder is well acquainted with the working condition of North Eastern States of India and should be able to provide support for 24x7 for next 02 years as per requirement of IIM Shillong. (The bidder must submit an affidavit confirming that the bidder will provide support for 24x7 during the warranty period.)
6. The bidder should clearly mention Land Line Telephone Nos / email address of their Service Office(s) in North East.
7. The bidder should have proven integrity and moral conduct. The bidder should not have been blacklisted or debarred by any organization in India or abroad for any reason. The bidder has to submit an affidavit / notary that the bidder has not been blacklisted or debarred by any organization in India or abroad.
8. The bidder should possess good understanding of the functions of reputed Government Educational Institute like IITs / IIMs / Central University / NIT. Any experience of establishing of network in such institute of national repute will be preferred.
9. Bidder should have successfully executed project of Supply, Installation, Testing and Commissioning of Camera with LAN wiring work.
10. Authorization from the manufacture for quoted products mentioning the Tender No & Date should be submitted. Applicable only for the CCTV Equipment's. **Note to bidders that the IP Camera and the NVR offered should be from single OEM and the integration of the devices has to be done by the bidder itself.**
11. The product offered should be manufactured not before the year 2021.

**D. Supply Criteria**

1. The Service Contract of the IP Camera and the NVR will be for a period of 24 months (02 Years) starting from the date of Issue of the bidder's invoice.
2. The warranty part for the IP Camera and the NVR will cover replacement of all the devices / equipment's that are available in the particular camera and the NVR.
3. **Variation of items allowed is  $\pm 10\%$  on each line item**. The quantities mentioned in the BOQ may vary to the extent of 10 % (above or below) as per the discretion of the institute and the bidders shall be liable to execute as per such revision. Billing will be done as per actuals, and for cabling the vendor has to submit the metered length of the wires consumed for each item based on which payment shall be made.
4. The Manufacturer (OEM) will provide a warranty certificate and update the warranty period in their system. On receipt of the warranty certificate then only payment shall be release. Bidder must quote IIM Shillong GST Number **17AAAJI0577Q1ZP** in all the Invoices raised to IIM Shillong.
5. During the warranty period, any failed device under warranty should be repaired / replaced with a new device within 24hrs from reporting the failure. Necessary configuration of the replaced device for proper operation of the device SHOULD BE done by the supplier.
6. There should be a single point of contact for reporting any problem. It must be possible to report problem over phone and email. The institute will not log any call to any call centers of OEM.
7. The supplier should provide 24x7 support.
8. Vendor technical person shall be capable of handling the IP Camera and the NVR and should be conversant with the make and models of the Camera and the NVR supplied as per Annexure "A".
9. Contractor must maintain a stock of the items listed above which are to be covered under warranty.
10. Escalation Matrix must be provided by the Contractor along with the OEM Service Personnel Contact details.
11. The bidder must clearly indicate the type of service offered in the invoice towards deduction of necessary income tax as applicable.
12. The IP Camera that is being offered by the bidder needs to be installed (Wall / Ceiling Mounted) in the Hostel and other buildings of IIM Shillong located in the Mayurbhanj Complex, Nongthymmai, Shillong-793014.
13. The ceiling mounting clamp or wall mounting clamp has to be provided by the OEM or the bidder and has to be fixed after finalizing the place where this needs to be installed. Fitting of these equipment's shall be in the bidder's scope.
14. Necessary training has to be imparted to the officials of IT Section, IIM Shillong.



