

**कृषि वैज्ञानिक चयन मंडल**

(भारतीय कृषि अनुसंधान परिषद)

कृषि अनुसंधान भवन-I, पूसा, नई दिल्ली 110 012.

**AGRICULTURAL SCIENTISTS RECRUITMENT BOARD**

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

Krishi Anusandhan Bhavan-I, Pusa, New Delhi-110012

Tele : 25841928, 25848172; Fax : 25846311



F.No. 3-3/2017-9A.

Date: 10<sup>th</sup> October, 2018

To,

As per list attached

**Subject: Quotation for comprehensive maintenance service contract for CCTV Cameras, DVR/NVR/UPS and Hard Disk -reg**

Sir,

Sealed bids are hereby invited on behalf of Secretary, ASRB for award of comprehensive maintenance service contract for CCTV Cameras, DVR/NVR/UPS and Hard Disk etc. installed at ASRB Office, KAB-I, Pusa, New Delhi. In case you are interested to undertake the work, you are requested to send your bids in a sealed cover superscribed as "**COMPREHENSIVE CONTRACT FOR MAINTENANCE OF CCTV CAMERAS, DVR/NVR/UPS AND HARD DISKS INSTALLED AT ASRB, NEW DELHI**", accompanied by a Demand Draft of ₹3000/- as earnest money drawn in favour of Secretary, ASRB, which should reach the undersigned latest by 3.00 PM on 26.10.2018. The bids may be dropped in the Tender Box kept outside Room No. 109, ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi – 110012. The bids will be opened on **29.10.2018 at 3.30 PM** in Room No. 101, ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi-110012, in the presence of bidders who may wish to be present.

A copy of the prescribed form showing specifications and tentative quality of equipment along with Terms & Conditions is enclosed.

Yours faithfully,

  
(Ajay Gautam)

Under-Secretary, ASRB



## Terms and Conditions

1. The sealed bids superscribed with name of contract may be addressed to Secretary, ASRB, KAB-I, Room No.101, Pusa, New Delhi-110012 which should reach in this office by 3.00 p.m. on **29.10.2018**. It will be opened on the same day at 3.30 p.m.
2. The bidders shall quote comprehensive rates, which will include the maintenance charges for maintaining the machines/equipments including accessories/parts in proper order throughout the contract period. Comprehensive AMC rates per machine should be quoted as per Annexure-I. Taxes, if any, should be indicated separately in Annexure-I
3. Bids received after the stipulated date and time/ incomplete quotations/ unsigned bids will not be entertained. The interested representatives of the tenderers may be present during the opening of the tender by the committee.
4. The equipments are installed in various rooms of ASRB at Krishi Anusandhan Bhawan-I, Pusa, New Delhi. The firms may inspect the equipment before quoting their rates, if considered necessary, during office hours (from Monday to Friday between 09:00 AM to 05:30 PM)
5. An amount of Rs 3,000/- towards earnest money in the form of Demand Draft drawn in favour of Secretary, ASRB has to be sent alongwith the bid. The quotation received without earnest money shall be summarily rejected. The earnest money will be refunded to the tenderers only after contract has been awarded to the successful firm. No interest will be payable on earnest money.
6. The firm should quote the rates of AMC of CCTV Cameras per annum. The contract shall be comprehensive in nature and include all parts except consumables.
7. The rates of AMC shall be quoted as per Annexure-I and details of the firm may be provided as per Annexure-II.
8. The successful bidder will be required to deposit 10% of the tendered amount in the form of Demand Draft in favour of Secretary, ASRB, payable at New Delhi within 60 days as Performance Security money after the award of work. It shall be refunded to the agency after satisfactory completion of the contract.
9. No interest will be payable on security money. The security money will liable to be forfeited in case the contractor fails to comply with the terms and conditions of the contract.
10. The contract will be valid for a period of one year w.e.f. the date of award of contract. The contract can further be extended for one year subject to the satisfactory service provided by the firm.
11. The firm will service & maintain the equipments mentioned under Contract/ Tender document. The Firm's representative will carry out maintenance of equipment/CCTV whenever call is made to the Company's office.
12. Mere quoting lowest rates will not amount to commitment for award of contract. L-1 will be selected on the basis of lowest Combined total amount for all equipments as per Annexure-1
13. The firm shall check basic features and carry out necessary adjustments to the system for the proper functioning of the equipment at each such inspection
14. The firm should repair/replace the worn out parts at extra cost.
15. In case of Standby wherein repair is not possible at ASRB premises and can be done at Firm's premises, the Standby of same/other make model also shall be provided by the firm immediately.



