

Government of India
Ministry of Electronics & Information Technology
Office of Controller of Certifying Authorities
Electronics Niketan,6,CGO Complex, Lodhi Road
New Delhi

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New Delhi, 12th Jan, 2018

CORRIGENDUM-1

With reference to the Tender Reference Number: 19(50)/2017-cca, Tender ID: 2017_CCA_285552_1 published on dated 28-Dec-2017 02:05 PM on Central Public Procurement Portal for “Supply, Installation and Maintenance of Surveillance & Access Control System and Temperature, Humidity & Water Detection Systems” please read Clarification Start Date(online) as 29 Dec 2017 instead of 29 Jan 2018. In this regard the last date of EMD and Bid submission has also been revised, The revised time schedule of the tender is given below:

TIME SCHEDULE OF THE TENDER

Published Date	28 Dec 2017 (02.05 PM)
Bid Document Download / Sale Start Date	28 Dec 2017 (03.00 PM)
Clarification Start Date(online)	29 Dec 2017 (05.00 PM)
Clarification End Date(online)	15 Jan 2018 (05.00 PM))
Bid Submission Start Date	08 Jan 2018 (01.00 P M))
Bid Document Download End Date	24 Jan 2018 (10.00 AM))
Bid Submission End Date	24 Jan 2018 (11.00 AM)
Bid Opening Date(Technical)	25 Jan 2018 (03.00 PM))

*The EMD should be submitted to Shri Shamsuddin Khan , Office of CCA, Ground Floor, MeitY on or before **24 Jan 2018 (05.00 PM)**.

Government of India
Ministry of Electronics and Information Technology
Office Of Controller Of Certifying Authorities
Electronics Niketan,6, CGO Complex, Lodi Road
New Delhi – 110 003

Notice Inviting e-Tender on single stage two bid system for *Supply, Installation and Maintenance of Surveillance & Access Control System and Temperature, Humidity & Water Detection Systems* at MeitY, 6, CGO Complex, New Delhi

Document Download: Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **TIME SCHEDULE OF THE TENDER** as under.

TIME SCHEDULE OF THE TENDER

Published Date	28 Dec 2017 (02.05 PM)
Bid Document Download / Sale Start Date	28 Dec 2017 (03.00 PM)
Clarification Start Date(online)	29 Jan 2018 (05.00 PM)
Clarification End Date(online)	12 Jan 2018 (05.00 PM))
Bid Submission Start Date	08 Jan 2018 (01.00 P M))
Bid Document Download End Date	19 Jan 2018 (10.00 AM))
Bid Submission End Date	19 Jan 2018 (11.00 AM)
Bid Opening Date(Technical)	22 Jan 2018 (03.00 PM))

Contact Details

Shri Shamsuddin Khan

Ground Floor, Office of Controller of Certifying Authorities

Ministry of Electronics & Information Technology, Electronics Niketan,

6, CGO Complex, Lodi Road, New Delhi – 110 003

Contact: 24301520 email:info@cca.gov.in

I. INTRODUCTION

The Controller of Certifying Authorities (CCA) has been appointed by the Central Government with the aim of promoting the growth of E-Commerce and E-Governance through the wide use of digital signatures.

Office of Controller of Certifying Authorities, issues licences to CAs and signs/certifies their public keys. As the Root CA of India, it certifies the public keys of the CAs, lays down the standards to be maintained by the CAs and performs several other functions to regulate the functioning of the licensed CAs in the country. Licensed CAs issue Digital Signature Certificates.

2. SCOPE OF THE PROJECT

A. Supply and Installation of

- (i) Biometric Access Control System,
- (ii) Video Surveillance System
- (iii) Temperature, Humidity & Water Detection System

as per the technical specifications and Quantity given in Annexure I, and

B. Warranty & Annual maintenance of the above for a period of five years (one year warranty & four years AMC).

3. ELIGIBILITY CRITERIA

- a) Bidders should have installed Video Surveillance System /Access Control system in at least three different sites of Government/Public sector during the last three years. Proof of installation and satisfactory work should be submitted for each client. **The Bid without proof of satisfactory performance shall be treated as non-responsive.**

Note : i) Proof of installation at three different sites : Work order.

ii) Proof of satisfactory work: Copies of the Agreements/Work

Completion certificate/ Certificate from client on client's Letter Head.

