

### **Notice Inviting Tender**

This is a Limited Tender Enquiry and only the prospective bidders of known credentials are eligible to participate. All the bidders who are interested to quote need to approach this office on or before 08<sup>th</sup> March 2010 with a formal request letter along with requisite documentation as specified below in Qualification Criterion:

#### **Qualifying Criterion for tender for AMC Of CCTV and Access Control System**

- Bidders should have relevant experience in providing and maintaining services of CCTV and Access Control System.
- Documentation to be submitted for certifying the present (and updated if any) status of Qualifying Criterion: Copy of Work Orders/Job Orders certificate

The tender document containing details of the services required, other terms and conditions against tender will be issued only to the eligible prospective bidders without any tender cost by the office, Office of HOD(MM) Directorate General of Hydrocarbons C – 139, Sector- 63 Noida - 201301, India (Ph No: 0120-4029400, Fax No: 0120-4029410) on or before 08/03/10 during working hours i.e. 10 am to 5.00pm. Tender document downloaded from DGH Website is only for immediate and general information and will not be accepted.

No DGH/MM/ENQ/ACS/CCTV/1

Date 25.2.2010

To

**Bid Closing Date: 18/03/2010**  
**Time: 1400 Hrs**  
**Bid Opening Date: 18/03/2010**  
**Time: 1500 Hrs**

**Sub: Maintenance Of CCTV and Access Control System**  
**Access control / CCTV system Relocation jobs**

Dear Sir,

1. DGH invites you to submit your lowest price for AMC of CCTV and Access Control System as per Scope of Work enclosed vide Annexure-I and price format as per Annexure-II.
2. Please arrange to send your quotation in sealed envelope, super-scribed with the above mentioned enquiry No. and closing date so as to reach our office at following address before the closing date and time. Any quotation received after the closing date and time will not be considered.

HOD(MM)

Directorate General of Hydrocarbons

C – 139, Sector- 63

Noida - 201301

3. Rates should be quoted as per format mentioned in Annexure-II .Bidder have to quote for comprehensive and non comprehensive rates for both CCTV and Access Control System.

4. Your offer should be valid for a period of 60 days.

5. **Payment Terms:** 100% payment will be released within 30 days of submission of your bills on quarterly basis.

6. **COMMENCEMENT AND PERIOD OF CONTRACT:**

The Contract shall be effective from date of LOA the contract shall be initially for period of 1 year from date of commencement.

7. **TERMINATION:**

7.1 Termination on expiry of the CONTRACT

This Agreement shall be deemed to have been automatically terminated on the expiry of the CONTRACT period unless the DGH has exercised its option to extend this CONTRACT in accordance with the provisions, if any, of this CONTRACT.

7.2 Termination on account of insolvency

In the event the CONTRACTOR or its collaborator at any time during the term of this Agreement becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then the DGH shall, by a notice in Writing have the right to terminate this CONTRACT and all the CONTRACTOR's rights and privileges hereunder, shall stand terminated forthwith.

7.3 Termination for unsatisfactory performance

If DGH considers that the performance of the CONTRACTOR is unsatisfactory or, not upto the expected standard, DGH shall notify the CONTRACTOR in writing and specify in detail the cause of such dissatisfaction. DGH shall have the option to terminate this Agreement by giving 15 days notice in writing to the CONTRACTOR, if, CONTRACTOR fails to comply with the requisitions contained in the said written notice issued by the DGH.

7.4 Termination for delay in mobilisation

Successful bidder shall be required to mobilise complete equipment alongwith crew (only crew in case of Operation and Maintenance Contracts) for commencement of services at the specified site within 15 days of Letter of Award. If the CONTRACTOR (successful bidder) fails to mobilize as above, the CONTRACT shall automatically stand terminated unless CORPORATION has extended the mobilisation period with levy of Liquidated Damages, as per Clause 6 of this tender document.

7.5 Consequences of termination

In all cases of termination herein set forth, the obligation of DGH to pay shall be limited to the period upto the date of termination. Notwithstanding the termination of this Agreement, the parties shall continue to be bound by the provisions of this Agreement that reasonably require some action or forbearance after such termination.

In case of termination of CONTRACT herein set forth except under 7.1 and 7.2, the CONTRACTOR shall be put on holiday [i.e neither any enquiry will be issued to the party by DGH against any type of tender nor their offer will be considered by DGH against any ongoing tender(s) where contract between CORPORATION and that particular CONTRACTOR (as a bidder) has not been finalized for two years from the date of termination by DGH to such CONTRACTOR.

