



ASSAM ELECTRICITY REGULATORY COMMISSION

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G. S. Road, Sixth Mile, Guwahati – 781 022

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TENDER FOR AMC

Of

**AUDIO VISUAL CCTV NETWORKING AND
EPBAX SYSTEM INSTALLED AT**

**ASSAM ELECTRICTY REGULATORY
COMMISSION (AERC), SIXMILE,
GUWAHATI-781022**

ASSAM ELECTRICTY REGULATORY COMMISSION

Website: <http://aerc.gov.in>

Ref.

Dated:

M/s.

Sub: - AMC of Audio-Visual CCTV Networking and EPABX system installed at Office Building of Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022

Sir,

Sealed tenders are invited on behalf of the **Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022** for the work of **Annual Maintenance of Audio Visual CCTV Networking and EPBX system installed at Office Building, of Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022** from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. departments/PSU's/MNC's and also from the reputed AV CCTV Networking and EPBX manufacturers or their authorized dealers as per the requirements and details enclosed. The copy of the proof for having carried out similar works in the last financial year should be enclosed with the tender. The detailed bill of quantities is enclosed herewith. Tender format can be obtained from office of **Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022** or can also be downloaded from our website '<http://aerc.gov.in>'.

There shall be no extension of the deadline of submission of the complete tenders along with EMD and all other required formalities. **The Secretary Assam Electricity Regulatory Commission (AERC), Sixmile, Guwahati-781022** shall have the authority to cancel the tender process if **AERC** does not find a suitable tender. **AERC** shall have the right to call for fresh tender in these circumstances, where in prior tenderer shall have the right to participate in the fresh process.

Tender documents in respect of the above mentioned works containing **23** Nos. of pages as detailed on page 4 (Index) are forwarded herewith. **Please note that tender is to be delivered in the office of**

**The Secretary Assam Electricity Regulatory Commission,
Sixmile, Guwahati-781022.**

The above letter shall form part of the **“CONTRACT”** and must be signed and returned along with the tender documents. The person, signing the tender on behalf of another person or on behalf of firm shall attach with tender a certified copy of the power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person or all the partners of the firm and must state specifically that he has authority to sign such tenders for and on behalf of other person or firm as the case may be, and in all matters pertaining to the contract including arbitration clause.

Yours faithfully

Encl. 23 Pages

Secretary
Assam Electricity Regulatory Commission,
Sixmile, Guwahati-781022

Signature of the Contractor with stamp

**Assam Electricity Regulatory Commission,
Sixmile, Guwahati-781022**

INDEX OF TENDER DOCUMENTS

S.NO.	DESCRIPTION	PAGES
1.	NOTICE INVITING TENDER	5-7
2.	INSTRUCTION TO THE TENDERERS	8-11
3.	GENERAL CONDITIONS OF CONTRACT	11-15
4.	UNDERTAKING FROM TENDERER	16-17
5.	DECLARATION	18
6.	SCOPE OF WORK	19-20
7.	ANNEXURE "A"	21-23

Assam Electricity Regulatory Commission,

Sixmile, Guwahati-781022

NOTICE INVITING TENDER

NIT No.: 3 /2022

Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022 invites sealed tender in One large packet System containing separate envelopes each for Technical & Financial bids for the work of “Annual Maintenance of Audio Visual CCTV Networking and EPBAX system installed at Office Building, of Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022” from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. departments/PSU’s/MNC’s and also from the reputed AV CCTV Networking and EPBAX manufacturers or their authorized dealers as per the requirements and details enclosed.

The details are as summarized below:-

a	Name of Work:	Annual Maintenance of Audio Visual CCTV Networking and EPBAX system installed at Office Building, of Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022
b	Pre-Qualification requirement (PQR) of bidders	Eligibility criteria for the issue of the Tender document are as under: - A) Company or their authorized dealers as per the requirements or their authorized Service providers/contractors/experienced agencies for providing AMCs for Audio Visual CCTV Networking and EPBAX. Documents are to be enclosed with the tender. B) Should have well established servicing facility in Guwahati. C) Experience of successfully carried out the similar kind of Audio Visual CCTV Networking and EPBAX AMC work within the last five years. AERC reserve the right to call for documentary proof, if required.
c	Sale of tender document	The blank tender document can be collected in person from the office of the Secretary Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022 From <u>02.08.2022</u> to <u>23.08.2022</u> . (except 2 nd , 4 th Saturday & Sunday & public holidays) between 10.30 am to 4.30 pm. Alternatively the tender form can be downloaded from our web site http://aerc.gov.in/ from <u>02.08.2022</u> to <u>23.08.2022</u> .
d	Cost of Tender Document	The tender document can be collected against payment Rs. 500/- (Rupees Five Hundred only) (Non refundable) by way