- b) Bidder should have had an average annual turnover of Rs.50 Lakhs during each financial years 2015-16 and 2016-17. Average Annual turnover certificate duly certified by Chartered Accountant to be uploaded along with bid document. **Bid without above average annual turnover certificate will be treated as non-responsive.**
- c) Scanned Copies of original documents defining the constitution or legal status, place of registration and principle place of business of the bidder shall be provided with the bid. **Bid without registration certificate will be treated as non-responsive.**
- d) Bidder should be a reputed Original Equipment Manufacturer (OEM) having a company registered in India or its authorized direct distributor for Video Surveillance & Access Control system. In case of an authorized distributor, scanned copy of Authorization Certificate from the OEM clearly stating that the bidder is an authorized dealer of OEM must be uploaded for Video Surveillance System & Access Control. **In the absence of Manufacturer's Authorization Certificate, the bid will be treated as non-responsive.**

- e) OEM (Video Surveillance System & Access Control) support office must be available in NCR to ensure satisfactory after sales service support. Details of Service Centers such as contact Name & address, email and telephone numbers and information on service support facilities shall be submitted along with the bid.
- f) Bidder should have GST Registration Number and upload copy of Registration certificate.

4. SELECTION PROCESS:

The Technical bids will be evaluated by a Technical Evaluation Committee based on eligibility criteria and product functional requirements. Financial Bids of technically qualified bidders will be considered for financial evaluation. Lowest quoted bidder from technically qualified bidders will be selected as L1 by Financial Evaluation Committee.

5. PRODUCT SPECIFICATIONS & COMPLIANCE STATEMENT

- a) The bidder should quote only for the latest PRODUCTS OF REPUTED AND WELL KNOWN BRAND / MAKE meeting national / international standards which are in compliance to the technical specifications mentioned in the tender document. There should not be more than single quote for an individual item.
- b) Any deviations must be specifically and clearly mentioned in the form of compliance(Annexure I). Complete technical details along with Make, Model and product literature should be enclosed. The compliance statement should be supported by attaching published product literature. The bidder should provide specific References in the compliance statement (Annexure I)
- c) Each page of the technical bid shall contain sequential page no and any corrections/over writing shall be duly signed and stamped by the bidder.
- d) In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail. If there is a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected.

6. TERMS AND CONDITIONS

1. EMD:

- i) The proposals should be submitted with EMD of an amount of Rs. 100000/- in the form of **Demand Draft/Bank Guarantee** in favor of "**Pay & Accounts Officer, Ministry of Electronics & Information Technology**", **payable at New Delhi**.
- ii) Please write your name, address and Tel. No. at the back of the Demand Draft/ Bank Guarantee.
- iii) No other form of deposit towards Earnest Money shall be accepted.
- iv) Bid submitted without EMD will be rejected.
- v) The EMD should be submitted to Shri Shamsuddin Khan , Office of CCA, Ground Floor, MeitY on or before **19 Jan 2018 (05.00 PM)**.
- vi) The scanned copy of EMD should be uploaded.
- vii) **The bid will be rejected if original EMD is not received.**

2. Bidder must attach Power of attorney of signatory of Bid on non-judicial stamp paper of value Rs 100/= along with technical Bid. **Bid without scanned copy of such Power of Attorney will be rejected.**

3. Bid Submission:

- i) Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
 - ii) The tender shall be submitted online in Two part, viz., **Technical bid** and **Financial bid**.
 - iii) Tenderer/Contractor are advised to follow the instructions "Instructions To Bidder for Online Bid Submission" provided in the "Annexure VI" for online submission of bids - .
 - iv) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document
 - v) All the pages of Technical bid(Annexure 1) being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The reference page number should be provided as sought in the compliance sheet of the Technical bid
 - vi) **Technical Bid** should contain the documents as mentioned in **Annexure V**
 - vii) **Financial Bids** should contain **BOQ** as given in FINANCIAL_BID_CCA_CCTV.xls
4. Earnest Money Deposit of unsuccessful bidders will be refunded (without any interest) after the final decision is taken. EMD of a tenderer will be forfeited, if the tenderer withdraws the tender or deviates from the terms and conditions of tender in any respect. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.
5. Proposals submitted by the bidders shall remain valid for a minimum period of 3 months from the date of opening of the proposal.
6. The Office of CCA shall be under no obligation to accept the lowest or any other tender received in response to this tender notice.

7. Office of CCA has the right to cancel the tender in its totality or in parts at its discretion.
8. The Competent Authority reserves the right to reject any proposal or all proposals, if any of the conditions is not fulfilled or without assigning any reason.
9. The bid shall not have any pre-condition by bidder. The bid with pre-condition shall be rejected.
10. Payment will be made on successful installation and acceptance. Request for granting advance in any case will not be entertained.
11. The rates shall be quoted in the prescribed format given in BOQ(FINANCIAL_BID_CCA_CCTV.xls). Prices should be exclusive of all taxes. Taxes will be paid separately as per prevailing rules of Government of India .The bidder shall quote for post warranty Annual Maintenance Contract (AMC) for 4 year. Total 5 Years support is required (1 year warranty + 4 years AMC).
12. After evaluation of all technically accepted proposals by the financial evaluation committee, the contract shall be awarded to the bidder having lowest financial bid based on total price quote for Systems and AMC for 4 years.
13. Bidder needs to submit (within 1 month, after issuance of work order) 10% of the bid amount as performance bank guarantee value for a period of 5 years. The performance bank guarantee will be released after successful completion of support period (1 Year warranty + 4 years AMC).
14. The supplied Items should be under one year free warranty support service from the date of installation & acceptance and subsequent 4 years will be under AMC
15. The delivery and installation should be completed strictly within 6 weeks time from the date of work order.
16. The bidder should also provide layout diagram (component installed along with cabling) free of cost after installation.
17. The bidder should also provide manual and training free of cost.
18. AMC payment will be made at the end of each quarter on satisfactory completion certificate of AMC for the quarter from the officer concerned in O/o CCA.
19. The following conditions should be fulfilled during warranty & AMC:-
 - a) The selected bidder must provide 24 x 7 provisions (call/web) for registering complaints.
 - b) The selected bidder must initiate action within 6 hours and must arrange for a site visit if required.
 - c) The selected bidder must resolve the registered complaints within 3 working days from the date of registration of the complaint. Beyond this, failure to adhere to the above service requirements will attract penalty of 1% of quarterly AMC charge for every elapsed day.
 - d) All software/firmware patches and updates released by the manufacturers for the supplied products must be provided timely and be installed free of charge during the support period (1 Year warranty + 4 years AMC).
20. The selected bidder will have to provide details of escalation levels.
21. In the event of the bidder's Company or the concerned division of the company being taken over/bought over by another company, all the obligations under the

agreement with office of CCA should be passed on for compliance to the new company/new division.

22. No additional cost will be paid for removal of old system, wires, cameras etc.
23. Minimum requirements are specified in the tender. No additional cost will be paid for offering of equipments with higher specifications

TECHNICAL BID

TECHNICAL SPECIFICATION AND QUANTITY REQUIRED

1. BIOMETRIC ACCESS CONTROL SYSTEM

SL	ITEM	QUANTITY	COMPLIANCE YES/NO
1	IP-enabled 2 - door intelligent controller with a 32-bit CPU architecture, TCP/IP protocol support, flash memory for firmware and large local card holder database with CE, FCC and C-TICK approvals	4 Doors	
2	A Reader which is capable of doing 3 levels of authentication Biometric IP Based Finger Print, RFID Reader/Controller, Mullion Mount for both entry & exit , Smart/Proximity Card, Pin (keypad)	8 Readers	
3	Smart/Proximity Card	15 Numbers	
4	600 lbs Electromagnetic locks	4 Doors	
5	12V, 5A Power Supply for controllers, readers and locks	As required	
6	Emergency Door Release	4	
7	Magnetic contact/ Door position sensor	4	
8	Access Control System software package with real time access event monitoring, control and response, door Modes, advanced reporting facility, Anti pass-back processing and other comprehensive security solution features	1	
9	Computer system with 21" LCD monitor for above mentioned access control	1	
10	Finger Print Reader enrolment kit	1	
11	Proximity card enrolment Kit	1	
12	Required Cabling	As required	
13	Provision for reports printing	Integrated Software based	
14	Any other pre requisites to make the access control system operational at the proposed site		

2. VIDEO SURVEILLANCE SYSTEM

SL	ITEM	QUANTITY	COMPLIANCE YES/NO
1	IP fixed Dome Camera(not less than 8 Mega pixel) with Network True Day & Night vision , 1/4" Progressive Scan, , 3.3-12 mm VFAI, 24 VAC or PoE IEEE 802.3af, PAL	14 Nos	
2	Video Management Software with a support of minimum 16 cameras, which should be, IP Based, ONVIF Compliant and running on industry standard latest Microsoft OS	1	
3	Computer system with 21" LED monitor, key board , mouse for installing Video Management Software .The Computer system should have 2 TB (or above) HDD and RAID 5 configuration .	1	
4	24 Port PoE switch with Rack	1	
5	Cabling : Use co-axial cable/ Cat-5e or Cat-6x cables and Metallic conduct shielded	As required	
6	21" LED Colour monitor for the external surveillance display	1	
7	50" Full HD Color Display for the internal surveillance 1.Active Screen Diagonal - 50" or higher 2.Technology - LED Based 3.Resolution - minimum 1920x1080(full HD), Colors - 16.8 million, aspect ratio - 16:9 4.Viewing angle - 178 degrees or higher 5.Response time - less than 10 secs 6.Dots per inch – Minimum 52dpi or more 7.Standard inputs - DVI,VGA(D15), S-Video, Composite Video, Component Video (YPbPr, YCbCr),HDMI,USB 8.Supported resolution - On composite, S-video and component inputs 9.PAL - Secam 576i, NTSC 480i 10.On DVI and VGA inputs: VESA: VGA, SVGA, XGA, WXGA, SXGA, SXGA+, UXGA; SMPTE-296M(1280 x 720p); SMPTE-274M (1920 x 1080i and 1920 x 1080p) 11.Control - RS232, On screen display, IR Remote control 12.Mounts - VESA MIS F, 600, 200, 8	1	
8	Any other pre requisites to make the Video Surveillance System operational at the proposed site		

ESSENTIAL REQUIREMENTS

SL	REQUIREMENTS	COMPLIANCE YES/NO
1.	The recorder shall have a built in watchdog that will automatically restart after a power failure and begins to record as per its configured settings.	
2.	The recorder shall provide the ability to manually 'back up' recorded data to hard disk or DVD / RAID while the unit continues to record.	
3.	The recorder shall be programmed using a keyboard and mouse via on screen menus.	
4.	The recording of the recorders are watermarked and compressed (for storage) requiring backup software to open and view them. In addition, images backed up in bitmap or JPEG format can be verified for authenticity.The recording can be played using Microsoft windows based players.	

5.	The Video Surveillance System shall have 100% system compatibility with the cameras.	
6.	The Video Surveillance System shall have each channel individually programmable. Video Surveillance System shall have the provision to connect at least three external monitors.	

