



রাজ্য নগর উন্নয়ন সংস্থা



State Urban Development Agency

'ILGUS BHAVAN', HC Block, Sector III, Bidhannagar, Kolkata – 700106

Email: wbsudadir@gmail.com

SUDA-164/2018/8287(2nd Call)

Date. 30/12/2019

ONLINE BIDS INVITED FOR SUPPLY, INSTALLATION & COMMISSIONING OF CCTV CAMERA & OTHER ACCESSESORIES AT SHELTERS IN DIFFERENT URBAN LOCAL BODIES IN WEST BENGAL UNDER THE SCHEME "SHELTER FOR URBAN HOMELESS" (SUH) UNDER DA Y-NULM IN A PHASED MANNER OVER A PERIOD 2 (TWO) YEARS FROM THE "DATE OF ISSUE OF CONTRACT"

Tender:

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General brief about SUDA:

STATE URBAN DEVELOPMENT AGENCY is the nodal agency for implementation of the programme Deendayal Antyodaya Yojana- National Urban Livelihood Mission (DAY-NULM) in West Bengal through West Bengal State Urban Livelihoods Mission (WBSULM)

Objectives:

SUDA intends to procure CCTV Cameras and other accessories as per specifications mentioned in the Tender Document. Only online commercial bids will be accepted and bids in other forms (physical) without online commercial bid submission will be rejected.

Important dates and deadlines for the tender are given below.

TENDER REFERENCE: SUDA-

I. Date and Time Schedule :		
SI No.	Particulars	Date and Time
a.	Date of uploading of N .I. T. online (Publishing Date)	30.12.2019 at 3:00 PM
b.	Documents download start date	31.12.2019 at 3:00 PM
c.	Date of Pre Bid Meeting with the intending bidders at the office of the Director, State Urban Development Agency, ILGUS Bhavan, H-C Block, Sector- III, Saltlake City, Kolkata- 700106	03.01.2020 at 11 :30 AM
d.	Bid submission start date (On line)	01.01.2020 at 10:00 AM
e.	Bid submission closing (On line)	21.01.2020 at 3:00 PM
f.	Opening of bids (On line)	23.01.2020 at 03.00 PM
g.	Date of uploading/list for Technically Qualified Bidders (online)	To be notified later.
h.	Date and Place for opening of Financial Bids (Online)	To be notified during uploading of Technical Evaluation Sheet of bidders
i.	Date of uploading of list of Bidders along with the offer rates	To be notified later.
Office address		The Director, SUDA Address: ILGUS BHAVAN, H-C Block, Sector- III, Salt Lake, Kolkata- 700106.

Online bids is invited by **STATE URBAN DEVELOPMENT AGENCY**, a nodal agency for Govt. of West Bengal (UD & MA Dept.) from reputed and qualified CCTV Camera Manufacturers / Stockiests, / Dealers / Distributors for supply and installation of CCTV camera as per technical specification, tender conditions and other details given along with this tender document.

The online tender documents can be downloaded from the website: <https://www.sudawb.org/www.wbtenders.gov.in> for online price bids.

A. TENDER GUIDELINES

1. Definitions

SUH : Shelter for Urban Homeless

P.O - Purchase Order

SUDA- STATE URBAN DEVELOPMENT AGENCY

~~Contract - Terms informed in PO~~

EMD - Earnest Money Deposit

Purchaser - SUDA

Tenderer – Bidders who have submitted valid Tender Documents

Supplier- Successful Bidder (s), to whom, the tender quantity is distributed to

Sample - One Piece Manufactured by Bidder

Manufacturer – Original Equipment Manufacturer

Bidder – Manufacturer or Authorized Trading Partner such as Dealers/Distributors/
Stockiest/Wholesalers

RC- Rate Contract

AT – Acceptance of Tender

2. The entire document should be properly page numbered, signed and should have appropriate and relevant contents.

3. A pre bid meeting will be conducted at the **Conference Hall of SUDA, ILGUS Bhawan, HC-Block, Sector-III, Salt Lake, Kol- 700064** as per the schedule.

4. EMD and supporting documents must be submitted online, signed by proper authority on each page of the Tender Documents and the Annexure there in, to SUDA

5. Only online commercial bids will be considered.

6. Tenders not satisfying the procedure prescribed in the tender document will be treated as invalid and will be rejected summarily.