		of demand draft/Banker's cheque, in favour of " Secretary, Assam Electricity Regulatory Commission " payable at Guwahati. In case the tender is down-loaded from website, the tender fee of Rs. 500/- in form of demand draft/bankers cheque from any nationalized Bank/scheduled Bank in India drawn in favour of " Secretary, Assam Electricity Regulatory Commission ", payable at Guwahati shall be enclosed with the Technical bid of the tender while submitting their tender by Tenderer.
e	Earnest Money Deposit along with tender	Rs.15, 000/- (Rupees Fifteen Thousand only) in the form of demand draft in favour of " Secretary Assam Electricity Regulatory Commission ", payable at Guwahati shall be submitted along with Technical Bid of the tender while submitting the tender.
f	Last date of submission of tender	The complete tender in a bigger envelope, containing two small envelopes, in which one envelope containing Technical bid & EMD and another envelope containing –Financial bid, shall be submitted by <u>23.08.2022</u> up to 2:00 hours at the office of Secretary Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022
g	Date of opening of Technical Bid & Financial Bid	The envelope containing PQR documents, EMD & Price bid will be opened on <u>23.08.2022</u> at 3.00 hours at the office of the Secretary, Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022

Note:

1. The tenders shall be super scribed with "**Tender for Annual Maintenance of Audio Visual CCTV Networking and EPBX system installed at Office Building, of Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022**" to be submitted in office by 2:00 P.M on 23.08.2022 to be opened on the same day at 3.00 P.M. Any bid submitted after 2:00 P.M. on 23.08.2022 shall not be considered by AERC.

2. The Earnest Money in the form of Demand Draft/Pay Order valid for minimum three months from date of publishing of tender on AERC website, payable in favour of "**the Secretary Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022**". The GST No. & copy of PAN card of the firm shall be enclosed with the tender. No Cheque are acceptable. Quotations without EMD will be summarily rejected.

3. The tender shall be completed in all respect and should be signed by the Authorized Signatory of Tenderer on all the pages and duly signed all pages of tender shall be placed with Technical Bid. Also the company stamp shall be placed under the signature of person on each and every page of tender document.

4. All the columns of the tender shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. The rates shall always be both in figures and words.
5. While applying for the tender document, the intending tenderers shall furnish proof of, experience certificates, works completed/awarded, valid work contract tax /GST No. Etc.. Photocopies of the completion certificates/award letters should be submitted along with the tender. Completion certificate issued by the reputed organization / MNC shall also be accepted. In case of certificates issued by the private party, copies of TDS should also be enclosed.
6. Technical bids without Earnest Money will be summarily rejected. Earnest Money Deposit of the unsuccessful bidders will be returned to them after completion of the tendering process.
7. The Tender should be signed on each page, dated and witnessed in all places provided for in the documents; all other papers should be initiated. The Technical bid & financial bid of the bidders will be opened at 3.00 P.M. on 23.08.2022.
8. The person, signing the tender on behalf of company/firm or on behalf of another person shall attach with tender a certified copy of power of attorney/proper authority on a non-judicial stamp paper of requisite value duly executed in his favour by such person, company/firm and must state specifically that he has authority to sign such tenders for and on behalf of such person or company/firm as the case may be, and in all matters pertaining to the contract.
9. The tenderer must confirm their acceptance of the terms and conditions mentioned herein and the enclosed documents. Each page of the original quotation document should be signed and returned back and this will form a part of the contract.
10. Complete tender document available on our website <http://aerc.gov.in/>, any further corrigendum/addendum to this tender document shall be made available on aforesaid website. It is therefore, requested that the bidders may regularly visit the website for checking any corrigendum/addendum to this document.
12. All the communication with respect to the tender shall be addressed to:

**The Secretary
Assam Electricity Regulatory Commission,
Sixmile, Guwahati-781022.**

Assam Electricity Regulatory Commission,

1. Sixmile, Guwahati-781022

INSTRUCTION TO THE TENDERERS

Tender notice

Annual Maintenance of VRF HVAC system installed at Office Building, of Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022 with following terms and conditions:-