3. HUMIDITY & TEMPERATURE MONITORING SYSTEM

SL	ITEM	QUANTITY	COMPLIANCE YES/NO
1	Humidity & Temperature Detection system	2	
2	Cabling	As required	
3	Alarm and display	2	

ESSENTIAL REQUIREMENTS

SI	Requirements	COMPLIANCE YES/NO
1.	The temperature and Humidity shall be monitored by the system continuously. The real time data shall be displayed on the display unit where other outputs are displayed for Control and monitoring purpose and alarm as pre set by the user shall be triggered by the system if sudden changes are detected by the system. The system should be capable of logging the event/alarm also	

4. WATER DETECTION SYSTEM

SL	ITEM	QUANTITY	COMPLIANCE YES/NO
1	Water Detection System	6	
2	Cabling	As required	
3	Alarm	2	

ESSENTIAL REQUIREMENTS

SI	Requirements	COMPLIANCE YES/NO
2.	The water leak detector shall be able to detect accumulation of water in the Server Room area and alert the Security desk through alarm module.	
3.	Water Leak Detection system should consist of water leak detection module, cable and an alarm.	
4.	The water leak detection module shall be installed in the floor areas around the Server Room and should be able to alert Security Desk using alarm	
5.	Water Leak Detection system should be able to detect 1 cm height of water on the floor of the Server Room.	

DETAILED STATEMENT BY BIDDER

1. BIOMETRIC ACCESS CONTROL SYSTEM –

SL	ITEM	Make	Model	Reference In product sheet	COMPLI ANCE YES/NO
1	IP-enabled 2 - door intelligent controller with a 32-bit CPU architecture, TCP/IP protocol support, flash memory for firmware and large local card holder database with CE, FCC and C-TICK approvals				
2	A Reader which is capable of doing 3 levels of authentication Biometric IP Based Finger Print , RFID Reader/Controller, Mullion Mount for both entry & exit, Smart/Proximity Card, Pin (keypad)				
3	Smart/Proximity Card				
4	600 lbs Electromagnetic locks				
5	12V, 5A Power Supply for controllers, readers and locks				
6	Emergency Door Release				
7	Magnetic contact/ Door position sensor				
8	Access Control System software package with real time access event monitoring, control and response, door Modes, advanced reporting facility, Anti pass-back processing and other comprehensive security solution features				
9	Computer system with 21” LCD monitor for above mentioned access control				
10	Finger Print Reader enrolment kit				
11	Proximity card enrolment Kit				
12	Required Cabling				
13	Provision for reports printing				
14	Any other pre requisites to make the access control system operational at the proposed site				

2. VIDEO SURVEILLANCE SYSTEM

S L	ITEM	Make	Model	Reference In product sheet	COMPLIANCE YES/NO
1	IP fixed Dome Camera(not less than 8 Mega pixel) with Network True Day &Night vision , 1/4" Progressive Scan, , 3.3-12 mm VFAI, 24 VAC or PoE IEEE 802.3af, PAL				
2	Video Management Software with a support of minimum 16 cameras, which should be, IP Based, ONVIF Compliant and running on industry standard latest Microsoft OS				
3	Computer system with 21" LED monitor, key board , mouse for installing Video Management Software .The Computer system should have 2 TB (or above) HDD and RAID 5 configuration .				
4	24 Port PoE switch with Rack				
5	Cabling : Use co-axial cable/ Cat-5e or Cat-6x cables and Metallic conduct shielded				
6	21" LED Colour monitor for the external surveillance display				
7	<p>50" Full HD Color Display for the internal surveillance</p> <p>Note: The outputs of the CCTV cameras and other outputs/notification shall be multiplexed/integrated in such a way that all the outputs can be viewed on a single monitor inside the facility and also at security desk.</p> <ol style="list-style-type: none"> 1.Active Screen Diagonal - 50" or higher 2.Technology - LED Based 3.Resolution - minimum 1920x1080(full HD), Colors - 16.8 million, aspect ratio - 16:9 4.Viewing angle - 178 degrees or higher 5.Response time - less than 10 secs 6.Dots per inch – Minimum 52dpi or more 7.Standard inputs - DVI,VGA(D15), S-Video, Composite Video, Component Video (YPbPr, YCbCr),HDMI,USB 8.Supported resolution - On composite, S-video and component inputs 9.PAL - Secam 576i, NTSC 480i 10.On DVI and VGA inputs: VESA: VGA, SVGA, XGA, WXGA, SXGA, SXGA+, UXGA; SMPTE-296M(1280 x 720p); SMPTE-274M (1920 x 1080i and 1920 x 1080p) 11.Control - RS232, On screen display, IR Remote control 12.Mounts - VESA MIS F, 600, 200, 8 				

