

**REQUEST FOR PROPOSAL FOR SUPPLY AND INSTALLATION OF CCTV CAMERAS IN
ARMY PUBLIC SCHOOL (APS) TRIVANDRUM**

1. APS Trivandrum invites bids from reputed and qualified CCTV manufacturers/stockists/dealers/distributors for supply, installation, testing and commissioning of CCTV Cameras in APS, Trivandrum as per the technical specifications. Tender conditions and other details mentioned below.

2. The bid should be prepared on the firm's official letter pad and should bear the TIN, GST No, Stamp & Signature of the authorized signatory of the firm. The bids will be prepared in two bid system. One sealed cover super scribed with "Technical Bids of Installation of CCTV Cameras" should contain the technical bid and the other sealed cover superscribed with "Commercial bid for installation of CCTV Cameras" should contain the commercial bid. Both the sealed covers should be packed in another sealed cover superscribed with "Quotation for installation of CCTV Cameras in APS Trivandrum".

(a) Technical bid. Technical bid is the pre-qualification cum technical bid which should include the bidder's eligibility, technical offer containing documents, qualifying criteria, technical specification and all other terms & conditions except the rates (**Refer Appendix 'B'**). Please note that price should not be indicated in the eligibility criteria/technical proposal but should only be indicated in the commercial proposal.

The bid shall be rejected if prices are indicated in the technical bid.

(b) Financial bid. The bidders shall quote the prices in price bid format only. The prices quoted shall be inclusive of all taxes, levies, duties and statutory payments incident upon the bidder. The prices once provided by the bidder will be valid for three months (90 days) from the date of opening of the tender (**Refer Appendix 'C'**). Any deficiency in the documentation may result in the rejection of the bid.

3. The sealed bids/quotation super scribed with "Quotations for installation of CCTV Cameras in APS Trivandrum" containing both the technical and financial bids should be dropped in the tender box kept at the reception of APS Trivandrum by **1100 AM on 30 Aug 2024**. The quotations can also be sent by post to the Principal, APS Pangode, Trivandrum, Kerala – 695006. The buyer will not be responsible for any postal delay. Quotations received after **1100 AM on 30 Aug 2024** will not be considered.

4. An EMD of Rs 1000/- in the form of DD taken in favour of Principal, APS Trivandrum will be kept alongwith the technical bid which will be returned to the unsuccessful bidders after approval of the Board Proceeding by the Competent Financial Authority. The EMD of the successful bidder will be returned after submission of the bank guarantee.

5. The sealed cover containing technical bid will be opened by a Board of Officers in the presence of the representatives of the participating firms at **1130 AM on 30 Aug 2024** at the school conference hall. The Principal APS extend the invitation for the bidder/authorized representative of the participating firms to be present at the time of opening of quotation/bids. Financial (commercial) bid of technically qualified bidders will be opened in the presence of representatives of the participating firms only after getting approval of technical bids. The date and time of which will be communicated to the technically qualified bidder. The supply/work order will be given to the successful bidder after obtaining the approval of the Competent Financial Authority. Hence the bid quoted will be valid for minimum three months from the date of opening of the commercial (financial) bid.

6. Supply, Installation, testing & commissioning. Supply, Installation, testing & commissioning should be completed by the firm within **30 days** from the date of placing supply order by APS Trivandrum.

7. Acceptance Testing. A detailed acceptance testing by a Board of Officers will be carried out as per the scope of the work. The specification of the items should be in conformity with the given specification in the **Appendix 'B'** or better. In case any item is found to be lower than the laid down specification, the vendor shall replace the item at their cost. The acceptance testing board proceedings will be completed within one week after commissioning of the project by the vendor.

8. Payment. On successful commissioning of the project, which is certified as satisfactory by the Acceptance testing Board of Officers, payment will be released through Cheque/Bank transfer. No advance will be paid. In case the performance bank guarantee is not provided by the bidder, amount equal to the same will be withheld. (Refer para 11)

9. Pre-Bid visit. All vendor/dealers/contractors/their authorized representatives are invited to the school during school working hours from **0830 to 1530 hrs** for familiarisation of the site, for taking necessary measurements and for any clarification regarding the work. Contact Number for the same is 8075126432 of Mr. D Yesudas, Administrative Supervisor. Prior appointment will be taken for the visit.

