



# CIPET:SARP ARSTPS

## BIDDING DOCUMENT FOR “SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF CCTV SYSTEM AT CIPET:SARP ARSTPS”

### LIMITED E-TENDER NOTICE

**No. CIPET:SARP-ARSTPS/CCTV/e-Ten-06/2020-21**

*Last date for submission of Tender on December 25, 2020 @ 03.00 p.m.*

*Opening of Technical Bid on December 25, 2020 @ 04.00 p.m.*

*Opening of Price Bid - After completion of Technical Evaluation*

### **CIPET: SCHOOL FOR ADVANCED RESEARCH IN POLYMERS (SARP) - ARSTPS**

(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)

T.V.K. Industrial Estate, Guindy, Chennai – 600 032

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## CIPET: SARP - ARSTPS,

(Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)

**TVK Industrial Estate, Guindy, Chennai – 600 032.**

Tel: 044- 2225 4794; e-Mail: arstpscipet@gmail.com; Web: www.cipet.gov.in

### **e-Tender No.: CIPET:SARP-ARSTPS/CCTV/e-Ten-06/2020-21**

CIPET:SARP-ARSTPS, Chennai, invites Online Tender, (two bid system – technical & commercial) from authorized dealers/contractors, service providers, any other interested persons / firms engaged in installation of security & surveillance systems for the following work at CIPET:SARP ARSTPS Chennai -

Sl. No.	Name of the Work	Completion Period	Last Date for Submission
1	Supply, Installation, Testing & Commissioning of CCTV system at CIPET:SARP ARSTPS	15 days from the date of Work Order	December 25, 2020, 03.00 PM

1. Interested and eligible bidders may view and download detailed tender documents from CIPET's e-tender portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) or [www.cipet.gov.in](http://www.cipet.gov.in). All bids must be submitted through the online portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET).
2. The Tenderers have to digitally sign their bids before submitting the bids online thus the Tenderers are advised to obtain Digital Certificates.
3. Tender documents are available in our e-tendering website [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) which can be downloaded in regular office hours.
4. Tender which qualifies technically will only be considered for opening of Financial Bid, rest of the financial bid will be rejected.
5. **CIPET:SARP ARSTPS reserves the right to extend the date or cancel the tender or to accept or reject any / all the bids/quotation either in part or in full without assigning any reasons thereof.**

### **Technical Document:**

Kindly upload scanned copies of the below mentioned documents on or before December 25, 2020; 15.00 Hrs.

### **ELIGIBILITY CRITERIA:**

- i) Experience of executing similar works for supply & Installation of CCTV Camera to Corporate Offices / Institutions / Central Autonomous Body / PSUs / Private Sector Units / Private Firms / others etc.
- ii) The Bidder should be OEM (Original Equipment Manufacturer) or Authorized dealer/Distributor/Supplier of the OEM of offered product (Please submit manufacturer's authorization letter, in original, on the OEM's letter head duly signed by authorized signatory).

- iii) Experience of having successfully completed similar services during the last 2 years ending November 30, 2020 should be either of the following:
  - 1. Two similar services each costing not less than Rs. 1 Lakh each OR
  - 2. One similar services costing not less than Rs. 2 Lakhs. (Similar services means Supply of CCTV Surveillance System)
- (iv) The bidder must have after sales services in Chennai.
- (v) Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.
- (vi) Copy of PAN card and GST Registration Certificate.

**Terms and conditions:**

- 1. The quoted rate will stand valid for 120 days.
- 2. Conditional quotation is liable to be rejected.
- 3. The tenders without the documents required 'Eligibility Criteria' shall be rejected straightway. Late receipt of tenders shall not be entertained.
- 4. If the day of opening of the tender is declared holiday, the tender will be opened on the next working day.