16. In case the contractor fails to maintain the CCTV Camera in time and in attending the related complaints within 24 hours, the Board shall have the right to get the CCTV Cameras repaired in any way and the cost of repair will be deducted from the bills of the contractor.
17. The firm should have the experience of handling of at least three similar service/maintenance contracts in Govt. departments / agencies / PSU of the value of not below Rs. 50,000 (Rupees fifty thousand only). Requisite certificate/documents should be attached with the bids.
18. The contractor shall not sublet any portion of the contract to any other agency/firm for maintenance of machines without prior consent of ASRB.
19. The service of CCTV Cameras/NVR/UPS/Hard disk will be done four times after the completion of every 3 months during the period under contract.
20. Charges, if any, spent by the contractor during the period of contract, will be borne by the firm. All material required for repairs etc. shall be arranged by contractor at site himself and no extra amount will be payable on this account. No charges will be payable like transportation etc. for providing the services for attending complaints covered under AMC.
21. The payment of AMC shall be made half yearly. The bills should be submitted alongwith service and satisfactory working report.
22. Proper record of servicing and repair etc. of the breakdown/ maintenance should be kept with the firm.
23. The contract can be terminated by the Board any time without assigning any reason.
24. If a successful tenderer doesn't accept the offer within a period of fifteen days after the issue of award letter, the offer shall be deemed to be withdrawn without any notice and earnest money of the tenderer will be forfeited.
25. Bid shall remain valid for a period of 60 days after the date of bid opening.
26. The bidder shall provide a self-declaration, as per annexure III, that it is not debarred or backlisted by any Government department/agencies.
27. The firm will provide maintenance and repair service on holidays, in case of emergency.
28. Penalty as deemed fit by the competent authority in the Board will be charged in case of any of the equipment under contract is not repaired within 24 hours of reporting of malfunctioning of it.
29. If any dispute(s) arises between the Board and the firm with reference to the contract, the decision of Secretary, ASRB will be binding on the firms.



**ANNEXURE – I**

**QUOTATION FOR AWARD OF COMPREHENSIVE CONTRACT FOR MAINTENANCE OF CCTV CAMERAS, DVR/NVR/UPS AND HARD DISKS INSTALLED AT ASRB, NEW DELHI**

Name of the firm : \_\_\_\_\_

Address : \_\_\_\_\_

Phone No./Mobile No. : \_\_\_\_\_

DD No./Pay Order No. : \_\_\_\_\_

S.No.	Equipment	Qty. (nos.)	Comprehensive AMC Rate* (per equipment) in Rupees	Total Comprehensive AMC amount* in Rupees
1.	Samsung IR Colour Camera sir 4150 (Analog)	04		
2.	Samsung IR Colour Camera 2080 (Analog)	04		
3.	Hikvision IR IP 3.0 Megapixel Cube	04		
4.	UPS 500 VA c	01		
5.	Hikvision 8 Channel Standalone DVR	01		
6.	Hard Disk	01		
7.	Hard Disk 2 TB	01		
8.	Hikvision NVR DS7608 NI SE	01		

\*GST extra as applicable should be indicated separately.

Note : Quantity quoted against each equipment is tentative and may vary upwards or downwards, and in case the rates are quoted for the whole lot, payment will be made on pro-rata basis accordingly.

**ANNEXURE – II**

Name of the firm -----

Registered / Postal Address -----

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1.	E- mail Address	
2.	PAN No.	
3.	VAT/TIN/GSTIN No., whichever is applicable	
4.	Bank Details :  1. Bank Name 2. Brach Address 3. Account No. 4. Type of Account (Current/Savings)	

**(Signature of Authorised Signatory with date & stamp)**



UNDERTAKING

I/We have read and understood Terms and Conditions contained in the ASRB's application form for contract. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by AGRICULTURAL SCIENTISTS RECRUITMENT BOARD.

I/We do hereby also accept ASRB have the right to accept or reject this application and not to issue invitation to tender to me/us.

I/We undertake to communicate promptly to ASRB any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ASRB to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Place:

Date: