

सैन्ट्रल कॉटेज इण्डस्ट्रीज कॉरपोरेशन ऑफ इण्डिया लिमिटेड
CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.

(आईएसओ 9001:2015 प्रमाणित कंपनी)

(An ISO 9001:2015 Certified Company)

(भारत सरकार का उपक्रम वस्तु मंत्रालय)

(A Govt. of India Undertaking, Ministry of Textiles)



“E-NOTICE INVITING TENDER FOR AMC OF CCTV SURVEILLANCE
SYSTEM INSTALLED IN SHOWROOM AT JAWAHAR VYAPAR BHAWAN,
JANPATH, NEW DELHI”

**MSME Development Act, 2006 benefits applicable including relaxation to
Startups**

ई-निविदा दस्तावेज / E-TENDER DOCUMENTS

1. बिड डेटा शीट/ BID-DATA SHEET
2. ई निविदा नोटिस / E-TENDER NOTICE
3. कार्य क्षेत्र / Scope of Work
4. तकनीकी सह वित्तीय प्रारूप / TECHNICAL-CUM-FINANCIAL FORMAT (ANN-A)
5. स्टार्टअप को रियायत सहित एमएसएमई को लाभ / BENEFITS TO MSME INCLUDING RELAXATION TO STARTUPS
6. एनईएफटी/आरटीजीएस मान्डेट प्रपत्र / NEFT/RTGS MANDATE FORM

BID DATA SHEET

1.	NIT RFP No.	No.CCIC/GA/AMC-CCTV/2018/ET
2.	Project	E-Notice inviting tender for AMC of CCTV Surveillance System
3.	Contact Person	Shri Manoj Kumar Dy. Manager (Gen.Admn.) Ph.011-23310804 Email : admin@cottageemporium.in
4.	Bid to be submitted	Online
5.	Bidding Process	Single Bid (Technical-cum-Financial Bid)
6.	Website for NIT download and any other related information	www.thecottage.in
7.	Portal for Online Submission	www.eprocure.gov.in/eprocure/app
8.	Validity of bid	The Bid shall be valid for a period of 120 days from the date of opening of bids
9.	Selection Method	L1: Lowest Price among technically qualified bidders
10.	Time frame for implementation	As per tender document
11.	Value of Tender	Rs.0.70 lakhs
Schedule of Events		
	EVENT	VENUE/DATE/TIME
1.	Submission of relevant documents	Central Cottage Industries Corporation of India Limited, Jawahar Vyapar Bhawan, Janpath New Delhi-110001 Before 09.01.2019, 03:00 PM
2.	Submission of Online Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) Latest by 09.01.2019, 03:00 PM
3.	Opening of Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) 10.01.2019, 04:00 AM

Note: In case any of the days mentioned above happens to be declared a holiday, the said event shall be held on the next following working day at the same time and venue.



CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.

(Govt. of India Undertaking, Ministry of Textiles)

Jawahar Vyapar Bhawan, Janpath New Delhi -110 001.

Tel : +91-11-23310804, 23311964

Fax : 011-23328354, 23310804

Website : www.thecottage.in

CCIC/GA./AMC-CCTV/2018/ET

19.12.2018

E-Tender Notice

Sub :- NOTICE INVITING TENDER FOR AMC OF CCTV SURVEILLANCE SYSTEM

1. Request for Proposal (RFP)

CCIC invites E-tenders under single bid system (Technical-cum-Financial Bid) from reputed parties/agencies for **Annual Maintenance contract (AMC) for CCTV Surveillance System**" installed in CCIC's Showroom in Jawahar Vyapar Bhawan at Janpath, New Delhi.

Only Delhi NCR based interested parties/agencies may submit their bids online using e-Procurement portal of NIC (eprocure.gov.in) in the prescribed formats alongwith all necessary documents and information requested herein.

The bids may be submitted latest by **3.00 PM on 09.01.2019**. The bids shall be opened on **10.01.2019 at 04.00 PM**.

All details regarding the subject RFP are available on websites: www.thecottage.in, and www.eprocure.gov.in/eprocure. Any changes/modifications/corrigendum in connection with this RFQ will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. CCIC shall not be liable to send any individual information or issue a public notice.

2. Electronic Submission of Bids

- I. Bids (Technical-cum-Financial Bid) against this RFP shall be received only electronically through the e-Procurement Portal of NIC (eprocure.gov.in). No bids shall be accepted in hard copy or in any other form.

- II. For submission of e-bids, bidders are required to get themselves registered with eprocure.gov.in website using Digital Signature Certificate (DSC) essentially having signing certificate.
- III. Earnest Money Deposit (EMD) is required to be submitted online through e-procurement portal as per bank details mentioned in the tender.

The bidders are required to upload scan copies of the following:

- Technical-cum-Financial Bid (prepared on Company's Letter head).
- Copy of PAN No.,
- Copy of GST Number
- Scanned copy of UTR No. generated through online payment of EMD.

For any queries relating to the process of online bid submission or queries relating to CPP Portal (eprocure.gov.in), Bidder may contact CPP Portal Helpdesk on Tel Nos.:1800-3070-2232, +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

3. Earnest Money Deposit (EMD)

- a. All Bidders are requested to furnish Earnest Money Deposit of Rs.3,500/- (Rupees three thousand five hundred only) by NEFT/RTGS mode only as per following bank details.

Name of Account holder :- **Central Cottage Industries Corp. of India Ltd.**
Account Number :- **10185775245**
IFSC Code :- **SBIN0001639**
Bank Name :- **State Bank of India**
Branch :- **Chanderlok Bldg., Janpath, New Delhi**

- b. The bidders who are registered with either NSIC/MSME or DGS&D are exempted from submitting the EMD and are eligible for other benefits including relaxation of norms for startups regarding prior experience and EMD under Public Procurement Policy for MSE's and preferences earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in place of EMD the bidder will have to submit valid Registration/Exemption certificate.
- c. Bids for which EMD is not received in the prescribed manner shall be rejected summarily.
- d. CCIC shall not be responsible for non-receipt/non-delivery/delayed receipt of the EMD due to any reason whatsoever.

- e. EMD shall not carry any interest and EMD of unsuccessful bidders shall be returned after Award of Contract to the Successful Bidder. EMD of the successful bidder shall be refunded after expiry of the contract without interest within a period of two months.

4. Bid Details

Bidders are required to furnish their rates strictly in the prescribed technical-cum-financial Bid (**Annexure-A**). Rates should be firm and no escalation will be allowed during the currency of contract. Interested agencies may submit financial bid as per format duly authenticated and stamped. **Bidder may inspect the CCTV surveillance system installed in CCIC's showroom before quoting the rates.** The Bid must be filled in completely, without any errors, erasures or alterations.

5. Award of Work

The agency quoting the lowest rate for AMC shall be considered for award of work. CCIC, New Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

6. Payment Terms

Payment shall be released on Quarterly basis within 15 days on submission of quarterly bill along with monthly Service Report for the concerned quarter during the contract.

7. Performance Guarantee

EMD of successful bidder will be converted into interest free Performance Security that shall be refunded on expiry of contract.

8. Validity of Contract

Contract shall be valid for one year from the date of award of contract. If party services found satisfactory during the contract period the same may be extended further a period of one year with mutual terms of tender.

Scope of Work

Central Cottage Industries Corporation of India Ltd. (CCIC), prominently known as **COTTAGE EMPORIUM** is a premier organization under Ministry of Textiles engaged in retail sales of best of handicrafts and handlooms from all over India under one roof. It has its emporium in Jawahar Vyapar Bhawan at Janpath, New Delhi.

The scope of work for maintenance of CCTV Surveillance System includes the following which is only suggestive not comprehensive:-

- a) All the equipment installed in the building like Dome Cameras, DVR, PTZ Cameras, Power Supply units Central Management Master Server etc. related to CCTV systems shall be maintained by the contractor with preventive maintenance i.e. once every month to ensure proper functioning of the CCTV surveillance system.
- b) A monthly maintenance chart should be maintained and be approved and signed by concerned authorities.
- c) The contract shall cover spot breakdown maintenance, Preventive maintenance, servicing and repairing of machines. The Service Level Agreement (SLA) for attending any breakdown will be 24 hrs.
- d) The firm shall maintain sufficient inventory of spares. In case of failure of any items the same should be replaced by item in spare to ensure that the system is operational and available.
- e) Scope of work includes troubleshooting of all hardware and software, providing technical support for solution designing suggesting storage/viewing workstation architecture indentifying faults and rectifying as and where required based on comprehensive coverage.

List of cameras and other equipments installed in an area of 35000 sq.ft. spread over 2 floors (6 levels) in Jawahar Vyapar Bhawan, Janpath, New Delhi is as under:-.

S. No.	Equipment	Quantity
	CCTV Surveillance System	
1.	Night Vision IR Camera	16
2.	C Mount camera & C mount Lenses	11

3.	Dome Camera	08
4.	16 Channel embedded DVR (having 1 TB Hard disc)	02
5.	8 Channel embedded DVR (having 1 TB Hard disc)	01
6.	Heavy Duty Centralized BNC connector power supply for all Cameras a. 10 Amp- 02 b. 20 Amp- 01 (For some cameras supply are connected through old CCTV console)	03
7.	Video distribution (8 in 8 out, 7 in 7 out and 3 in 3 out)	03
8.	TFT Monitor	03
9.	Power Adaptors, 2.5 Amp	03

Annexure-A

Technical-cum-financial Bid PART-I

Sl. No.	Particulars	
1.	Name of the firm	
2.	Address	
3.	Contract Person	
4.	Telephone Number	Office: _____ Shop: _____ Res. _____ Mobile: _____ Fax No. _____
5.	PAN No.	
6.	CIN No.	
7.	GST No.	
8.	Whether registered under MSME/NSIC & DGS&D (If yes, attach certificate of registration)	Yes/No
	b. Whether MSE owned by ST/SC (attach proof)	Yes/No
9.	<p>Mandatory Criteria in the subject of tender</p> <p>1. The average Turnover of the Contractor for last 3 financial years ending on 31st March 2018 should be atleast Rs.1.00 lakhs;</p> <p align="center">or</p> <p>2. Contractor must have completed /executed experience atleast one similar work amounting to not less than Rs.0.80 lakhs;</p> <p align="center">or</p> <p>3. 2 similar works amounting to not less than Rs.0.50 lakhs;</p> <p align="center">or</p> <p>4. 3 similar works amounting to not less than Rs.0.40lakhs, in last 3 years ending on 31.03.2018.</p> <p><i>(The similar contract means works related to providing of AMC services for CCTV Surveillance system to reputed institutions/PSUs,/Govt. Bodies or renowned showrooms)</i></p>	
10.	EARNEST MONEY DEPOSIT	
	An Earnest Money Deposit of Rs.3,500/- (Rupees three thousand five hundred only) may directly transferred through NEFT/RTGS mode only as per details given in tender. (MSME/NSIC or DGS&D parties are exempted)	UTR No. _____ Date _____ Amt. _____ Bank _____

PART-II

Format of Financial information for Comprehensive Annual Maintenance Contract (AMC) for CCTV Surveillance System.

Sl. No.	Description	Cost Without Tax	Amount of Service Tax and other Tax if any	Maintenance Cost including Taxes (All inclusive) Rupees
A.	Comprehensive Annual Maintenance Contract (AMC) For CCTV as per the details provided in the tender document under "Scope of Work"			
Total (Rs. in figures)				

We agree to carry out the Work at the rate quoted above for the duration of one full year. We understand that CCIC, New Delhi is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

(Name and Signature of Authorized Signatory with seal)

(Signature of the bidder)

Date:

Benefits to Micro and Small Enterprises and Relaxation to startups

- i) Exemption from submission of Earnest Money/Bid Security : MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.
- ii) Documents Required to be submitted by MSEs : Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
- iii) Performance Security : Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME however, should note that Performance Security shall be required to be submitted by them for orders/contracts placed by CCIC on them.
- iv) Purchase Preference :- In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE and such MSEs shall be allowed to supply at least 25% of total tendered value including minimum 03% reservation for women owned MSEs within the limit of 25% reservation. In case more than one such MSEs, the supply will be shared proportionately (to tendered quantity).

In case of tender item is non-splitable or non-dividable, etc: MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

Out of 25% target of annual procurement from MSEs, a sub target of 4% (i.e. 25% out of 25%) will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender Process or meet the tender requirements and the L1 price, the 4% sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs will be met from other MSEs.

Definition of MSEs owned by SC/ST is as given under:

- (a) In case of proprietary MSE, proprietor(s) shall be SC/ST.
- (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- v) In case a supplier (other than Micro/Small Enterprise) against an order placed by CCIC procures materials from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, with prior consent in writing from CCIC, the complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor(s) shall be furnished by the supplier to CCIC. All other terms and condition of the tender will remain unchanged.
- vii) **Relaxation to Startups** : Condition / criteria of prior turnover and prior experience is relaxed for **Startups Medium Enterprises** whether Micro & Small Enterprises (MSEs) or otherwise subject to their meeting of quality and technical specifications. All startups (recognized by Department of Industrial Policy & Promotion) are also exempted from payment of EMD.

**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.
JAWAHAR VYAPAR BHAWAN
JANPATH, NEW DELHI-01**

**Mandate for payment through NEFT/RTGS
(Please use capital letters only)**

1.	Name of the party	
2.	Party address	
3.	Contact No.	
4.	Email ID	
5.	PAN No.	
6.	Aadhar Number	
7.	Name of Bank Account holder	
8.	Bank A/C No.	
9.	Bank Name	
10.	Branch Code/ Address	
11.	IFSC Code	
12.	MICR Code	

1. **Cancelled cheque** of above mentioned account and **Copy of Pan Card** must be enclosed.
2. I hereby declare that particulars given above Point No.1 to 12 are correct and complete, if the transaction is delayed or not effect at all for reason of incomplete of incorrect information, I would not hold the CCIC OF INDIA LTD. responsible.
3. I also under take that I shall inform any changes in my bank account particulars in future to CCIC failing which payment shall continue to be made as details to CCIC by me, for which CCIC shall not be held responsible.
4. Certified that the particular furnished above are correct as per knowledge.

Date : _____

(Signature of party)