**E. Bid Processing (General Information).**

1. The bid process involves a two-stage evaluation namely, Technical bid and Financial bid.
2. The bidder shall submit only one Proposal.
3. Proposal should be in the specified format. Any other format shall not be acceptable.
4. Proposals should be in English Language only.
5. The Bidder is not permitted to modify, substitute or withdraw their Proposal after submission
6. Bid should be valid for a period of 90 days from the date of opening.
7. The original Proposal shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be attested by the person or persons who sign(s) the Proposals.
8. An authorized representative of the bidder should sign on all the pages of the Proposal.
9. The representative's authorization should be confirmed by a written power of attorney or board resolution accompanying the Proposal.
10. Bidders should specify the price of their services in Indian Rupee (INR) only.
11. Authority reserves the right to accept or reject any/all bid without assigning any reason thereof, and to annul the bid process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. The decision of the competent authority would be final and binding on the bidders.
12. All communication pertaining to this bid will be published in the designated website in case direct communication to bidders is not feasible, so it would be the bidders' responsibility to check website for such communication.
13. IIM Shillong reserves the right to cancel this tender without any notification.
14. IIM Shillong also reserves the right to add further any important terms and conditions in the supply order, prospective bidders are required to thoroughly check the supply order.

Scope of WorkAnnexure A

<u>Bill of Material / Quantity.</u>						
Sr. No.	Description	Unit	Make	Qty	Rate (Incl. of all taxes)	Amount (Incl. of all taxes)
1	Supply, Installation, Testing and Commissioning of Unshielded Twisted Pair (UTP) Copper Conductor CAT-6 Cable for interconnectivity of LAN Systems / CCTV Systems at different locations in Nongthymmai hostel of IIM Shillong as per TIA/EIA 568 C having 4 twisted Copper Wire Pairs along with accessories. These cables will be used for connecting PoE Camera's and also for connecting the PoE Gigabyte switches / Network Switch etc.	Meter	Molex / Finolex / Schneider / Legrand	1830		
2	Supply, Installation, Testing and Commissioning of Outdoor Fibre Cable of 4/6 Core for interconnecting buildings in Nongthymmai Campus of IIM Shillong along with accessories.	Meter	Molex / Finolex / Schneider / Legrand	100		
3	Supply, Installation, Testing and Commissioning of Tiffin Box, Media Converter, Splicing of Fibre Cable and providing SM Patch Cords etc.	Nos	D Link / Netgear / TP Link	10		
4	Supply, Installation, Testing and Commissioning of RJ 45 Connector on both the sides of CAT 6 Cable.	Nos.	Molex / Finolex / Schneider / Legrand	150		
5	Supply, Installation, Testing and Commissioning of Indoor IP Camera in the Hostel Building of IIM Shillong located at Nongthymmai, Shillong, along with all accessories as required for mounting them on the walls. The Camera should have the below mentioned specifications. Warranty 2 years onsite for the said camera and its accessories. <b>Specification of the Camera.</b> a) 4MP, 1/2.7 or higher CMOS image sensor, low illuminance, high image definition	Nos	Hikvision / Dahua / Matrix / Honeywell	57		

	<p>b) Outputs 4MP (2560 × 1440) @25/30 fps, Max. supports 4MP (2688 × 1520) @ 20 fps</p> <p>c) H.265 coding, high compression ration, low bit rate</p> <p>d) Built-in IR LED, max IR distance: 30 m</p> <p>e) ROI, SMART H.264+/H.265+, flexible coding, applicable to various bandwidth and storage environments</p> <p>f) Rotation mode, WDR, 3D NR, HLC, BLC, digital watermarking, applicable to various monitoring scenes</p> <p>g) Intelligent detection: Intrusion, tripwire</p> <p>h) Motion detection, video tampering, no SD card, SD card full, SD card error, network disconnected, IP conflict, illegal access, voltage detection</p> <p>i) Built-in Mic.</p> <p>j) POE power supply</p> <p>k) ONVIF (Profile S/Profile G/Profile T)</p>				
6	<p>Supply, Installation, Testing and Commissioning of Outdoor IP Camera in the Hostel Premise Building of IIM Shillong located at Nongthymmai, Shillong, along with all accessories as required for mounting them on the walls. The Camera should have the below mentioned specifications. Warranty <b>2 years</b> onsite for the said camera and its accessories.</p> <p>Specification of the Camera.</p> <p><b>4.0 MP IR Network Bullet Camera</b></p> <p><b>1/2.7 or higher CMOS</b></p> <p><b>BLC/3D DNR/ROI/HLC</b></p> <p><b>2560 × 1440@20fps</b></p> <p><b>Up to 30 m or more IR range</b></p> <p><b>2.8 mm/4 mm/6 mm fixed lens</b></p> <p><b>PoE (Power over Ethernet)</b></p> <p><b>H.265+, H.265, H.264+, H.264</b></p> <p><b>IP67</b></p> <p><b>Three streams</b></p> <p><b>2 Behaviour Analysis</b></p> <p><b>120 dB WDR (Wide Dynamic Range)</b></p> <p><b>ONVIF (Profile S/Profile G/Profile T)</b></p>	Nos	Hikvision / Dahua / Matrix / Honeywell	07	
7	<p>Supply, Installation, Testing and Commissioning of 4K 32CH 2U NVR with Pre-installed 24 TB (Storage and should be expandable) and should have the minimum specifications as per below details. Warranty <b>2 years</b> onsite for the said NVR device.</p>	Nos	Hikvision / Dahua / Matrix / Honeywell	02	