- 7.6 DGH shall have the right to terminate this contract at any time by giving 15 days prior written notice and no cost or damage or any amount shall be payable by DGH on this account (except) for the work already done by the contractor.
8. The bidder shall submit the bid along with Rs.3000/- (Rupees Three Thousand Only) as earnest money deposit by way of demand draft/bankers cheque in favor of Directorate General of Hydrocarbons, New Delhi, failing which the bid is liable to be rejected. The earnest money shall be refunded to all unsuccessful bidders after finalization of tender.
9. The bidder is required to submit an interest free security deposit within 21 days of award of contract in the form of demand draft in favour of Directorate General of Hydrocarbons payable at New Delhi or Bank Guarantee for 7.5% of the contract value from a Nationalized Bank in India valid for a period of two months beyond expiry of this contract for satisfactory performance of the job. DGH will have right to forfeit Security deposit or invoke Bank Guarantee if the contractor fails to provide satisfactory services to DGH as per the terms of the contract.
10. No increase in price on or any score shall be entertained by DGH.
11. Incomplete bids would be summarily rejected by DGH.
13. **Force Majeure:**
- 13.1 In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and particulars of such force majeure in writing or by fax to the other party as soon as possible, after the occurrence of the cause relied on, then the obligations of the party giving such notice so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.
- 13.2 The term "force majeure" as used herein shall mean 'Acts of God' including Landslides, lightning, Earthquake, Fires, Storms, Flood & Wahsout, Strikes, Lockouts or other Industrial Disturbances in the Seller's undertaking, Wars whether declared or not, Blockades, insurrection, riots and Government regulations whether of the kinds herein enumerated or otherwise, which are not within the control of the party claiming suspension, and which renders performance of the contract by the said party impossible.
14. **Arbitration:-** In the event of any disagreement/dispute arising in connection with execution of the contract which cannot be settled in an amicable manner between DGH and the contractor, the matter shall be referred to Arbitration. Such Arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 as amended till date. The venue of such Arbitration will be at Delhi.

Yours faithfully

(Sanjeev Nanda)

HOD (MM)

**SCOPE OF WORK**

**i) ACCESS CONTROL SYSTEM (COMPREHENSIVE):**

This includes **Comprehensive Maintenance** of Access Control System as a whole, consisting of Software, Power Supply Units, Electromagnetic Locks and Magnetic Contacts etc.

- a) Repair or Replacement of existing software. Contractor should give one year warranty of software installed by him.
- b) Checkup of the complete system shall be carried out and preventive maintenance/ services report shall be submitted for necessary records on quarterly basis.
- c) Cleaning of electromagnets and adjust alignment.
- d) Periodic maintenance of card readers including heads alignment and head cleaning and replace if necessary.
- e) Checking functioning of main and standby locking relays.
- f) Checking for battery charging and battery status.
- g) Checking Server/host-reporting functions (PC to be provided).
- h) This includes cost of all spares except Controller and Consumables i.e. batteries, wiring and access cards.
- i) Attendance of Break down Maintenance calls.

**ii) CCTV (COMPREHENSIVE):**

This includes the Comprehensive Maintenance Charges for the updated System as a whole consisting of DVRs, HSD Cameras, Dome Cameras, Outdoor PTZ Cameras, Joy stick, RAS Software installed in the PCs, Monitors etc.

- a) Quarterly check up and preventive maintenance of the proper functioning and operation of CCTV System.

- b) To Check all the specification to the DVR level playing field i.e. proper focus,proper resolution,proper S.N ratio,IPS,Play Back recording,Backup etc.
- c) To Check the proper functioning of zoom lens mechanism.
- d) To Check the proper functioning of monitors.
- e) To Check the proper functioning of camers.
- f) Cleaning of Camera lenses and housing.
- g) To replace fuses, resistors, trasistors and diodes as and when required.
- h) This includes cost of all spares.
- i) Attendance of Break down Maintenance calls.

### **Access control / CCTV system Relocation jobs**

The following scope of work under optional relocation jobs have to be carried out as part of the AMC.

1. Dismantling of complete Access control / CCTV system including all accessories, connectors and cables from the existing location.
2. Transportation of the dismantled system and accessories to new location.
3. Supply of additional cables and accessories as per the requirement of new location.
4. The payment against cables and accessories if required at new location will be paid on actual basis. Bidders need to quote the cost of such items along with the bid. However the same will not be considered for evaluation.
5. Re-assembling the complete Access control / CCTV system along with all accessories, connectors and cables at the new location i.e OIDB Bhavan , Sector 73, Noida.
6. Placement and Configuration of the Access control / CCTV system including the software and other accessories as advised by DGH
7. Successful Installation, commissioning and testing of the complete system at the new location.
8. The relocation job will be purely at the option of DGH.
9. DGH will inform in writing / E-mail communication regarding the time of shifting.
10. The entire relocation job has to be completed within 15 days.
11. Payment towards the relocation job will be made on producing invoice after completion of the entire scope of work to the satisfaction of DGH.

**PRICE FORMAT**

<b>Sr.No</b>	<b>Item</b>	<b>Software Repair or replacement Charges along with Installation of software inclusive of all taxes.*</b>	<b>Comprehensive AMCCharges inclusive of all taxes.*</b>	<b>Optional Relocation jobs as per the scope of work</b>
1.	Access Control System			
2.	CCTV Cameras	<b>Not Applicable</b>		

Note(1) \* Please give the details of taxes and its rates included in the above quoted rates

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(2) The evaluation of both the line item jobs will be done separately and the jobs will be awarded to the respective lowest bidder.