10. Warranty. Warranty period of the entire work shall be three years after completion of acceptance testing and certification by the Board of Officers. Original Equipment Manufacturer (OEM) warranty certificate must be submitted by successful bidder at the time of delivery of goods. The bidder should guarantee on site rectification of the complaints within 24 hours at their cost after communicating the complaint of any fault/break down by the school during the warranty period.

11. Performance Bank Guarantee. The successful bidder will be required to furnish a performance bank guarantee for a sum equal to 5% of the contract value rounded off to the next hundred valid for three years and thirty days from the date of commissioning of the project. In case the bidder fail to rectify the complaints as para 9 above, the bank guarantee will be revoked and the complaints will be rectified by APS through other agencies and will be charged against the bidder.

Other Conditions

12. The school authority reserve the right to reject and terminate the work in case of unsatisfactory quality of the items supplied or any other dispute and no claim whatsoever of the contractor shall be admissible on this account.

13. The successful bidder will obey & observe the instruction issued by the Principal, APS regarding the work timings and conduct of the workers.

14. This quotation is invited with no financial commitment and APS, Trivandrum reserves the right to change or vary any part thereof at any stage. The school reserves the right to reject any or all of the offers without assigning any reason whatsoever. The school also reserves the right to withdraw this tendering process, if necessary at any stage.

15. A tender condition acceptance certificate in the official letter pad will be attached with the quotations as under: -

“It is certified that we understood the clauses/conditions specified in the request for proposal for supply and installation of CCTV Cameras in APS, Trivandrum and agree to all the terms and conditions specified in the same”.

ELIGIBILITY CRITERIA CUM TECHNICAL BID

16. Intending bidder should meet the following eligibility criteria for providing CCTV solution:

Ser No	Criteria	Documents to be submitted
(a)	Bidder must be an Indian Manufacturers/Bidder/Dealer/Wholesaler for supply of CCTV Cameras and associated systems.	Copy of the Certificate of Incorporation and Certificate of Commencement of Business or copy of firm's Registration Certificate.
(b)	The Bidder should have experience of manufacturing/ selling of quoted products for three financial years preceding the date of opening of technical bid.	Chartered Accountant's certificate in original/self-attested, showing year wise production or sales of quoted product for last three years. Format given in Appendix-D)
(c)	In case the Bidder is not the manufacturer	Authority letter/Dealer or distributor certificate/Wholesaler agreement/agency certificate issued by Original Manufacturer. (Format given in Appendix-E).
(d)	Bidders who have been blacklisted / debarred by tender inviting authority or by any State Government or Central Government Department/ Organisation shall not be allowed to participate in the tender process during the period of blacklisting/debarment.	Undertaking that the bidder has not been blacklisted / debarred by any State Government or Central Government Department /Organisation.
(e)	GST	Copy of GST Registration
(f)	PAN	Copy of PAN
(g)	Financial/market/statutory details about firm/company	Supplier information form (Format in Appendix-F)

Ser No	Criteria	Documents to be submitted
(h)	Average Annual Turnover of Rs.75/- lakhs every year for the last three financial years preceding the date of submission of bid.	Audited financial statements with all reports of last three financial years. In case of unaudited Financial Statements, CA Certified Turnover Certificate must be enclosed for the past three years (Format in Appendix-G)
(j)	Literature or catalogue of the quoted products/items (if applicable)	Catalogue/Product Documentation
(k)	Certificate in original office stationary (letter pad) of the firm with rubber stamp and signature.	Format in Appendix-H
(l)	Performance Statement	Format in Appendix-J
(m)	Net Worth: The net worth of the bidder for last three financial years, as on 31 st March 2022, 31 st March 2023 and 31 st March 2024, should be positive.	Chartered Accountant (CA) Certificate with CA's Registration Number/Seal.
(n)	OEMs should have registered office in India	Valid documentary proof
(o)	Warranty Certificate	As per format. Refer Appendix 'K' .

SCOPE OF WORK

17. Project back ground. The APS Trivandrum already have CCTV cameras surveillance system. The school wants to install additional CCTV cameras and supporting system to augment surveillance and all around coverage of the school.

18. The project aims to augment the existing CCTV system. The Principal and authorised staff should be able to monitor the security aspects of the school. The footage should be available for minimum 30 days (back up).

BIDDING DETAILS

19. The bidding details shall be as following table: -

Ser No	Heading	Details
(a)	RFP Issuing authority	Principal, Army Public School (APS) Trivandrum.
(b)	Correspondence address	Principal, APS Pangode, Thirumala P.O., Trivandrum- 695006
(c)	RFP Name	Supply and Installation of CCTV Cameras in APS Trivandrum
(d)	RFP reference No.	2008/Tender-01/APS 2024, dt 17 Aug 2024
(e)	Tender document fee and date of tender sale at www.armyschooltrivandrum.in	Nil
(f)	Last date of pre-bid queries submission	27 Aug 2024
(g)	Pre-bid meeting date & time	School Office hrs from 0800 to 1600 hrs with prior appointment taken through phone No. 8075126432 of Administrative Supervisor.
(h)	Bid submission start date	17 Aug 2024
(j)	Last date for receipt of bids	30 Aug 2024
(k)	Bid opening date	Technical: 30 Aug 2024 at 1130 hrs. Financial : will be informed directly to the bidders qualified in technical bids.

Ser No	Heading	Details
(l)	Details to be submitted	<p>1. Check list as provided in Appendix-A.</p> <p>2. Technical Bids alongwith required documents.</p> <p>3. Financial Bids.</p>
(m)	Language of proposal	Proposal shall only be accepted in English only.
(n)	Special Note	<p>1. Prices should not be indicated in the Eligibility Criteria/Technical bid. The bid shall be rejected if found any prices indicated in the Technical bid.</p> <p>2. All pages should be sequently numbered. Each page should be signed.</p> <p>3. During the evaluation of the technical bid, the bid evaluation board may call upon the bidder for any clarification or additional document at its discretion.</p> <p>4. Decision of the evaluation board is final and binding on all parties and shall not be questionable.</p>

Ser No	Heading	Details
(o)	Financial Bid	<ol style="list-style-type: none">1. Bids should be submitted in the given price format only.2. The bid should be comprehensive and inclusive of all the services to be provided by the bidder.3. The prices quoted shall be inclusive of all taxes, Levies, duties and statutory incident upon the bidder.
(p)	Validity of Proposal	90 days from the date of opening of the financial bids.
(q)	Method of selection	Least-cost proposal.

Thanking you,

Yours faithfully

Mr. Jayasankar Prasad AR
Principal
APS Trivandrum

Appendix-A

PRE-QUALIFICATION CHECKLIST

The bidder should attach following checklist for compliance with important criterion alongwith the Pre-Qualification cum Technical bid to be submitted.

Ser No	Item	Complied (Yes/No)	Remarks
1.	Copy of the Certificate of Incorporation and Certificate of Commencement of Business to prove that the bidder is an India manufacturer /dealer/wholesaler for supply of CCTV cameras and associated systems.		
2.	Chartered Accountant's certificate in original/self-attested, showing year wise production and sales for quoted product for last three years. (Format given in Appendix-D)		
3.	Authority letter/Dealer or distributor certificate/Wholesaler agreement/agency certificate issued by Original Equipment Manufacturer (OEM). (Format given in Appendix-E). (in case the bidder is not the OEM)		
4.	Undertaking that the bidder has not been blacklisted / debarred by any State Government or Central Government Department /Organisation.		
5.	Copy of GST Registration		
6.	Copy of PAN		
7.	Supplier information form (Format in Appendix-F)		
8.	Audited financial statements of the firm with all reports of last three financial years. In case of unaudited Financial Statements CA Certified Turnover Certificate must be enclosed for the past three years		

	(Format in Appendix-G)		
--	--------------------------------	--	--

Appendix-A (continue)

Ser No	Item	Complied (Yes/No)	Remarks
9.	Catalogue/Product Documentation		
10.	Certificate as per Appendix-H in original office stationary (letter pad) of the firm with rubber stamp and signature.		
11.	Performance statement as per Appendix-J .		
12.	Chartered Accountant (CA) Certificate with CA's Registration Number/Seal to prove the Net Worth (Refer serial No 12 of para 16 – Eligibility Criteria – cum – Technical bid).		
13.	Valid documentary proof of OEMs registered office in India in case the OEM is not based in India.		
14.	EMD of Rs_____ in the form of DD taken in favour of_____		