**For Technical Support:**

<b>Name of the Service Provider : KEONICS</b>		
Contact Person of KEONICS	Mobile :	For Vendor Registration / DSC / Any other issue regarding e-Tender Process, Please contact KEONICS.
1) Mr. S. Madhan	099419 47400 / 098941 91904	
2) Mr. S. Dinesh	Email :	
	<a href="mailto:madhans19@gmail.com">madhans19@gmail.com</a> <a href="mailto:twhelpdesk438@gmail.com">twhelpdesk438@gmail.com</a>	

**Director & Head  
CIPET: SARP ARSTPS, Chennai**

## **CIPET:SARP ARSTPS**

Tender No. CIPET:SARP-ARSTPS/CCTV/e-Ten-06/2020-21

### **GENERAL TERMS & CONDITIONS**

1. Conditional tender will be summarily rejected without prejudice.
2. Bidders are requested to quote their rates in figures as well as in words at the end of schedule of quotation attached with the quotations.
3. The quotations of the work shall remain open for acceptance for a period of 4 months from the date of opening of the quotations.
4. The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required for the Tender Documents or submission of a Tender not substantially responsive to the Tender Documents in every respect will be at the Tenderers risk and may result in rejection of the Tender.
5. Contractor shall be responsible for any manufacturing defect, quality of material etc. which may result in poor quality.
6. Offer should be in two parts Viz., “**TECHNICAL BID**” and “**FINANCIAL BID**” and shall be uploaded on or before Dec. 25, 2020 up to 03.00 PM.
7. Any Tender received by the Purchaser after the deadline for submission of Tenders prescribed by the Purchaser, will be rejected. Conditional tender will be summarily rejected without prejudice, so Tenderers are advised to quote the price as per CIPET:SARP ARSTPS conditions only.
8. The contractor shall employ labour in sufficient number to maintain the required rate or progress and of quality to ensure workmanship.
9. The contractor shall pay to labour employed by him wages not less than fair wages as defined in the contract labour (Regulation & Abolition) Act'1970 and Rules made there under.
10. The contractor shall comply with the provisions of the payment of wages Act, 1938, workmen's Compensation Act'1923, Industrial dispute Act'1947, Maternity Benefit Act 1961 and Mines Act'1952, E.P.F. & M.P. Act'1952 or any other law relating thereto and rules made there.
11. The contractor shall indemnify the CIPET:SARP ARSTPS against any payment to be made under and for observance of the Contract Labour (Regulation & Abolition) Act'1970 and Rules made there under without prejudice to his right to claim indemnity from his sub-contractors.

12. The Tenderer shall complete the Tender Form and fill the appropriate Financial Bid furnished in the Tender Documents, indicating for the goods to be supplied, a brief description of the Goods, quantity and prices.
13. The Bidder shall indicate on the Financial Bid attached to these documents, the unit prices and total Bid Prices of the goods, proposed to supply under the Contract.
14. Financial Bid should be submitted in the prescribed format (Excel Format) of the Tender Document.
15. The rate quoted by the Tenderer should be firm and no escalation on any account whatsoever shall be paid for this work.
16. CIPET:SARP ARSTPS will notify the successful Tenderer in writing that his tender has been accepted.
17. Tenderer/supplier has to submit original and three copies of the invoice showing goods description, quantity, unit price, total amount for releasing the payment.
18. The payment shall be made after satisfactory completion of the work as per the actual quantity and work measurement.
19. The suppliers shall be solely responsible for supplying and Installation of CCTV Camera as per the specification in the given numbers at CIPET:SARP ARSTPS.
20. CIPET:SARP ARSTPS reserves the right to revise or amend the specifications and other condition prior to the date notified or opening of tender/quotation.
21. If there is any loss to the property of CIPET:SARP ARSTPS while supplying the material, the vendor has to compensate this loss.
22. No labour below the age of 18 years shall be employed on the work and Labour shall be employed as per minimum wages act and rates which are applicable at the time of employment of labour.
23. In the case of a dispute or differences arising between the purchaser and Supplier relating to any matter arising out or connected with this agreement, such dispute or differences shall be referred within the Jurisdiction of Court, Chennai.

24. CIPET:SARP ARSTPS reserves the right to select the most responsive bidder (in case no bidder satisfies the eligibility criteria in totality).
25. CIPET:SARP ARSTPS reserves the right to Select the next most responsive bidder if negotiations with the bidder of choice fail to result in an agreement within a specified time frame.

**TAXES:**

Goods and Service Taxes applicable as per the existing rate. The rates quoted should be all inclusive.

**ONE BID PER BIDDER:**

Each bidder shall submit only one bid. A bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.