1. General Conditions:-

- 1.1 Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
- 1.2 The service provider shall provide direct service and shall not employ Sub-Contractors.
- 1.3 The Agencies can inspect the site and equipments with the Technician after taking prior approval between 10am to 5 pm on all working days. No extra shall be payable for non awareness of the site/equipments conditions and constraints.
- 1.5 Sealed offers are invited for the Annual Maintenance contract of Audio Visual CCTV Networking and EPBX as per the bill of quantity enclosed at **annexure-A**.
- 1.6 Corrections, if any in the tender must be attested by the tenderer.
- 1.7 AERC reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
- 1.8 Late tenders will not be considered and shall be rejected.
- 1.9 The rates quoted should be on FIRM & FIXED basis.

2. Earnest Money Deposit (EMD)

- 2.1 The tender should be accompanied with an earnest money deposit of Rs.15,000/- in the form of account payee demand draft in favour of “**Secretary Assam Electricity Regulatory Commission**”, payable at Guwahati. No Cheques are acceptable.
- 2.2 Tenders received without prescribed earnest money shall not be considered.

3. Eligibility conditions

- 3.1 Bidder should have experience in the service / maintenance of Audio Visual CCTV Networking and EPBAX in various organizations.
- 3.2 Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently

providing/has provided AMC of Audio Visual CCTV Networking and EPBAX covered in the tender.

- 3.3 Service providers should furnish PAN, Service provider must have GST Registration & other statutory requirements if any as applicable.
- 3.4 The agency/firm should not have been blacklisted by any Govt. Office.
- 3.5 Self attested copy of documentary proof as required above must be furnished along with technical bid and in case the required information and documents with the technical bid are not furnished, the tender shall be rejected.

The Tender is consisting of two parts:

PART I- TECHNICAL BID & FINANCIAL BID

4. The technical & financial bids will be opened simultaneously. In selecting technically suitable parties, the decision of **AERC** will be final and binding. The Financial bids of only those tenderers will be considered who will be technically qualified. The opened financial bids of the tender who are not fulfilling the eligibility criteria of tender document in respect of work experience, requisite papers will not be considered in any case.
5. Bids prepared by the tenderer shall contain all requisite information along with self attested supporting documents as per details in Technical Bid & Financial bid.
7. The envelope must be super scribed “**Tender for Annual Maintenance of Audio Visual CCTV Networking and EPBAX system installed at Office Building, of Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022**”

The envelope must be super scribed as:

- i. **TENDERER’S NAME & SIGNATURE WITH SEAL**

*Envelope: The said envelope is for technical bid, financial bid, requisite documents & shall be super scribed as “**Tender for Annual Maintenance of Audio Visual CCTV Networking and EPBAX system installed at Office Building,of Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022**”*

The tender must be placed in a properly sealed envelope addressed to the **Secretary Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022** and the said envelope shall contain **two** sealed envelopes containing Technical, Financial bids and other requisite documents.

8. The tenders (Technical Bid & financial bid) will be opened at AERC on 23.08.2022 at 3.00 pm. The Tenderer or their authorized representative (One person only) may be present at the time of opening of the tender.

9. Submission of Tenders:

The tender shall be submitted in sealed envelopes super scribed as “Tender for Annual Maintenance of Audio Visual CCTV Networking and EPBX System installed at Office Building, of Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022” addressed to the **Secretary Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022** and same has to be deposited before 2.00P.M. on 23.08.2022. The tenders shall be opened on the same day at 3.00 P.M. in the office of **Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022** in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives. The authorized representatives shall be allowed to participate in the process only upon furnishing the proper authorization from the tenderer with proper photo identification.

10. Performance Security: SECURITY DEPOSIT:

10.1 On selection, the agency shall be required to deposit 10% of the total cost of work as Security deposit after adjusting the EMD and the same will be refunded after successful completion of the period of AMC as specified in the work order.

10.2 The EMD deposited by the successful tenderer shall be converted into security deposit. The EMD of the unsuccessful bidders will be refunded after award of the contract on receipt of refund application. Security deposit of the above work will be retained by the Commission and the same will be refunded after successful completion of the period of AMC as specified.

11. Nothing extra shall be paid on account of any discrepancy in nomenclature of items. The Tenderer shall seek clarifications if any before submitting the tender.

12. While submitting the tender, any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender are liable to be rejected.

13. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender.