	<b>Specification of the NVR.</b> <b>2U, 2x Gb Ethernet, 4K Output, 32 Channel, Network Video Recorders, RAID Support, Smart H.265+, H.265, Smart H.264+, H.264, MJPEG Video Compression</b> <b>Maximum 32 IP Camera Inputs with IVS Recording</b> <b>Maximum 320 Mbps Incoming Bandwidth</b> <b>Up to 12 MP Resolution for Preview and Playback</b> <b>Supports RAID 0 /1/5/6/10</b> <b>iSCSI for Expanded Storage Space</b>					
8	Supply, Installation, Testing and Commissioning of 16 + 02(Uplink) Port Unmanaged PoE Gigabyte Switch for connecting CCTV System.	Nos	Dlink / Hikvision/ Netgear/ Dahua/ Honeywell	1		
9	Supply, Installation, Testing and Commissioning of 08 +02(Uplink) Port Unmanaged PoE Gigabyte Switch for connecting CCTV System.	Nos	Dlink / Hikvision/ Netgear/ Dahua/Honeywell	8		
10	Supply, Installation, Testing and Commissioning of 04 +02(Uplink) Port Unmanaged PoE Gigabyte Switch for connecting CCTV System.	Nos	Dlink / Hikvision/ Netgear/ Dahua/Honeywell	8		
11	Supply, Installation, Testing and Commissioning of One Module RJ 45 insert along with PVC box and face plate to be placed in the hostel rooms where the existing one is damaged and needs replacement.	Nos	Molex / Finolex / Schneider / Legrand	50		
12	Mounting of Indoor and Outdoor Wireless Access points in the Hostel Premises. The equipment will be provided by IIM Shillong.	Nos		50		
13	Miscellaneous (Clamps, Cable Tie, Clips etc.)					
14	Dismantling and Shifting of Server Racks and Its Accessories along with Control Room Equipment from Administrative Building to Office in New Building of Nongthymmai Campus and re-assembling them for connectivity. This also require shifting of UPS and re-assembling them.	Job Work		01		
<b>Sub Total</b>						

**Hostel wise deployment of IP Camera's.**

<b>Sl.</b>	<b>Location of Camera</b>	<b>No of Camera to be deployed</b>
1	Central Dining on all the corners along with entry and exit.	8
2	Hostel 03 Floors above the Dining Hall	10
3	Stair Case of the Hostel going from the Dining Hall	1
4	Old Girls Hostel Ground and First Floor	4
5	Girls Hostel Ground Floor, First Floor, Second Floor	10
6	Boys Hostel Ground Floor, First Floor, Second Floor and Third Floor	18
7	Quadrangle	4
8	Side Floors of the Hostel	2
9	Outdoor Surveillance	7

## F. Bid Proposal Proforma

### 1.1 BID COVERING LETTER

To:

The Director,  
IIM Shillong,  
Umsawli, East Khasi Hills  
Shillong 793014

Dear Sir,

**Sub: Supply, Installation, Testing and Commissioning of IP based surveillance system (CCTV) along with repair of Local Area Network Cable services in the Nongthymmai hostel of IIM Shillong.**

#### 1 Terms & Conditions

1.1 I/ We, the undersigned Bidder(s), having read and examined in detail the specifications and all bidding documents in respect of this Tender do hereby propose to provide goods and services as specified in the bidding document.