Appendix-B

TECHNICAL SPECIFICATION

Ser No	Technical Qualitative Requirement (Technical Specification)	Remarks
1.	2 MP IP bullet IR Camera 30 Mtr	
	<p><u>Features</u></p> <ul style="list-style-type: none">➤ Image sensor - 1/2.8" 2MP progressive scan CMOS (0.9071cm)➤ Min. Illumination - 0.01 Lux@f2.0➤ Shutter speed - Auto/Manual, 1/3~1/100000s➤ Lens - 3.6mm (2.8mm Optional)➤ Lens Mount - M12➤ Day & Night - Auto ICR➤ S/N Ratio - >56 db➤ Video Compression - Instastream/H.265/Smart H.264+/H.264/H.264B/MJPEG (Only supported by the sub stream)➤ Video bit rate - H.265:12Kbps-6400Kbps H.264:32Kbps – 6144 Kbps➤ Resolution - 1080p (1920 x 1080)	
2.	2MP IP bullet IR Camera 50 Mtr	
	<p><u>Features</u></p> <ul style="list-style-type: none">➤ Image sensor - 1/2.8" 2MP progressive scan CMOS (0.9071cm)➤ Min. Illumination - 0.01 Lux@f2.0➤ Shutter speed - Auto/Manual, 1/3~1/100000s➤ Lens - 3.6mm (2.8mm Optional)➤ Lens Mount - M12➤ Day & Night - Auto ICR➤ S/N Ratio - >56 db➤ Video Compression - Instastream/H.265/Smart H.264+/H.264/H.264B/MJPEG (Only supported by the sub stream)➤ Video bit rate - H.265:12Kbps-6400Kbps H.264:32Kbps – 6144 Kbps➤ Resolution - 1080p (1920 x 1080)	
3.	16 Port/8 Port/4 Port PoE Switch	
	<p><u>Features</u></p> <ul style="list-style-type: none">➤ 100 Base – T interface : 08➤ Switching capacity➤ Max packet forwarding rate : 11.9 Mbps➤ Store & Forwarding : Yes➤ Auto MDI/MDIX : Yes	

	<ul style="list-style-type: none"> ➤ Operating temp : 0 to 40c ➤ Storage temp: 0 to 40c ➤ Flash memory type 64 K bytes ➤ Port count : 1000 Base – T interface x 8 	
--	---	--

Appendix-B (continue)

Ser No	Technical Qualitative Requirement (Technical Specification)	Remarks
4.	32 Channel NVR	
	<u>Features</u> <ul style="list-style-type: none"> ➤ Upto 8 MP resolution ➤ Full HD 4K ➤ Smart insastream H.264/MJPEG ➤ 2 sata port each disk storage upto 10TB ➤ Output HDMI and VGA ➤ Web/Operating in GUI ➤ Network speed 160 Mbps ➤ USB ports 2 ➤ Ethernet RJ 45 1000 Mbps 	
5.	Monitor 32 HFMI MONITOR LED	
	<u>Features</u> <ul style="list-style-type: none"> ➤ Display size 32” ➤ Panel type : TN panel ➤ VGA support HDMI ➤ Brightness 200 nits ➤ HDMI ports : 1 	
6.	8 TB Surveillance HDD	
	<u>Features</u> <ul style="list-style-type: none"> ➤ Memory 8 TB ➤ Performance data transfer rate (max) – 1Gb/s 150 MB/s ➤ Cache (MB) - 64 ➤ Rotational speed (RPM) – Intelli power ➤ Integrity load/unload cycles – 300000 ➤ Non-recoverable read errors 	
7.	CAT 6 UTP Cable	
	<u>Features</u> <ul style="list-style-type: none"> ➤ Data transfer speed 48 Gbps 	
8.	4 U Rack	
	<u>Features</u> <ul style="list-style-type: none"> ➤ Dimensions 4u 19” ➤ Mounting profiles 1 pair (front) ➤ Fan openings ➤ Protection degree IP 20 	

Appendix-C

FINANCIAL BID FORMAT

1. Following tables shall be used for submission of financial bid by the bidders: -

(a) The rates quoted by the bidder shall be all inclusive (for example: all taxes, levies, GST etc and out of pocket expenses installation & commissioning expenses, traveling, boarding, lodging charges and other operating cost etc).