**COST OF BIDDING:**

The bidder shall bear all costs associated with the preparation and submission of his Bid, and the CIPET: SARP ARSTPS will in no case be responsible and liable for those costs.

**SITE VISIT:**

The Bidder/Tenderer, at his/her own responsibility and risk is encouraged to visit and examine the work site and its surroundings on any working days and obtain all information that may be necessary for preparing the Bid and entering into a contract for execution of the Works. The Tenderers shall satisfy themselves before submitting their tenders as to nature of work, site conditions, means of access to the site etc. Non-familiarity with the site conditions will not be considered as a reason either for extra claims or for not carrying out the work in strict conformity with the specifications. The costs of visiting the site shall be at the Bidders' own expense.

**SCOPE OF WORK:**

Supply of genuine brand and quality items with three year or warranty as per company rules as per Financial Bid.

The contractor is required to complete installation works with complete finishing as per approved estimate and guidelines. The Contractor shall depute technically trained and experienced manpower for completion of stipulated work without any fault. The firm shall be responsible for supply, installation, testing, commissioning of the CCTVs along with all related accessories to the satisfaction of CIPET:SARP ARSTPS. The contractor should have sufficient manpower on its roll specifically trained and technically qualified and experienced for stipulated work. .

CIPET:SARP ARSTPS reserves the right to modify / relax / withdraw any of the terms and conditions of the contract, if it is necessary in the interest/benefit of CIPET:SARP ARSTPS.

### **CLARIFICATION OF THE BIDDING DOCUMENTS:**

The Tenderers are advised to examine the Tender Document carefully and if there be or appear to be any ambiguity or discrepancy in the documents, or any clarifications needed on the Tender Documents; these shall be referred to the Director & Head, CIPET:SARP ARSTPS Chennai and got it clarified well in advance. The date of submission of bids prescribed in the tender document should be strictly followed.

### **PRE-BID MEETING:**

No pre bid meeting will be held for this tender.

### **AMENDMENT OF BIDDING DOCUMENTS:**

Director & Head, CIPET:SARP ARSTPS Chennai shall have the right to omit or suspend certain items of work or revise or amend the Bid Documents prior to the due date of submission of the Bid by issuance of addendum/corrigendum. Any addendum / corrigendum thus issued shall be part of the tender documents. The addendum/corrigendum, if any, shall only be hosted in the website of CIPET as mentioned above. It is the responsibility of the Bidders to download such addendum/corrigenda hosted in the website and submit the same duly signed along with the Bid. In order to afford the Bidders with reasonable time to take addendum into account, or for any other reason, the CIPET:SARP ARSTPS may, at its discretion, extend the due date for submission of Bid and bid extension notice shall be hoisted in the web site.

### **EVALUATION OF TENDERS**

The Purchaser shall evaluate the bids in respect to the substantive responsiveness of the bid or otherwise. The Purchaser shall carry out detailed evaluation of the substantially responsive bids. The Purchaser shall check the bid to determine whether they are complete, whether any computational errors have been made or required sureties have been furnished.

Arithmetical error shall be rectified on the following basis:-

- (a) If there is a discrepancy between the unit price and total price that is obtained multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Purchaser.
- (b) In case of discrepancy between words and figures, the amount in words shall prevail.

- A bid determined as substantially non-responsive shall be rejected by the Purchaser.
- The Purchaser may waive any minor infirmity or non-conformity or irregularity in the bid, which does not constitute a material deviation.
- The Purchaser shall evaluate in detail and compare the bids, which are substantially responsive.
- The evaluation of Ranking shall be carried out on the landed price of goods offered, inclusive of all taxes.
- The distribution of tendered quantity amongst the technically and commercially complied bidders shall be based on merits of each case.
- Purchaser shall have the sole discretion in deciding the number of parties on whom the orders shall be finally placed.

### **PURCHASER'S RIGHT TO VARY QUANTITIES**

The Purchaser reserves the right at the time of award of the contract to increase or decrease the quantity of the goods and services specified in the schedule of requirements without any change in unit price of the ordered quantity.

### **PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

The Director & Head, CIPET : SARP ARSTPS reserves the right to accept or reject any tender/bid or all offers at any time prior to award of contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder on the grounds for the action. No correspondence shall be entertained in this regard.