Further, SUDA, reserves the right to accept or reject the lowest or all offers without assigning any reason thereof. For further details/ clarification, please contact:

Mr. Soumen De

State Mission Manager-S & SI, WBSULM

Mob: 8967733906 / E-mail: smmwbsulm@gmail.com

B. SCOPE OF WORK

- Supply, Installation and Commissioning will be done in next 2 (Two) years in phase manner.
- Supply, Installation, Testing and Commissioning of CCTV Cameras and Surveillance System at/ in the SUH of Municipalities as per enclosed list and adhering to the technical specifications.
- Routine Maintenance: Once in every quarter
- Emergency Response : Within 24 hrs
- The Control Room of the above system will be within the premises of the shelter building.
- The bidders will be required to survey the site /shelter building and identify suitable location to place the CCTV cameras so as to have maximum coverage of the common area and other locations which are required to be monitored.
- CCTV is required for surveillance through outdoor & indoor cameras at specified location outside & inside the building. Cameras shall sense the objects even in low illumination.
- These cameras are to be connected to the Digital Video Recorder (DVR). The DVR unit should be compatible direct recording of all the cameras in real time. The resolution of the picture should be high. The operator should have the facility to choose any given camera for viewing on the monitor. Each image recording should be recorded with the camera number, title, time, date and recording speed visible on the

screen at all times.

- Outdoor cameras/lens shall be environment friendly, weather proof, IP66 rated vandal proof complete with sun shield
- In case there is any digging work done during laying of cables of CCTV system and after completion, restoration of the same work shall be within the scope of bidder. The depth of cable with GI conduit shall be a minimum of 1.5 feet.
- It may be noted that if any minor civil & or electrical work is required for completion of project, it will be deemed to be in the scope of bidder whether it is specifically mentioned or not.
- The bidder should complete the entire job in all respect as per tender documents, Specifications, drawings, discussions as per site requirements to the satisfaction of SUDA
- The bidder shall give comprehensive hands on training to at least 02 (two) personnel of the municipality, on operation, preventive maintenance, recording, and retrieval of the CCTV recordings, operating system of the installed equipments of the CCTV surveillance system free of cost. The vendor shall also provide user manual in a simple language about operating system, playback, downloading of images to a local PC etc. in the case of CCTV system.
- The entire system shall be covered under a comprehensive onsite warranty of 1(one) year from the date of installation and commissioning product warranty of minimum 1 (one) year from the date of installation and commissioning or as per OEM whichever is higher.
- Bidder shall continue to provide maintenance and support during the warranty period including all kind of spares.
- Bidder shall resolve any complaints regarding the CCTV surveillance system within 24 (Twenty four) hours.
- No compensation shall be payable to the bidder for any damage caused by rains, lightening, wind, storm, floods tornado, earth quakes or other natural calamities during the execution of work. He shall make good all such damages at his own cost; and no claim on this account will be entertained.
- The bidder has to prepare and install the cameras, hardware, software and other systems for all weather conditions.
- The cameras should work not withstanding wind, rainfall, hailstorm and other inclement weather conditions.
- The work has to be carried out in neat and tidy manner to the satisfaction of the concerned Urban Local Body and all care has to be taken to ensure that no part of the building gets damaged during execution of works.
- Materials used for carrying out the work shall be of standard quality as per technical specifications. Any minor civil and electrical work, if required shall be within the exclusive scope of the bidder.
- If the bidder fails to undertake the job satisfactorily or violates the terms conditions or not attending the work effectively, SUDA has every right to cancel the contract and forfeit the security deposit without assigning any reason whatsoever.
- The party has to comply with all the norms of municipal and other authorities as per regulations. A proper training for operation of the CCTV installed has to be given to all the concerned to enable them to operate the system. Clearance from all local authorities to carry out the work shall be within the scope of the bidder without any extra cost.

- The proposed CCTV surveillance system should have a recorded data backup capacity for at least a period of 31 (Thirty One) days

C. PROCEDURE FOR SUBMITTING TENDER DOCUMENT

1. Online tender(s) without online submission of EMD and supporting documents duly signed will not be considered and will be summarily rejected.
2. Tender must quote their prices (On-line only) in the schedule format provided in the online tender form. Tender received in any other form will not be accepted.

4. EMD Cover

4.1 EMD has to be submitted

Rs.50,000.00 (Rupees fifty thousand) only as an initial Earnest Money Deposit shall be paid by selecting from either of the following payment modes (refer Finance Order no. 3975-F(Y) dated 28/07/2016):

- I. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.
- II. RTGS/NEFT in case of offline payment through bank account in any bank.

This amount will be converted to security deposit for the successful bidder.