8	Any other pre requisites to make the Video Surveillance System operational at the proposed site				
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ESSENTIAL REQUIREMENTS

SL	REQUIREMENTS	Reference In product sheet	COMPLIANCE YES/NO
1.	The recorder shall have a built in watchdog that will automatically restart after a power failure and begins to record as per its configured settings.		
2.	The recorder shall provide the ability to manually 'back up' recorded data to hard disk or DVD / RAID while the unit continues to record.		
3.	The recorder shall be programmed using a keyboard and mouse via on screen menus.		
4.	The recording of the recorders are watermarked and compressed (for storage) requiring backup software to open and view them. In addition, images backed up in bitmap or JPEG format can be verified for authenticity. The recording can be played using Microsoft windows based players.		
5.	The Video Surveillance System shall have 100% system compatibility with the cameras.		
6.	The Video Surveillance System shall have each channel individually programmable. Video Surveillance System shall have the provision to connect at least three external monitors.		

3. HUMIDITY & TEMPERATURE MONITORING SYSTEM

SL	ITEM	Make	Model	COMPLIANCE YES/NO
1	Humidity & Temperature Detection system			
2	Cabling			
3	Alarm and display			

4. WATER DETECTION SYSTEM

SL	ITEM	Make	Model	COMPLIANCE YES/NO
1	Water Detection System			
2	Cabling			
3	Alarm			

Authorized Signatory
Name & Title of Signatory

PRICE SCHEDULE

Tender Inviting Authority	Office Of Controller Of Certifying Authorities, MeitY
Name of Work	Supply, Installation and Maintenance of Surveillance & Access Control System and Temperature, Humidity & Water Detection Systems
File No	19(50)/2017-CCA
Name of the Bidder/ Bidding Firm / Company	

- i) DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)
- ii) All prices must be exclusive of all taxes.
- iii) The applicable tax will be paid by Office of CCA.
- iv) The selection of L1 will be on the basis of lowest of (Initial Supply & installation cost (including warranty) With four year AMC Charges)
- v) *Cable & Conduit Cost will be as per actual

Sl. No.	Item Description	Unit
1	2	
1	BIOMETRIC ACCESS CONTROL SYSTEM as per Items & Qty specified in 1 of Annexure I	Lumpsum
2	VIDEO SURVEILLANCE SYSTEM as per Items & Qty specified in 2 of Annexure I	Lumpsum
3	HUMIDITY & TEMPERATURE MONITORING SYSTEM as per Items & Qty specified in 3 of Annexure I	Lumpsum
4	WATER DETECTION SYSTEM as per Items & Qty specified in 4 of Annexure I	Lumpsum
5	*Cabling Cost for 1000 Meter	Lumpsum
6	*Conduit Cost (PVC) for 1000 Meter	Lumpsum

Note: The rate shall be quoted for supply with one year warranty and four years AMC as given in BOQ(FINANCIAL_BID_CCA_CCTV.xls).

INFORMATION ABOUT THE BIDDER
(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

1	Name of the Firm/ Company	
2	Year of Establishment	
3	Status of the Firm/ Company (Partnership. Limited etc)	
4	Postal Address	
	Telephone numbers	
	Fax	
	e-mail	
	Website Address (If Applicable)	
5	Bank Account Detail for e-payment	Account No
		Account Type
		Name of Account Holder
		Address of Account Holder
		Name of Branch
		Address of Branch
		IFSC Code
6	Any authorized branches of the Firm/ Company, if so give details	
7	Name of the proprietor/ partner/ Managing Director etc.	
8	Nature of your Firm/ Company/ Manufacturer/ Stockiest/ Dealer/ Distributor/ Agent etc.	
9	Details of products you are dealing in	
10	Turnover for the last three years in Rs. (Year Wise)	
11	List of Existing Clients (Govt./ PSU/Major Client)	
12	Has your firm ever been blacklisted by the Govt. or any other authority? Please give details and reasons thereof If blacklisted & revoked give details of the same	
13	Are you income tax payee, if so please furnish following details (a) PAN/TAN (b) TDS Accounts if any (c) GST Registration etc	

Declaration

I/We do hereby declare that the entries made in the application are true to the best of my / our knowledge and belief. I/We do also confirm that I/We have read and understood General conditions of Contract as contained in these tender documents and agree to abide by the same in all respect.