1.2 I/ We, the undersigned Bidder(s) having submitted the qualifying data as required in your Tender, do hereby bind ourselves to the conditions of your Tender. In case any further information/ documentary proof in this regard before evaluation of our bid is required, I/We agree to furnish the same on demand to your satisfaction.

#### 2 Rates & Validity

2.1 All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the rates and other terms and conditions of this proposal are valid for a period of 90 days from the date of opening of the bid.

2.2 I/ We have studied the Clauses relating to Indian Income Tax Act and hereby declare that if any Income Tax, surcharge on Income Tax and any other Corporate Tax is altered under the law, I/ we shall pay the same.

#### 3 Deviations

I/ We declare that all the goods and services shall be performed strictly in accordance with the Technical specification, Time Schedule and other terms of the Tender Document except the deviation as mentioned in the Technical Deviation Proforma. Further, I/ We agree that additional conditions, if any, found in the proposal documents, other than those stated in deviation pro-forma shall not be given effect to.

#### 4 Bid Pricing

I/ We further declare that the rates stated in our proposal are in accordance with your terms and conditions in the bidding document.

#### 5 Earnest Money

I/We have enclosed the earnest money as required in case of default it is liable to be forfeited in accordance with the provisions enumerated therein.

**6. Declaration**

I/ We hereby declare that my/ our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of my/ our knowledge and belief and nothing has been concealed therefrom.

Thanking you,

Yours faithfully,

(Signatures)

Date:

Place:

Name:

Designation:

Seal

**G. PROFORMA TECHNICAL BID**

Sl.No	Description
1	<p>Bidder's Proposal Reference No &amp; Date</p> <p>Bidder's Name and Address</p> <p>Contact Person</p> <p>Designation</p> <p>Telephone Number Fax Number E-mail Address</p> <p>Please attach list of your offices in India with addresses thereof:</p> <p>a. Offices</p> <p>b. Development Centre's</p> <p>Please provide details if you have been blacklisted / debarred by the Government of India or their undertakings, any State Governments or their undertakings previously. If no, please enclose an undertaking in this matter.</p> <p>Please enclose a list of similar carried out by you along with their value. Please attach relevant experience certificates also.</p>

(Signatures and Seal)

Date:

Place:

Name:

Designation



**H. PROFORMA MANUFACTURER'S / DEVELOPER'S AUTHORIZATION ONLY FOR IP SURVEILLANCE DEVICES AND ITS COMPONENTS.**

Ref. No \_\_\_\_\_

Date: \_\_\_\_\_

To:

The Director,  
IIM Shillong,  
Umsawli, East Khasi Hills  
Shillong 793018

Dear Sir,

Tender No.:

We \_\_\_\_\_ who are established and reputed Manufacturers / Developers of \_\_\_\_\_ having Factory/ Development Centre at \_\_\_\_\_ do hereby authorize M/s \_\_\_\_\_ [Name and Address of Vendor] to submit a bid and sign the contract with you for the goods Manufactured / Products developed by us against the above Tender No **IIM /IT/601/2/LAN/02**. We hereby extend our full Guarantee and Warranty as per the clauses of contract based on the Terms and Conditions of the Tender for the goods and services offered for supply by the above organization in response to your Tender. OEM Warranty certificate is required for the product after finalization of Supply Order.

Yours faithfully

Name of the Manufacturer / Developer

Authorized Signatory

**Note:**

**This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the bidder in its bid.**

**I. Financial Bid**

1. The bidders should download the BOQ.xls from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
2. The Financial bid (price bid) i.e Bill of Quantity (BOQ) of only qualified bidders will be opened online by a committee of members and the result will be displayed on the <https://eprocure.gov.in/eprocure/app> which can be seen by all bidders who participated in the tender.
3. A sample BOQ is placed herewith in excel sheet format which has the item wise rate, the bidders are advised to quote accordingly.
4. If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.