Balance Earnest Money beyond Rs.50,000.00/- (if any, to fulfill 2 % of amount offered) shall be deposited by the successful bidder prior to acceptance of tender.

The EMD for the successful bidder will be converted to Security Deposit and additional amount of 8% will be deducted towards SD from each monthly invoice. Such deducted amount will be refunded after necessary certification by the competent authority on expiry of 4 (Four) months from the month of invoice on which it was deducted. Bank Guarantee will be accepted in case, where amount of EMD exceeds Rs.50000/- B.G. should be valid up to 6 months from the date of its issuance. E.M.D. in any other form will not be accepted.

4.2 Payment should be made in favor of "STATE URBAN DEVELOPMENT AGENCY"

4.3 EMD would be refundable under following conditions:

- a) Tender is closed at any stage of procurement
- b) Rejection of bid at primary or technical scrutiny level.
- c) After issuance of Rate Contract/Supply Order for unsuccessful bidder

4.4 Non- payment of the EMD will make the renderer liable for disqualifications.

4.5 Wrong/ Fraudulent data submission may lead to disqualification /debarment. Please ensure that you furnish correct data.

D. TENDER EVALUATION:

Tender will be evaluated in 3 (three stages):

a. Preliminary evaluation:

I. Tenders will be scrutinized for their adequacies in terms of EMO and required Documents with Tender as per Annexure I.

II. All vendors are requested to strictly submit the documents in sequence as per preliminary evaluation criteria.

a) Technical evaluation of the item tendered will be done by a Technical/Tender Committee constituted by the SUDA.

b) Tender submitted with basic specifications mentioned in this tender form will only be considered.

All vendors who meet the preliminary criterion and submit technical bids conforming to the technical evaluation criterion will be shortlisted for commercial evaluation.

Tender Committee may scrutinize the details provided by the vendor and will decide the eligibility of the vendor to next stage.

E. ELIGIBILITY CRITERIA:

Online Bids for supply of CCTV Cameras mentioned in the tender details section is invited online. Following being the eligibility criteria:

(a) Tenderer must be an Indian Manufacturer/ Dealer/ Distributor/ Wholesaler for supply, installation & commissioning of CCTV Camera.

(b) The Manufacturers should have experience of manufacturing and selling of quoted product for 3 (three) financial years preceding the date of opening of technical bid. For this purpose, they have to submit Chartered Accountant's certificate in original/self-attested, showing year wise production and sales for quoted product for last three financial years. (2016-17, 2017-18, 2018-19)

(c) In case of tenderer is not manufacturer, they have to submit Authority letter/Dealer or Distributor/Wholesaler agreement/agency certificate issued by Original Manufacturer.

(d) Tenderers who have been blacklisted/ debarred by tender inviting authority or by any other State Government or Central Government Department/Organization shall be debarred.

Legible and certified copies of the following Technical supporting documents must be submitted as mentioned in Annexure.

- i) Valid authorization from OEM
- ii) Copy of the Partnership Deed/ Memorandum of Articles / Registration of Firm {whichever is applicable}.
- iii) Copy of GST registration.
- iv) Permanent Account number (PAN) copy.
- v) CA certified year wise production and sales for quoted product for last 3 (three) years preceding the opening of technical bid. (for Manufacturer)
- vi) Authority letter/Dealer or Distributor agreement/agency certificate issued by Original Manufacturer.
- vii) Supplier information form giving all financial/ market/ statutory details about firm/ company (Annexure V).
- viii) Audited financial statements with all reports of last three financial years.
- ix) Only one bid will be accepted from a Group of companies and entities.
- x) Documents mentioned in eligibility criteria.
- xi) Literature or Catalogue of the quoted product/item (if applicable)
- xii) Affidavit in ORIGINAL on Non-Judicial Stamp Paper of Rs. 10/- duly attested by First Class Magistrate / Notary Public. (Annexure-VI)
- xiii) All photocopies are required in self attestation mode except Annexure-VI which needs to be attested by First Class Magistrate/ Notary Public.
- xiv) Entire Tender Document with annexure duly signed & stamped. SUDA shall consider the information furnished by vendor on technical requirements as sufficient and qualify the vendor for price bid opening. If, at any stage of pre-supply and post supply period, if it is found that any information furnished by the vendor is either false or hidden or fabricated, such vendor may be blacklisted by SUDA and prohibited from participating in any of future tenders for a period of 10 years. SUDA may at its sole discretion will use services of a third party to verify the authenticity of the data furnished by vendors All vendors who meet the preliminary criterion and submit technical bids conforming to the technical evaluation criterion will be shortlisted for commercial evaluation.

