



भारत सरकार  
कर्मचारी चयन आयोग  
कार्मिक तथा प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
ब्लॉक सं० १२  
केन्द्रीय कार्यालय परिसर, लोधी रोड

**MOST IMMEDIATE**  
*Telegraphic Address.* STASELCOM, NEW DELHI  
31014/1/2014-G

Government of India  
Staff Selection Commission  
Department of Personnel & Training  
Ministry of Personnel, Public Grievances &  
Pensions  
Block No.12  
Kendriya Karyalay Parisar, Lodhi Road,  
New Delhi

### **NOTICE INVITING TENDER**

**Subject:-Comprehensive Annual Maintenance Contract Surveillance system installed in the Commission.**

I am directed to invite sealed quotations for Annual Comprehensive Maintenance Contract for Surveillance system installed in the Commission. Rates may be quoted in lump sum, as only one service provider will be considered for awarding contract. Only overall lowest rates will be considered.

#### ***Scope of Work***

Details of equipment to be maintained is given below. CAMC includes the repair/replacement of wire/ power supply/ repair of DVRs etc. no separate cost will be paid by the Commission for repair for these equipments. However, camera & monitors which will become absolutely unserviceable will be replaced at the cost of the Commission. The rates quoted should be inclusive of all the taxes.

S.No.	Equipment	Quantity	Location
1.	Box/Dome/Bullet Camera	23	2 <sup>nd</sup> & 3 <sup>rd</sup> Floor of Block -12, CGO Complex, Lodi Road, New Delhi-11003.
2.	Dome/Bullet Camera	04	Ground floor of Block -12, CGO Complex, Lodi Road, New Delhi-11003.
3.	Dome/Bullet Camera	04	4 <sup>th</sup> floor of Block -12, CGO Complex, Lodi Road, New Delhi-11003.
4.	Dome/Bullet Camera	01	8 <sup>th</sup> Floor of Block -12, CGO Complex, Lodi Road, New Delhi-11003.
5.	DVR (16 Channel)	01	8 <sup>th</sup> Floor of Block -12, CGO Complex, Lodi Road, New Delhi-11003.
6.	DVR (08 Channel)	01	
7.	DVR (04 Channel)	01	
8.	Monitoring System	04	Each at 4 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Floor of Block -12, CGO Complex, Lodi Road, New Delhi-11003.

	Distributor 08 Channel	08	8 <sup>th</sup> floor of Block 12, CGO Complex, Lodi Road, New Delhi.
9.	Switcher 32 channel	01	
10.	Power Supply adopter	23	

### *Earnest Money Deposit & Performance Security:*

2. The bidders are advised not to erase or mutilate figures etc. otherwise their quotations will be ignored. Any overwriting will not be allowed.

3. The Quotations should be accompanied with an EMD of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft in favor of DDO, SSC(HQ), New Delhi without which the quotations will not be considered. The Bid security will be returned to unsuccessful bidders after the award of the contract to a successful bidder. EMD amount of 20,000/- of successful bidder who will be awarded contract will be kept as performance guarantee by the Commission for the entire period of contract.

4. The intending bidders should have minimum of three years experience in related field, duly supported by documentary evidence on their competence and goodwill. The firm should have adequate qualified manpower having experience in the field.

5. No advance payment will be made in any case. The payment will be released on half yearly basis after satisfactory completion of service. The company will submit half yearly bill along with the downtime statement and the report within one month of completion of the 6 months' period to General Section of the Commission.

### *Validity of Rates Quoted :*

6. New equipment as and when added to the inventory by the Commission will be included in the AMC on the expiry of its warranty period on the existing AMC rates. **The rates mentioned in the contract will be valid for three year from the date of awarding of contract.** The contract may be extended for further period of one year/two year with mutual consent on same prices, terms and conditions.

### *Penalty:*

7. Maintenance call will be attended within 12 hours from time of registration of break down, failing which penalty @ Rs. 200/- per day will be imposed. In case of any emergency, call will be attended within 6 hours for which no payment will be made by the Commission.

8. Whenever the system cannot be repaired on site within the specified time limits, the company will have the option to take the equipment to their workshop premises with prior permission from the Commission and provide alternative equipment of same or better specifications. The Commission's equipment in any case will have to be repaired/set right within 3 days and returned to the Commission after repair. The firm will arrange their own transport for which extra payment will not be made.

9. For preventive maintenance checks of system which are under AMC will have to be carried out by the firm on a monthly basis and will have to be certified by the respective users. Failure of this will lead to deduction of 25% of the performance guarantee which will be kept with the Commission.

10. The bidder has to produce PAN, TIN/Service Tax number alongwith the other documents with the bid as per the Annexure-I & II of the NIT, which are mandatory . If the tender is received without the requisite information the bid will be treated as invalid by the Commission.

11. In case of intermittent failure and repetitive problems due to improper diagnosis of repair, the system will be treated as continuously down.

12. The personnel of the company will comply with all the security regulations in the Department. Any breach of this condition will render the entire contract null and void.

13. The Commission reserves the right to terminate the maintenance contract at any time without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contract or for maintenance service already performed in terms of the contract the same would be paid to him as per the contract terms.

14. The Commission further reserve the right to accept or reject any or all quotations.

15. Any violation of the terms and conditions for award of AMC will entail cancellation of the contract and performance security of Rs.20,000/- will be forfeited.

**16. Single bid:-** The bid, in the prescribed format addressed to the undersigned by name should be sent by speed post/Registered post or dropped in the Tender Box kept at Room No. 706, Block No. 12, CGO Complex, Lodhi Road, New Delhi so as to reach by **3:00PM on 18.09.2015**. The bids in two separate sealed covers –one containing “Technical Bid” and another containing “Financial Bid” should be enclosed in third sealed cover duly super scribed “Bid for **Comprehensive Annual Maintenance Contract Surveillance system installed in the Commission** “.The quotations will be opened at 3:30 PM on the same day. Authorized representative of the participating firms may be present at the time of opening of quotation, if so desired.

Yours faithfully,

(R.K. Naskar)  
Under Secretary(G)

1.	Whether EMD Enclosed	Yes/No
2.	Whether the Balance Sheets of last three financial years (2011-12, 2012- 13 and 2013-14) is enclosed.	Yes/No
3.	Whether a copy of PAN Card/Service Tax Registration certificate enclosed.	Yes/No
4.	List of Govt./Departments orders, if any.	Yes/No
5.	Signed copy of tender document	Yes/No
6.	Whether price schedule as per format in a separate sealed envelope enclosed.	Yes/No
7.	Whether Annexure ..... (Details of Bidder) is enclosed	Yes/No

1.	Name of the Agency		
2.	Registered Address		
3.	Type of Firm	Public Limited/Private Limited/ Proprietary/Partnership/Society/ Other	
4.	Name of Authorized person of the agency		
5.	Telephone Number(s)		
6.	Email Address/ Website		
7.	Fax No.		
8.	Mobile no.		
9.	Year-wise financial turnover	2011-12	
		2012-13	
		2013-14	

Date:

Place:

Name and Designation with Seal