14. Conditional Tenders would not be accepted, and are liable to be rejected.

15. The Tenderer agrees that the rates submitted shall remain valid for acceptance for a period of 120 days from the date of opening of tender.

16. The contract is initially for a period of 12 months from the date of its award and can be extended for further period of one year or more subject to a maximum of 3 years including all previous year's contracts, on mutual consent on the same rates, terms and conditions. The period of AMC can be extended - based on:

- a.) Satisfactory performance of the contractor of AMC of previous year.
- b.) Mutual agreement.

17. The tenderers must thoroughly inspect the systems and furnish their quotes in **as is where is** condition.

18. The financial bids of the participants which are found to meet all the requirements as specified in the Technical Bid will alone be opened on a date which will be communicated at the appropriate time. Only the authorized representative of the firms will be present during the opening of technical and financial bids.

19. After opening of technical bids, if necessary a technical team may inspect the infrastructure of the firm for verification and further action.

20. Complete tender document available on our website <http://aerc.gov.in/>, any further corrigendum/addendum to this tender document shall be made available on aforesaid website. It is therefore, requested that the bidders may regularly visit the website for checking any corrigendum/addendum to this document.

21. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Guwahati, Kamrup (metro) Court only.

22. All the communication with respect to the tender shall be addressed to: the **Secretary Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022**

We hereby confirm our acceptance to the instructions (S.No-1 to 22 above) as given above.

SIGNATURE OF THE CONTRACTOR

GENERAL CONDITIONS OF CONTRACT

1. Commission shall mean “**Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022**” and shall include their legal representatives, successors and permitted assigns.

2. The bids should be valid in the case of all the tenders for at least 04 months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.

3. The contractor or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the commission.

4. The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance and operation. Care shall also be taken not to damage installation by improper handling.

5. The Contractor shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for the providing the services.

6. The Contractor shall be deemed to have satisfied himself before tendering as to the Correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the Works.

7. TAKING OVER AUDIO VISUAL CCTV NETWORKING and EPBAX FOR AMC CONTRACT

- All the Audio Visual CCTV Networking and EPBX equipments be taken from the department on “as and where installed” basis in running condition.
- The contractor shall ensure that all Audio Visual CCTV Networking and EPBX Equipments are in proper working conditions at the time of taking over.
- After completion of the contract, contractor shall hand over the system in perfect running condition (complete in all respects as per inventory) to the department.

8. Commencement of Work

The Contractor is required to start the work within 10 days from the date of award / date of communication of acceptance of the tender. In case it is found that the work has not been taken up within ten days from the date of acceptance of the tender or issue of the work order, the AERC may cancel the work order and forfeit the Security Deposit, deposited along with tender without any reference to the Contractor.

9. DURATION OF CONTRACT:

The contract would be initially for a period of 12 months from the date of commencement of work. It can be extended further period of one year on the same terms and conditions on each occasion and subject to maximum overall period of 3 years and further Review and Satisfaction of job/service performance of the service provider by the Commission.

10. Renewal of the contract

After expiry of the AMC of 12 months, the agency/contractor may be required to provide AMC services for subsequent year also which can be renewed further on satisfactory performance of the previous year of the contract, at the same cost, terms and conditions of the previous year.

The contract, subject to the satisfaction of the Commission after due diligence, may be renewed for a maximum period of 3 years including all the previous years.

11. The rates of AMC shall be inclusive of all taxes, duties octroi, works contract tax, cartage loading, sales tax, turnover tax and any other statutory taxes and goods & service taxes complete in all respects, valid for a period of one year from the date of award of contract.

12. The tenderer shall take into account basic price, cost of labour, T&P, taxes as applicable, conveyance / cartage etc. before quoting the rates. No extra claim what so ever in this regard shall be entertained. Parties are required to quote there Pan No. and GST registration.

13. The tenderer shall quote the rates in the enclosed “BOQ of Audio Visual CCTV Networking and EPBAX System in **Annexure “A”** only.

14. PAYMENT TERMS AND CONDITIONS:

- The payment to the agency will be made on half yearly basis at the end of each semester against invoice with PAN number, raised by the agency and based on performance. Income Tax (TDS), GST and any other tax as applicable as per prevailing rates will be deducted before making the payment. Semester shall mean six months.
- The maintenance charges quoted by the agency per item is on yearly basis inclusive of all taxes and levies applicable. No escalation of prices shall be permitted on any ground.
- The AMC bills will be released half yearly at the end of each semester on production of bill and service reports duly signed by the Engineer in charge or any other authorised staff of the **Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022**
- This is the sole responsibility of the contractor to submit the service reports of scheduled / breakdown service report at the time of submission of bill.

15. Security Deposit:

Total security deposit shall be 10 % of the accepted tender cost and shall be deposited by the contractor within ten (10) days of receipt of the letter of intent/notification of acceptance of the tender by him. The earnest money deposited shall be converted into initial security deposit.

All compensation or other sums of money payable by the contractor under the terms of this Contract or any other Contract or any other account whatsoever may be deducted from the security deposit.

Refund of Security deposit: Security deposit refundable without interest to the Contractor shall be refunded to the Contractor on the Engineer / Staff of AERC In-Charge certifying in writing that the AMC period of 12 months has been completed satisfactorily. Security Deposit will be forfeited in the event of the contract offered in full or in part not being fulfilled by the Tenderer/Contractor.

16. Labour:-

a.) The Contractor shall employ its labour in sufficient numbers to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of the Engineer / Staff of AERC in-Charge. The

Contractor shall not employ in connection with the Works any person who has not completed eighteen years of age.

b.) All the workers or employees deployed by the contractors shall be considered the employees of contractor and commission shall not have any liability what so ever in nature in regard to such workers/employees.

c.) The Contractor shall pay to labour employed by him directly wages not less than fair wages as per Minimum Wages Act. Fair Wage' means wages, which shall include wages for weekly day of rest and other allowances whether for time or piece work, after taking into consideration prevailing market rates for similar employment in the neighbourhood but shall not be less than the minimum rates of wages fixed under the payment of Minimum Wages Act.

d.) The Contractor shall in respect of labour employed by him comply with or cause to be complied with the Contractor Labour Regulation in regard to all matters provided therein.

e.) The Contractor shall comply with the provisions of the payment of Wages Act, 1936, Minimum Wages Act, 1948, Employers' Liability Act, 1938. Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefit Act, 1970 or any modification thereof or any other law relating thereto and rules made there under from time to time.

f) The Contractor shall indemnify and keep indemnified the Commission (AERC) against:

i) Any claim arising out of third party loss/ damage to life or property caused by/ during execution of the work.

ii) Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work.

iii) Any claim due to non-compliance of applicable PF/ Labour laws, ESI regulations etc.

17. Income Tax/GST

GST/ Income tax including surcharge if any, at the prevailing rate shall be deducted from the Contractor's bills as per the provision of Income Tax Act/ CGST Act 2017.

18. REVIEW OF CONTRACT:

The performance of the firm shall be reviewed in every quarter and if the performance is not found satisfactorily, the contract will be terminated by giving on 15 days notice.

19. Tool and Plants:

The required tools and plants for carrying out the work shall have to be arranged by the Contractor at his cost and no tools will be arranged by AERC. The Contractor shall keep all required tools at site.

20. All the liabilities regarding EPF or ESI of the labours/workmen engaged at the work, wherever applicable as per the prevailing Central or State government norms, shall be borne by the contractor. Commission shall not be responsible for any liability/claims whatsoever in this regard. Further as and when demanded by the Commission, the contractor shall submit the proof of deductions/ deposits of such liabilities of their labours/ workmen engaged in the work to the Commission. In case of default, the Commission may deduct the payments against these liabilities from the bills of the contractor or may stop the payment of the bill till such time until the compliance is proved by the contractor.

21. MOBILISATION ADVANCE: No mobilization advance whatsoever shall be paid for carrying out this work.

22. ARBITRATION AND LAWS In the event of any dispute, the same shall be referred to the sole arbitration of the **Secretary, Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022** of the Commission or such officer he may appoint to be the arbitrator. There would be no objection that the Arbitrator is an employee of the Commission or that he had to deal with the matter to which this tender relates is that in the course of his duties as an employee of the Commission, he has expressed his views or all or any of the matters in dispute or differences. The award of the officer so appointed by him shall be final and binding on the tenderers. The venue of Arbitration is at Guwahati only. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract. The cost of arbitration shall be borne by the parties to the dispute, as may be decided by the arbitrator(s).

Secretary

**Assam Electricity Regulatory Commission,
Sixmile, Guwahati-781022**

SIGNATURE OF THE CONTRACTOR

**Assam Electricity Regulatory Commission,
Sixmile, Guwahati-781022**

(Undertaking from Tenderer)

To,

The Secretary,
Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022

Sir,

Name of work : Annual Maintenance of Audio Visual CCTV Networking and EPBX system installed at Office Building, of Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022

Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

- **Notice Inviting Tender**
- **Instruction to the Tenderer**
- **General Conditions of Contract**
- **Format & Requirement for submitting Technical Bid**

- **Format & Requirement for submitting Financial Bid**
- **Technical Specifications of items for which tender issued**

I/Wedo hereby submit tender for “**Annual Maintenance of Audio Visual CCTV Networking and EPBAX system installed at Office Building, of Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022**”, as per the quoted rate and in all respects in accordance with the conditions applicable.

I/We enclose herewith a Bank Draft /Pay Order for Rs. 15,000/- as Earnest money. I am aware that the Earnest Money will not bear any interest.

If this tender is accepted, I/We agree to abide by and full-fill all the terms and provisions in the tender documents and agree to enter into an agreement with all the conditions that may be stipulated by the AERC or in default there of pay to the AERC the sum of money mentioned in the said condition without prejudice to any other right of the AERC.

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply in the AERC, including the scope and nature of duties expected from the Tenderer.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the AERC based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said contract, agreements, stipulations, restrictions and conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein.

I/We fully understand the terms and condition of the contract to be entered into between me/us and the Corporation and the written agreement shall be foundation of the rights of both the parties and the contract shall not be deemed to be completed until an agreement has been signed by me/us and the AERC.

Date this.....day

of.....2022

Name of the Tenderer/s:

Seal:

Authorized Signatory:

Name Designation

With complete address, phone/fax numbers

Assam Electricity Regulatory Commission,

Sixmile, Guwahati-781022

DECLARATION

(To be given by Tenderer at the time of submission of complete tender)

Name of work: “Annual Maintenance of Audio Visual CCTV Networking and EPBAX system installed at Office Building premises, of Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022”.

I/We have read the Tender documents and related matters carefully and diligently and that I/We have submitted the tender after having studied understood and accepted the full implications of the agreement.

The requirements of the tender agreement as stated above will be fulfilled by me/us to the satisfaction of the AERC.

Tenderer:

Seal:

(Authorized Signatory):

(To be submitted along with the tender document)Enclosures: (Details shall be given for the documents attached)

- 1.**
- 2.**
- 3.**
- 4.**

**Assam Electricity Regulatory Commission,
Sixmile, Guwahati-781022**

SCOPE OF WORK

The Annual Maintenance contract (AMC) shall be non-comprehensive in nature. The scope and nature of services to be provided by the contractor shall include scheduled preventive maintenance services which cover periodic and break down servicing, along with replacement of defective spare parts, including compressor and other consumables, if required during the contract period. Any part required for rectification of fault will be provided by the tenderer. The scope of the work under AMC inclusive the following:

- a.) 1 (One) mandatory routine service in each Month.
- b.) Immediate attendance of break down, if any.
- c.) Replacement of Spares if required will be done on chargeable basis.

Audio Visual CCTV Networking and EPBAX:

- 12 Servicing shall be done in a year on monthly basis without disturbing the normal functioning of the office.

Preventive Maintenance shall include the following:

- **Checking** AV CCTV Networking and EPBAX Equipments.
- **Cleaning and Servicing** of Power Amplifiers, Audio Mixers, Video Recorder, VC System etc.
- **Break-down service (BDS):** Breakdown calls shall be attended to immediately and a record of such service, duly acknowledged by the person in charge of the location of the broke down unit, shall be maintained. Breakdown service will include replacement of genuine spares on chargeable basis.

- At the first inspection, the contractor shall provide the list of all embedded Audio Visual, CCTV, Networking, EPBAX, and other equipments to the Commission.
- The contractor or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer / Staff in – Charge of AERC. The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance and operation. Care shall also be taken not to damage installation by improper handling.
- Proper reports of preventive and breakdown maintenance of AV CCTV Networking and EPBAX system shall be prepared and shall be signed by Engineer / Staff in – charge of AERC.
- The Contractor is responsible for the payment of Minimum Wages (under Central Act) to the personnel deployed by it. The contractor is also responsible for compliance of the provisions of all the statutes applicable in its case.

Cancellation of Contract

In cases of poor workmanship and non-compliance of tender/agreement or services provided by the contractor are not found to be satisfactory, the contract shall be terminated by the department by giving 10 days notice even before the expiry of contract period and shall be forfeited the security deposit without assigning any reason what so ever.

Annexure-“A”

FINANCIAL BID

BOQ for the Rate for “Annual Maintenance of AV CCTV Networking and EPBAX system installed at Office Building, of Assam Electricity Regulatory Commission, Sixmile, Guwahati-781022”

Sl	Description of Product	Qty	Rate Per Year (Rs.)	Amount Per Year (Rs.)
1	On Table Boundary Microphone (Make:- Sennheiser)	47		
2	Digital Sound Processor (Make:- BSS)	1		
3	Break in Box (Make:- BSS)	4		
4	Break Out Box (Make:- BSS)	1		
5	Ceiling Speaker (Make:- Apart Audio)	30		
6	Power Amplifier (Make:- Behringer)	6		
7	Column Speaker (Make:- Turbosound)	2		
8	Power Amplifier (Make:- Behringer)	1		
9	Digital Sound Processor (Make:- Klarktechnik)	2		
10	Remote Control for DSP (Make:- Klarktechnik)	1		
11	Wireless Vocal Microphone (Make:- Sennheiser)	2		

12	Gooseneck Microphone (Make:- Sennheiser)	5		
13	Gooseneck Base (Make:- Sennheiser)	5		
14	55" Video Wall Display (Make:- Panasonic)	4		
15	Video Wall Bracket (Make:- Lumi)	4		
16	75" LED Display (Make:- Panasonic)	2		
17	55" LED Display(Make:- Panasonic)	8		
18	43" LED Display (Make:- Panasonic)	1		
19	32" LED Display (Make:- Panasonic)	2		
20	Video Conference System (Make:- Polycom)	1		
21	Pen Display (Make:- Wacom)	1		
22	Desktop PC (Make:- HP)	2		
23	Document Camera (Make:- Qomo)	1		
24	Pop Up Box (Make:- Magnum)	9		
25	8 Port VG Swicth (Make:- Aten)	1		
26	VGA to HDMI Converter with Scaler (Make:- Aten)	1		
27	8 Port HDMI Switch (Make:- Aten)	1		
28	8X8 / 4X4 X 2 Matrix Switcher (Make:- Aten)	1		
29	HDMI Audio De-embedder (Make:- Aten)	1		
30	8 Port HDMI Splitter (Make:- Aten)	1		
31	HDMI Transmitter/ Receiver (Make:- Aten)	17		
32	IP Dome Camera (Make:- Bosch)	19		
33	IP Bullet Camera (Make:- Bosch)	15		
34	IP Dome Camera (Make:- Bosch)	4		
35	32 Ch Network Video Recorder (Make:- Bosch)	3		

36	24-port 10/100/1000T stackable switch with 4 SFP (Make:- Allied Telesis)	2		
37	X510 Premium license (Requires firmware) (Make:- Allied Telesis)	2		
38	L3 switch with 24 x 10/100/1000T ports and 4 x 100/1000X SFP ports (Make:- Allied Telesis)	5		
39	L2+ switch with 24 x 10/100/1000T PoE ports and 4 x 100/1000X SFP ports (Make:- Allied Telesis)	2		
40	1000BaseLX (10km) SFP (10km with SMF, 1310nm) (Make:- Allied Telesis)	18		
41	1m SFP+ "Twinax" direct attach cable (Make:- Allied Telesis)	2		
42	UTM Firewall with 2 x GE WAN and 8 x 10/100/1000 LAN(Make:- Allied Telesis)	1		
43	Rack Mount Kit (Make:- Allied Telesis)	1		
44	24Port Patch Panel (Make:- Digisol)	7		
45	17U Equipment Rack (Make:- Valrack)	1		
46	EPBX System (Make:- NEC)	1		
47	Phone Receiver (Make:- Panasonic)	45		
48	Wireless Access Point (Make:- Allied Telesis)	6		
49	9U Equipment Rack (Make:- Valrack)	2		
50	24U Equipment Rack (Make:- Valrack)	1		
51	42U Equipment Rack (Make:- Valrack)	1		
Taxes (SGST / CGST / IGST)				
Total Amount (Rs.) inclusive GST				

Total Amount in words: -.....

Note: The above AMC is Non-Comprehensive in nature. The bidders are requested to quote the rates as per the scope of work mentioned above.

Seal & Sign. Of the Tenderer (Agency)