Commercial evaluation

Commercial Bids of the vendors, who qualify in the Technical Bid Evaluation, will be opened on line. L-2 and other qualified vendors will be contacted only if L-1 vendors fail in delivery schedules/any other tender terms and conditions. LI will be decided on total landed cost.

Commercial Bid:

1.1 The commercial bid submission should be done on the website

only <https://www.wbtenders.gov.in>

1.2 The bids should be submitted on or before the time stipulated in tender notice at the

website <https://www.wbtenders.gov.in>

1.3 Price should not be disclosed in any of the physical documents otherwise the bids will be rejected.

Note:

No tender will be accepted after prescribed closing time for submission of the same. The delay will not be condoned for any reason whatsoever including postal/transit delay. However, if the last date of submission of tenders is declared as a holiday by the Government, the last date of submission of tenders will be extended to the next working day.

F. GENERAL TERMS & CONDITIONS OF TENDER

1. Before submission of any tender, the tenderer must verify that they have submitted all relevant certificates / permissions / registration documents in proper format along with tender. No intimation of missing documents and no documents will be accepted thereafter and the tenders will be processed on the basis of available documents / certificates. If the requisite documents are not submitted or even if submitted are not in proper format, the tender is liable to be rejected. SUDA may seek any clarification/ explanation/ documentary evidence related to offer at any stage from tenderers if required. However, any clarification / explanation or documentary evidence leads to implication on quoted price, it shall be considered only for technical evaluation but not for price evaluation.

2. The E.M.D. / Security Deposit shall liable to be forfeited in the following circumstances when the,

(a) Tender is rejected due to failure to supply the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricated documents.

(b) Party fails to sign the agreement for entering into contract in case the offer is accepted, due to any reason whatsoever.

(c) Party fails to supply the goods / items as per the orders/ R.C. placed by SUDA within the delivery period as per stipulated time line.

(d) Party fails to replace/correct the supplied material declared to be defective/ different from specification and R.C. holder/ successful bidder have to refund the cost of such goods.

3. Back out from tender at any interim level during tender processing: Once the tenders are submitted it will be the responsibility of the tenderer not to escape halfway directly or indirectly by way of raising any problems.

4. In no case the certificate should be dated earlier than one year {unless otherwise specified} and should be in force and valid on the last date of the submission of the tender/ signing of the agreement {as the case may be}. In case, the certificates /licenses/ permission is outdated or the validity period is over, the proof of applying for renewal should also be attached. Such certificates will be considered if the renewal has been applied for within the time limit prescribed for the renewal of that permission /license /certificate under the relevant rules and further if such application for renewal is not specifically rejected by the competent authorities. In case any certificate is still awaited from the competent authority, the proof of making the application should also be attached which will be considered if the application is not specifically rejected by the competent authorities.

5. The tenderer must satisfy that they are in possession of the requisite permissions/ licenses/ permits required for the supply of the items for which the offer is made. Failure to enter into contract if selected or to execute the purchase orders after entering into contract for want of permission /license or due to non supply of certificates/ documents will be viewed seriously and will invite forfeiture of E.M.D. / risk purchase/ disqualification for 2 (two)

years without any further reference.

6. The tenders will be opened online on the date, time specified in tender notice. In the first instance, only 'Technical bid' will be opened online on the date of opening the tender and taken into consideration for finalization. Subsequently, the 'commercial bid' will be opened on line only for those tenderers whose quotations satisfy the technical requirement of the indenter and are otherwise acceptable.

7. The tender is liable for rejection due to any of the reasons mentioned below:

- i. Non-Submission of tender within stipulated time on line.
- ii. Tender is unsigned OR not initialed on each page or with unauthenticated corrections.
- iii. Non-payment of Earnest Money Deposit { if not exempted.}
- iv. Non-submission of required documents as shown at Eligibility criteria section.
- v. Conditional and/ or vague offers.
- vi. Unsatisfactory past performance of the tenderer.
- vii. Rates have been shown elsewhere other than Commercial bid.
- viii. Items with major changes/ deviations in the specifications/ standard /grade/ packing /quality are offered in Technical bid.
- ix. Submission of misleading/ contradictory/ false statement or information and fabricated /invalid documents.
- x. Tenders not filled up properly.
- xi. Non submission of Turnover Certificate.
- xii. Non submission of documents mentioned in List of Annexure wherever applicable.
- xiii. Non submission of document mentioned above in Technical supporting documents.
- xiv. Non submission of Literature or Catalogue of the quoted products/items

G. TERMS OF SUPPLY

1. The accepted tender (AT)/ rate contract (RC) holder should supply the items as per specifications and packing approved by SUDA, otherwise the supplies will not be accepted and penalty/ liquidated damages action will be taken against the AT/RC Holder.