Signature of Tenderer \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Date: \_\_\_\_\_

**J. PROFORMA FINANCIAL BID**

We hereby quote our commercial offer as given below: This has to be quoted in the BOQ as less or excess in percentage.

Validate Print Help

**Item Rate BoQ**

Tender Inviting Authority: Chief Administrative Officer, IIM Shillong.

Name of Work: Supply, Installation, Testing and Commissioning of IP based surveillance system (CCTV) along with restoration of Local Area Network Cable services in the Nongthymmai hostel of IIM Shillong.

Contract No: IIM/IT/601/2/LAN/02

Name of the Bidder/ Bidding Firm / Company :						
<u>PRICE SCHEDULE</u>						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE Inclusive of all Taxes In Figures To be entered by the Bidder In Rs. P	TOTAL AMOUNT With Taxes In Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Heading:: Supply, Installation, Testing and Commissioning of IP based surveillance system (CCTV) along with restoration of Local Area Network Cable services in the Nongthymmai hostel of IIM Shillong.					
1.01	Supply, Installation, Testing and Commissioning of Unshielded Twisted Pair (UTP) Copper Conductor CAT-6 Cable for interconnectivity of LAN Systems / CCTV Systems at different locations in Nongthymmai hostel of IIM Shillong as per TIA/EIA 568 C having 4 twisted Copper Wire Pairs along with accessories. These cables will be used for connecting PoE Camera's and also for connecting the PoE Gigabyte switches / Network Switch.	1830.000	Meter		0.00	INR Zero Only
1.02	Supply, Installation, Testing and Commissioning of Outdoor Fibre Cable of 4/6 Core for interconnecting buildings in Nongthymmai Campus of IIM Shillong along with accessories.	100.000	Meter		0.00	INR Zero Only
1.03	Supply, Installation, Testing and Commissioning of Tiffin Box, Media Converter, Splicing of Fibre Cable and providing 5M Patch Cords etc.	10.000	Nos		0.00	INR Zero Only
1.04	Supply, Installation, Testing and Commissioning of RJ 45 Connector on both the sides of CAT 6 Cable.	150.000	Nos		0.00	INR Zero Only

(Signatures)

Date:

Place:

Name:

Designation:

Seal

**K. Pre-Bid Query Format****Annexure C**

Pre-bid queries should be submitted in .XLS format.

RFP Description				
RFP No.				
Organization				
Address				
Contact Person				
Contact No.				
Mail Id				
Sl.No.	Chapter No.	Page No.	Clause as per RFP with Page No.	Clarification Sought

**L. PERFORMANCE BANK GUARANTE FORMAT****Annexure D**

Name of the Bank: \_\_\_\_\_

To

**Chief Administrative Officer  
Indian Institute of Management Shillong,  
Umsawli, East Khasi Hills,  
Shillong-793018, Meghalaya.**

**PERFORMANCE BANK GUARANTE FORMAT**

In consideration of the Chief Administrative Officer IIM Shillong acting through \_\_\_\_\_ (Designation & address of Contract Signing Authority), (hereinafter called "The Indian Institute of Management Shillong") having agreed under the terms and conditions of agreement/ Contract Acceptance letter No. \_\_\_\_\_

Dt : \_\_\_\_\_ Made between \_\_\_\_\_ (Designation & address of contract signing Authority) and \_\_\_\_\_ (here in after called "the said Agency" for the work \_\_\_\_\_ (here in after called "the said agreement") having agreed for submission of a revocable Bank Guarantee Bond for ₹ \_\_\_\_\_ ( ₹ \_\_\_\_\_ only) as a performance security Guarantee from the Agency for compliance of his obligations in accordance with the terms & conditions in the said agreement.