### **AWARD OF NOTIFICATION/WORK ORDER**

The issue of Award of Notification / Work Order shall constitute the intention of the purchaser to place the Order with the successful bidder.

The bidder shall within 10 days of issue of Award of Notification / Work Order give the acceptance in conformity with the bid documents.

### **PATENT RIGHTS**

The Supplier shall indemnify the Purchaser against all third party actions/claims of infringement of patent, trademark or industrial design rights arising from the use of goods or any part thereof.



## INSTRUCTIONS TO BIDDER

1. The contractor shall make his own arrangements to draw power from source point (as provided by the owner) at his own cost.
2. All signatures in tender paper shall be dated, & all the pages of all sections of tender documents shall be initialed at the lower right hand corner or signed wherever required in the tender papers by the Tenderer or by a person holding power of attorney authorizing him to sign on behalf of the Tenderer should sign before submission of tender.
3. **Rates to be in figures & words and should be in Indian Currency (INR).**
4. Corrections & Erasures: All corrections & alterations in the entries of tender paper will be signed with full signature by the Tenderer with date. No erasures or over writings are permissible.
5. **Tenders submitted by Tenderers shall remain valid for acceptance for a period of 120 days from the date of opening of the tender.** The bid valid for a shorter period shall be rejected by the Purchaser as non-responsive. In exceptional circumstances, the purchaser may request for the consent of the bidder for an extension to the period of bid validity.
6. If the contractor fails to complete the work within the period, he shall pay liquidated damages (Compensation for delay) to the owner, as stipulated in the general conditions of contract.
7. Stores to be issued: No material shall be issued by CIPET: SARP ARSTPS. Contractor has to arrange all materials, required for this work.
8. The Contractor shall comply with the provisions of all labour legislation for the time being in force and also enacted time to time. Any labour disputes should be taken care by contractor and CIPET:SARP ARSTPS will not be held responsible for any such labour disputes.
9. Contractor shall furnish all labour, materials, equipment and other accessories complete as required for the successful execution of work in accordance with drawings & specifications.
10. Any damage done by the contractor to any existing work during the course of execution of the work tendered for shall be made good by him at his own cost.
11. The Contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per Rules and Regulations in force.

12. The contractor shall maintain in good condition all works during execution till completion of entire work allotted to him.
13. The contractor shall cause the site to be cleared thoroughly of rubbish scaffolding materials etc. before the date of completion of work.
14. All the rates quoted by the bidder are inclusive of all taxes and duties including service tax. No extra payment of any sort will be made by CIPET:SARP ARSTPS.
15. The quantities of items given are approximate. The quantities of work may vary at time of allotment / execution of work. CIPET:SARP ARSTPS reserves the right to omit / delete any item(s) of work from the schedule at the time of allotment / execution of work. Contractor will be paid for the actual work done at the site duly verified by the concerned official of CIPET:SARP ARSTPS.
16. CIPET:SARP ARSTPS also reserves the right of supersession of any of the conditions stipulated in the Bid Document.
17. **ESCALATION** : The rate quoted shall be firm throughout the tenure of the contract (including extension of time if any granted) and will not be subject to any fluctuation due to increase in cost of materials, labor, sales tax, octroi etc., unless specifically provided elsewhere in these documents.

## **SAFETY AND SECURITY OF PERSONS**

The contractor throughout the execution and completion of the works and remedying of any defects therein have full regard for the safety of the persons entitled to be on the site and keep the site in an orderly state appropriate to the avoidance of danger to such persons, provide and maintain at his own cost all guards, warning signs and watching them where necessary required, take all reasonable steps on and off the site and to avoid damage to persons or to the property of the CIPET:SARP ARSTPS arising as a consequence of his methods or repair.

### **SAFETY:**

The supplier / contractor shall undertake all safety precautions during the execution of the work and shall make all the arrangements for the safety of his staff. CIPET:SARP ARSTPS shall not be responsible in any way for injury/disablement, accident to any worker/men of this account and will be free from any legal bindings in this regard. CIPET:SARP ARSTPS will not be responsible to pay any damages to the workmen or the contractor or any outside agencies. Contractor will be fully responsible for any repercussions which may arise as a result of violation of any safety norms on his part.