(b) No cost other than quoted below shall be claimed and paid separately.

Ser No	Item	Minimum Qty	Unit cost in INR	GST in INR	Total Unit Cost in INR (Inclusive of all applicable taxes)	Total cost (in INR)
		(1)	(2)	(3)	(4=2+3)	(=1x4)
(i)	IP Camera 2 MP POE 30 Mtr	30 Nos				
(ii)	2MP IR Network Bullet Camera – 50Mtr	37 Nos				
(iii)	16 PORT POE SWITCH	3 Nos				
(iv)	8 PORT POE SWITCH	5 Nos				
(v)	4 PORT POE SWITCH	10 Nos				
(vi)	32CH NVR	2 Nos				
(vii)	32" HDMI MONITOR	2 Nos				
(viii)	CAT 6 UTP CABLE 305 Mtr	12 Nos				
(ix)	WD 8TB Surveillance HDD	2 Nos				
(x)	PVC Pipes & Fittings	1000 Mtrs				
(xi)	Camera Box	63 Nos				
(xii)	RJ 45 Connector	123 Nos				
(xiii)	UPS 600VA	10 Nos				
(xiv)	4U Rack with accessories	10 Nos				
(xv)	Cable laying charge Mtr	3050 Mtrs				
(xvi)	PVC laying charge Mtr	1000 Mtrs				
(xvii)	NVR Configuration charge	2 Nos				
(xix)	Camera fittings and installation charge	56 Nos				
(xx)	Fixing of Rack	10 Nos				
(xxi)	Total					

Appendix-D

Format for Bids experience certificate for the last Financial Years

Bids experience certificate for last three years for quoted product

(For Bids only)

(on the letter head of Chartered Accountant)

The production and sales of _____ (Name of quoted product) of M/s _____ for the last three years are given below and certified that the statement is true and correct.

Ser No	Year	Production (Qty)	Sales (Qty)
	2023-24		
	2022-23		
	2021-22		

Date:

Place:

Name & Signature of Chartered Accountant
along with seal

Appendix-E

**FORMAT FOR AUTHORISATION LETTER FOR AUTHORISED
DISTRIBUTORS OR DEALERS**

**(Format of authorisation letter for authorised distributor or dealer or wholesaler or
stockiest issue by original manufacturer)**

(to be submitted IN ORIGINAL or self attested photocopy)

I/We declare that we are the original manufacturer of CCTV systems for last _____ years. _____ hereby declare that M/s _____ is our authorised distributor or dealer for our products in India from date _____ and they are authorised to quote and follow up on our behalf and the said agreement is valid in force as on date.

I/We undertake to supply the items for which the quotations of following items are submitted by M/s _____ on our behalf of Tender Enquiry No _____

Ser No	Item No	Name of item

I/We have read all the terms and conditions of the tender enquiry and the same are irrevocably binding upon us till the expiry of the contract signed & executed on our behalf.

I/We shall notify immediately if there is any change in the agreement between M/s _____ and me/us regarding authorised distributorship of our products and further undertake to supply the items quoted by the distributor on my/our behalf at the quoted in the tender enquiry in case of such a change of agreement.

This authority is applicable only for Tender Enquiry No _____

Date:

Signature of Authorised Signatory

SUPPLIER INFORMATION FORM

1. Name of Organisation: _____
2. Permanent Account Number (PAN): _____
3. Registered address: _____
4. Correspondence address: _____
5. Deal in kind of services/products: _____
6. GST Registration No: _____
7. Bank a/c details:
Name of Bank: _____
Bank Account No: _____
Branch & Address: _____
IFSC Code: _____
MICR Code: _____
8. Contact details:
Contact person: _____
Telephone No: _____
Mobile No: _____
E-mail ID: _____
9. Name of sister concern _____
Or any Interdependent Entity (if any) _____

(Signature of authorised person)

Date

Name:

Designation:

Appendix-G

ANNUAL TURN OVER STATEMENT

(CA Certificate)

The Annual Turnover of M/s _____ for the past three years and concurrent commitment for the current financial year are given below and certified the statement is true and correct

Ser No	Year	Turnover
1.		
2.		
3.		
Total		Rs.
Average turnover per annum		Rs.

Date:

Place:

Name & Signature of Chartered Accountant along with seal

Appendix-H

CERTIFICATE

(to be submitted in ORIGINAL Office Stationary (Letter pad of the firm duly affixed with rubber stamp and signature)

I/We _____ age _____ years _____ residing
at _____ in capacity of _____ M/s _____
Hereby solemnly affirm that

1. All General Instructions, General Terms and Conditions, as well as Special Terms and Conditions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same.
2. I/We have submitted following certificates/documents for T.E. as required as per General Terms & Conditions as well as Special Terms & Conditions of the tender.
3. All the certificates/permissions/documents/permits/affidavits are valid and current as on date and have not been withdrawn/cancelled by the issuing authority.
4. It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required certificates/permissions/documents/permits Affidavits is/are found to be invalid/wrong/incorrect/misleading/fabricated/expired or having any defect.
5. I/we further undertake to produce on demand the original certificate/permission/documents/permits for verification at any stage during the processing of the tender as well as at any time asked to produce.
6. I/we also understand that failure to produce the documents in "Prescribed Performa" (wherever applicable) as well as failure to give requisite information in the prescribed Performa may result in to rejection of the tender.
7. My/our firm has not been banned/debarred/blacklisted at least for three years (excluding the current financial year) by any Government Department/State Government/Government of India/Board/Corporation/Government Financial Institution in context to purchase procedure through tender.
8. I/we confirm that I/we have meticulously filled in, checking and verified the enclosed documents/certificates/permission/permits/affidavits/information etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed. Page numbers are given on each submitted document. Important information in each document in Highlighted with the help of marker pen as required.

Appendix-H (continue)

9. The above certificates/documents are enclosed separately and not on the performa printed from tender document.

10. I/we say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is _____ which is issued on the nature of _____ (kindly mention here either the name of the Proprietor in case of Proprietor firm or name of tendering firm, whichever is applicable).

11. I/we understand that giving wrong information on oath amounts to forgery and perjury and I/we am/are aware of the consequences thereof in case any information provided by us are found to be false or incorrect, you have the right to reject our bid at any stage including forfeiture to be false or incorrect, you have the right to reject our bid at any stage including forfeiture of our EMD/PBG/cancel the award of contract in this event. This office reserves the right to take legal action on me/us.

12. I/we have physically signed and stamped all the above documents along with copy of tender documents (page No _____ to _____).

13. I/we hereby confirm that all out quoted items meet or exceed the requirement and are absolutely compliment with specification mentioned in the bid document.

14. My/or company has not filed any writ petition, court matter and there is no court matter filed by State Government and its Board Corporation is pending against our company.

15. I/we hereby commit that we have paid all outstanding amount of dues/taxes/cess/charges/fees with interest and penalty.

16. In case of breach of any tender terms and conditions or deviation from bid specifications other than already specified as mentioned above, the decision of Tender Committee for disqualification will be accepted by us.

17. Whatever stated above is true and correct to the best of my knowledge and belief.

Date:

Place:

Stamp & Signature of the Bidder

Appendix-J

PERFORMA FOR PERFORMANCE STATEMENT
(For the last three Financial Years)

Name of Firm _____

Ser No	Name of Product	Year	Quantity Supplied	Value	Name and full address of the purchaser
	2023-24				
	2022-23				
	2021-22				

Date:

Signature & seal of bidder

Appendix-K

WARRANTY CERTIFICATE

We undertake to extend onsite repair/replacement warranty of three years to the product supplied and installed by us with reference to Tender No.2008/52/Tender-01/APS 2024 dt 17 Aug 2024 within 24 hours of the intimation given to us by the school authorities. In case of failure of the same from our side, we agree to the Principal APS Trivandrum that he/she can revoke our bank guarantee and under take the work from other sources.