1. We \_\_\_\_\_ (Indicate the name of the Bank) hereinafter referred to as the Bank, undertake to pay to the Indian Institute of Management Shillong an amount not exceeding ₹ \_\_\_\_\_ ( ₹ \_\_\_\_\_ only) on demand by the Indian Institute of Management Shillong.
2. We \_\_\_\_\_ (Indicate the name of the bank, further agree that ( and promise) to pay the amounts due and payable under this guarantee without any demur merely on a demand from the Indian Institute of Management Shillong through the Chief Administrative Officer, IIM Shillong, or \_\_\_\_\_ (Designation & Address of contract signing authority), stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the Indian Institute of Management Shillong by reason of any breach by the said Agency of any of the terms of conditions contained in the said agreement or by reason of the Agency failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ₹ \_\_\_\_\_ ( ₹ \_\_\_\_\_ Only).
3. (A) We \_\_\_\_\_ ( indicate the name of Bank ) further undertake to pay to the Indian Institute of Management Shillong any money so demanded notwithstanding any dispute or dispute raised by the Agency in any suite or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.

(B) The payment so made by us under this Performance Guarantee shall be a valid discharge of our liability for payment there under and the Agency shall have no claim against us for making such payment.

4. We \_\_\_\_\_ (Indicate the name of bank) to further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Indian Institute of Management Shillong under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by \_\_\_\_\_ (Designation & Address of contract signing authority) on behalf of Indian Institute of Management Shillong, certify that the terms and conditions of the said agreement have been fully and properly carried out by the said Agency and accordingly discharges this guarantee.
- 5 (a) Notwithstanding anything to the contrary contained herein the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by the Indian Institute of Management Shillong or until ( date of validity/ extended validity) whichever is earlier and no claim shall be valid under this guarantee unless notice in writing thereof is given by the Indian Institute of Management Shillong within validity/ extended period of validity of guarantee from the date aforesaid.  
  
(b) Provided always that we \_\_\_\_\_ (indicate the name of the Bank) unconditionally undertakes to renew this guarantee or to extend the period of guarantee form year to year before the expiry of the period or the extended period of the guarantee, as the case shall be on being called upon to do so by the Indian Institute of Management Shillong. If the guarantee is not renewed or the period extended on demand, we \_\_\_\_\_ (indicate the name of the Bank) shall pay the Indian Institute of Management Shillong the full amount of guarantee on demand and without demur.
6. We \_\_\_\_\_ ( indicate the name of Bank ) further agree with the Indian Institute of Management Shillong that the Indian Institute of Management Shillong shall have the fullest liberty without our consent and without effecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said contract from time to time or to postpone for any time or from time to time any to the powers exercisable by the Indian Institute of Management Shillong against the said Agency and to forbear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Agency for any bearance act or omission on the part of the Indian Institute of Management Shillong or any indulgence by the Indian Institute of Management Shillong to the said Agency for by any such matter or thing whatsoever under the law relating to sureties for the said reservation would relive us from the liability.
7. This guarantee will not be discharged by any change in the constitution of the Bank or the Agency.
8. We, \_\_\_\_\_ (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Indian Institute of Management Shillong in writing.

9. This guarantee shall be valid up to (Date of Completion of work plus 60 Days), unless extended on demand by Indian Institute of Management Shillong. Notwithstanding anything to the contrary contained hereinbefore, our liability under this guarantee is restricted to Rs..... (Rs.....only) unless a demand under this guarantee is made on us in writing on or before..... we shall be discharged from our liabilities under this guarantee thereafter.

10. We \_\_\_\_\_ (indicate the name of bank) hereby agree that any claim due and arising under this guarantee shall be enforceable against our bank's branch.....(mentioning the name and address of the branch) at Shillong, Meghalaya and they shall honor such demand in any case not later than next working day.

Dated:            The            Day of            For

(indicate the name of bank)

Signature of Banks Authorized official

Witness (Name)\_\_\_\_\_

Designation with Code No. -----

1 Full Address-----

2.