



क्वीन्स वे, कोलकाता - 700 071  
Queen's Way, Kolkata - 700 071

# विक्टोरिया मेमोरियल हाल

## VICTORIA MEMORIAL HALL

(भारत सरकार के संस्कृति मंत्रालय के प्रशासनिक नियंत्रण  
के तहत एक स्वायत्त संगठन)

(An autonomous organisation under the administrative control  
of the Ministry of Culture, Govt. of India)

VM. No. 1034/81(2019)/CC TV Camera/AM

Date: 18.10.2021

### NOTICE INVITING TENDER

Subject : Annual Maintenance Contract for CCTV Surveillance Systems.

Victoria Memorial Hall, Kolkata (herein after referred to as VMH) invites bids from competent and experienced contractors with sound technical and financial capabilities for taking up the work of Non-Comprehensive Annual Maintenance contract for CCTV Surveillance Systems which consist of Honeywell Fixed Cameras, DVR's, Power Supply, accessories and cables etc. installed at VMH campus.

The single bid tender document may be downloaded from VMH website "<http://www.victoriameorial-cal.org>."

Tender in a sealed envelope super scribing " Tender VM. No. 1034/81/2019(IXB)/ CCTV Camera /AM dated. 18.10.2021-Tender for Non-Comprehensive Annual Maintenance Contract for CCTV Surveillance System" shall be submitted at the given address before 2 P.M on 15.11.2021 with covering envelopes addressed to :- Secretary & Curator, Victoria Memorial Hall, Kolkata, 1, Queen's Way, Kolkata: 700071.



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Sr.No.	Description	Details
1.	Name of Work	Non-Comprehensive Annual Maintenance Contract for CCTV Surveillance System.
2.	Tender No.	VM. No:1034/81/2019(IXB)/ CCTV Camera/AM
3.	Validity of Offer	30 days from date of opening of price bid.
4.	Contract Period	One year ( extendable subject to satisfactory services )
5.	Performance Security	3% of Work Value
6.	Submission of Tender	
	a) Starts on	22.10.2021
	b) last day on	15.11.2021 (Before 2 P.M )
7.	Opening of Tender	2.30 P.M on 15.11.2021

### I LIST OF DOCUMENTS TO BE SUBMITTED:

The scanned copies of following documents should be submitted along with price bid.

1. The firm ( Vendor ) must have a average turnover of Rs. 50 Lakhs in each of the last financial years. Chartered Accountant's certificate or Audited / Certificate Balance sheet and Profit and Loss account of the tenderer's company for last three years as the one ended on 31.03.2021.
2. The vendor should have valid PAN Number, GST, Profession Tax, Shop Establishment registration and should submit copy / documentary evidence of the same.
3. Certificate of registration / incorporation in the case of Pvt. Ltd / Public Ltd companies  
/ certified copy of partnership deed in the case of LLP / Partnership firm / any document under the relevant rules / laws if the firm is a proprietorship firm.

☎ : 2223-1890/1891/0953/5142 • फैक्स/Fax : +91-33-2223-5142

ई-मेल/E-mail : victomem@gmail.com • वेबसाइट/Website : www.victoriameorial-cal.org





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4. The Bidding firm / company / vendor should be a registered electrical contractor.

5. The bidder shall be an ISO Certified Company.

6. The bidder shall have experience of minimum 3 years in the similar field with execution of minimum one project with Government / Semi- Government / Government undertaking. The documentary evidence of each of the above should be enclosed along with self attested performance letter.

VMH reserves the right to reject any or all tenders without assigning any reasons whatsoever.

### SPECIAL INSTRUCTIONS TO THE BIDDER

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the website <http://www.victoriameorial-cal.org>.

### Filling of Tender Documents.

- The tenderers are requested to carefully study all the terms and conditions mentioned in the tender document before quoting their rates.
- The tender must be strictly in accordance with the terms and conditions with specifications as laid out in the tender.
- Any terms and conditions given by the tenderer in their offers will not be binding on the Secretary & Curator, Victoria Memorial Hall, Kolkata.

### SCOPE OF WORK

Work covered in this tender document shall generally be as detailed herein below. However, contractor shall be responsible to complete the work in all respects and in doing so provide / supply all facilities which may not be covered explicitly herein below but

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nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from contractor's scope.

Detailed Scope of work: The broad responsibility areas of the Contractor will inter alia be as under :

Annual Maintenance of CCTV Systems covering the following: All the products installed like Honeywell Fixed Cameras, DVR's, Power Supply, accessories, cables etc., related to CCTV System shall be maintained by the contractor with Periodic Maintenance i.e. once in a month

during the contract period to ensure its proper functioning of the CCTV Surveillance System.

- a) In case of any technical snag it should be attended within 24 hours.
- b) Attending to break down calls on urgent basis.
- c) A quarterly maintenance chart should be maintained and get it signed from concerned officer.
- d) Free replacement should be provided by the Contractor in case of any damage to existing CC TV cameras and accessories during the contract period.

### GENERAL TERMS AND CONDITIONS

#### 1. Eligibility Criteria for Techno-Commercial Bid.

- a) Payment of Performance Security @ 3% of Work Value.
- b) At least 3 years experience in doing similar business viz. sales, installation and maintenance of CCTV surveillance systems.
- c) Should have minimum average turnover of Rs.50 Lakhs per year during the last 3 years ending March 2021 ( Proof to be attached ).
- d) The Bidder must have GST registration ( Proof to be attached )
- e) Should not be blacklisted by any PSU / Govt. Department ( a self-certificate is required )

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### 2. Submission of Bids

The Single Bid tender documents may be downloaded from VMH website " <http://www.victoriameorial-cal.org>"

### 3. Tender Opening

Bid will be opened as per due date mentioned in the Tender.

3.1 VMH, Kolkata is not bound to accept the lowest rate for any tender. VMH also reserves its right to allow Public Enterprises ( Central / State ) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Secretary & Curator, VMH, Kolkata in this connection will be final.

3.2 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents.

### 4. Contract Period

The contract will be valid for one year. The contract period may be extended if performance found to be satisfactory under the same rate and conditions.

### 5. Payment Terms:

Payment will be made after completion of every quarter.

Signature:

Name: Dr. Jayanta Sengupta

Secretary & Curator, VMH, Kolkata

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DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No. 1034/81/2019(IXB)/ CCTV Camera / AM dated 18.10.2021 and hereby confirm our acceptance of the same.

Place :

Signature of Tenderer

Date :

Name & Address

Telephone Nos. Office :

Fax Nos.