## **CONTRACTOR'S LIABILITY AND INSURANCE**

From commencement to completion of the works, the Contractor shall take full responsibility, care of and precautions to prevent loss or damage and shall be liable for any damage or loss that may happen to the Works or any part thereof from any cause whatsoever and shall at his own cost repair and make good the same so that, at completion, the works shall be in good order and conditions and in conformity in every respect with the requirements of the Contract and instructions of the Officer-in-Charge.

## **DAMAGE TO PROPERTY AND ACCIDENT / INJURY TO WORKMEN**

The contractor shall indemnify the CIPET:SARP ARSTPS against all losses and claims in respect of:-

- Death or injury of any person
- Loss or damage to any property which may arise out of or in consequences of repair and installation works and the remedying of any defects therein and against all claims, proceedings, damages, costs, charges or expenses whatsoever in respect thereof.

## **SUBMISSION OF BIDS:**

The detailed specification & scope of work is enclosed along with the Bid document. Offer should be of two parts Viz., "**TECHNICAL BID**" and "**COMMERCIAL BID**".

The Proforma of **Technical Bid and Commercial Bid** in the Bidding document should be filled and uploaded in the website.

The bids, which are not containing the Technical Bid and Commercial Bid, are liable to be rejected.

## **PAYMENT TERMS:**

97% payment will be released on successful completion of the work and 3% will be released at the end of the warranty obligations under the contract.

## **DEFECT LIABILITY PERIOD:**

Twelve months from the date of completion of work.

**COMPLETION PERIOD:**

The supply, installation, commissioning & testing of all equipments / deliverables shall be completed within **15 days** from the date of issue of Work Order.

**WARRANTY:**

The Supplier shall give warranty that goods to be supplied shall be new and free from all defects and faults in material, workmanship, and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards for materials of the type ordered and shall perform in full conformity with the specifications and drawings. The Supplier shall be responsible for any defects that may develop under the conditions provided by the supplier and under proper use, arising from faulty materials, design or workmanship such as corrosion of the equipment, inadequate contact protection, deficiencies in circuit design and or otherwise and shall remedy such defects at his own cost when called upon to do so by the Purchaser who shall state in writing in what respect goods are faulty. This warrantee shall survive inspection or payment for, and acceptance of goods, after the goods have been taken over.

If it becomes necessary for the supplier to replace or renew any defective portion/portions of the equipment under this clause, the provisions of the clause shall apply to the portion/portions of equipment's replaced or renewed. If any defect is not remedied within a reasonable time, the Purchaser may proceed to get the work done at the Supplier's risk and expenses, but without prejudice to any other rights which the Purchaser may have against the Supplier in respect of such defects.

Replacement under warranty clause shall be made by the Supplier free of all charges at site including freight, insurance and other incidental charges.

In case the fault cannot be rectified at the premises and the system/equipment needs to be taken out of the premises, vendor shall provide a standby system/equipment of similar/equivalent configuration till the original system / equipment is replaced after rectification. Transportation charges if any, shall be borne by the vendor.

**The vendor shall be responsible for routine and breakdown maintenance of the equipment during warranty period.**

**ADD ON/REPEAT ORDER:**

CIPET:SARP ARSTPS, reserves the right to place Add on / Repeat order for additional quantity to 100% of the original quantity at the same rate and terms & conditions of the purchase order within six months from the date of issue of purchase order.

**LIQUIDATED DAMAGES:**

If the contractor fails to complete the works within the time period(s) specified in the Contract, the CIPET:SARP ARSTPS shall, without prejudice to its other remedies under the contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5 percent of the contract price of the delayed work or unperformed services for each week of delay until actual performance, up to a maximum deduction of 10% of the delayed works or services of the Contract price. Once the maximum is reached, CIPET:SARP ARSTPS may consider for termination of the contract and may initiate for process for blacklisting.

**FINAL DECISION:**

The CIPET:SARP ARSTPS reserves the right to extend the date or cancel the tender or to accept or reject any / all the bids/quotation either in part or in full without assigning any reasons thereof. In case of any disputes whatsoever, decision of sole arbitrator appointed by the CIPET:SARP ARSTPS will be final and binding. The venue of arbitration will be CIPET Head Office, Chennai.

**Director & Head  
CIPET:SARP ARSTPS  
Chennai**