I/We undertake to communicate promptly to Office of CCA all the subsequent changes in condition affecting the accuracy of the details given above. Further I/We undertake that in case the facts/ information furnished, as above is/ has been found false, the Office of CCA may be its absolute discretion reject/ cancel any assignment, if any, awarded / agreed to be awarded to me / us and in such case I / We shall not be entitled to claim any damages/ whatsoever in regard to that assignment

Authorized Signatory

Name & Title of Signatory

Format for Covering Letter for bid On Applicant's letterhead
(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

To,

Shri Shamsuddin Khan
Ground Floor, Office of Controller of Certifying Authorities
Ministry of Electronics & Information Technology, Electronics Niketan,
6, CGO Complex, Lodi Road, New Delhi – 110 003
Contact: 24301520 email:info@cca.gov.in

Subject: Submission of Bid for “Supply, Installation and Maintenance of Surveillance and Access Control and Temperature, Humidity & Water Detection Systems”

Sir,

In response to the advertisement dated <_____ > issued by the Office of Controller of Certifying Authority, we offer our bid to participate in the bidding process for “**Supply, Installation and Maintenance of Surveillance & Access Control Systems and Temperature, Humidity & Water Detection Systems**”

Having examined the tender Documents for the execution of the above project, we the undersigned offer our Products and services for the whole Scope of Work in accordance with the terms and condition mentioned in the tender and in conformity with the documents comprising the tender. In the capacity of the Applicant for the Project, we declare that we have requisite technical competence and experience and are interested in the Project, should the Office of CCA select us for this purpose.

We are submitting this Bid on our own and the details of the company are enclosed herewith. We are also enclosing Power of Attorney for the person who is signing the bid. We also understand that Office of CCA required assurance from Original Equipment Manufacturer (OEM) for some of the products. We here by confirm that the products for which the letter of confirmation from OEM is being submitted to Office of CCA and the products quoted by us are the same

We have enclosed demand draft/bank guarantee for the sum of Rs. 1,00,000/- (Rupees One Lakhs only).

We declare that we have disclosed all material information, facts and circumstances to the Office of CCA, which would be relevant to and have a bearing on the evaluation of our Bid and selection. We acknowledge and understand that in the event anything contrary to our above declarations is discovered , the Office of CCA may forthwith disqualify our Bid from further participation in the process.

Yours faithfully,
Authorized Signatory
Name & Title of Signatory

DOCUMENTS TO BE UPLOADED WITH COVER TECHNICAL BID:-

i)	Scanned copy Covering letter as per annexure IV
ii)	Scanned copy of EMD (Rs 1,00,000/-) as per 6(1)
iii)	Scanned copy of Power of attorney of signatory of Bid on non-judicial stamp paper of value Rs 100/= along with technical Bid. As per 6(2)
iv)	Scanned copy of proof of installation and satisfactory work from three clients as mentioned in 3(a)
v)	Scanned copy of Annual Turnover certificate as mentioned in 3(b) for 2015-16 and 2016-17
vi)	Scanned copy of Company Registration Certificate as per 3(c)
vii)	Scanned copy of OEM certificate for Video Surveillance System and access control stating all the requirements mentioned in 3(d)
viii)	Scanned copy of list of OEM Support centers at Delhi /NCR as per 3(e)
ix)	Scanned copy of GST Registration Certificate as per 3(f)
x)	Scanned Copy of Technical Bid as per Annexure I (with Make, Model and product literature of each item quoted should be enclosed and the same has been referenced in the compliance statement as per 5(b))
xi)	Scanned copy of INFORMATION ABOUT THE BIDDER as per Annexure III
xii)	Scanned copy of Tender Acceptance Letter Annexure VII

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed,

the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)