All supply orders issued on or before the last date of the AT/ RC will have to be accepted by the AT/ RC Holder and the delivery for all such orders will have to be effected as per the Schedule specified in the order, even though the date of actual supply may fall beyond the last date of the AT/ RC.

2. AT / RC holder needs to follow the delivery schedule strictly as mentioned in PO/ Order form.

3. In the event of damage or loss of supplies during transit against requisition order the said quantity will have to be replaced by the AT/ RC Holder. The purchaser will not pay separately for transit insurance and the supplier will be responsible for the supplies as soon as possible, but not later than 15 days from the date of arrival of stores at destinations notify the AT / RC Holder of any loss or damages to the stores that might /should have occurred during the transit.

4. Quantity shown or proposed here in, is tentative requirement per annum, it may increase or decrease (+- 40%). The rates should not vary with the quantum of requirement. The tenderer must supply the quantity as ordered by

SUDA, during the period of Contract.

5. Delivery Period: Unless specified in the tender or instructed, the maximum delivery period shall be **30 days**. The maximum delivery period will be counted from the next working day after the actual date of posting the order.

6. The bills/ invoices are required to be submitted specifying the following details in appropriate places of the invoices

- a) Number and date of bills or invoice.
- b) Number and date of AT/R.C.
- c) Number and date of order.
- d) Name and specification of item.
- e) Name of manufacturer & Model/ Make/ Brand.
- f) Quantity.
- g) Total cost; and
- h) No. & date of challan (If supply made by challan)
- i) HSN Code
- j) GST Nos. of Buyer & Seller.
- k) GST Breakup

7. Invoice shall be in the name of Director, SUDA, HC-Block, Sector-III, Salt Lake and needs to be submitted along with copy of delivery challan. The supplies shall be allowed by AT/RC Holder only as per Contract.

8. The AT/ RC Holder shall submit Invoice showing Basic Price and applicable GST rate with HSN code.

9. Payment Terms: The payment against supply, installation & commissioning of items shall be made **within 30 days'** subject to availability of fund from the date of receipt of the goods in good and acceptable conditions at the destination along with clear receipt of Invoice. However, no interest will be chargeable by the AT/RC Holder, if the payment is delayed.

9.a. 10% Security deposit will be deducted from the bill amount and will be paid after successful service support, completion of one year warranty from the date of handing over.

10. The payment of the bill shall be made after deducting Government dues, if any.

11. The payment of the bills shall be withheld in the following circumstances:

- a) The goods are found sub-standard or in non-acceptable conditions:
- b) Breach of condition of any terms and condition of AT/RC by the AT/RC Holder.

12. Liquidated Damages:

a. In case the delivery of items is not affected within the delivery period the AT/ RC Holder shall have to pay the penalty (LD) at the rate of 0.5% of Supply item value (delivered late) per week maximum up to 10%.

b. Once the maximum price reduction is reached, termination of the contract may be considered. Non-performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Security Deposit and other penal actions including black listing.

c. Penalty will be charged for non- response @ Rs. 1 00/day from the date of official intimation.

d. Repairing works will be completed within 7(seven) days and after the schedule time the penalty will be charged.

e. Alternative Purchase

If the successful Bidder fails to execute the order within the stipulated time, the Tender Inviting Authority will be at liberty to make alternative arrangements for purchase of the items for which the purchase orders have been placed, from any other source or from the open market, at the risk and cost of the supplier. This would be in addition to any other penalties including forfeiture of security deposit

13. TRANSPORTATION

Transportation of goods and transit insurance up to the specified destination will be by road or as specified in the PO and shall be in supplier's scope.

14. Product Withdrawal:

(a) If it is deemed necessary at any time by either SUDA or Supplier or any local, state, or central governmental agency or other authority to recall or withdraw the Product produced by Supplier and being supplied to SUDA, either as a result of failure of the Product or Supplier to strictly comply with SUDA'S quality standards or shall fail to comply with any other governmental authority or agency having jurisdiction, supplier shall bear all costs and expenses incurred by it and/or in complying with the recall or withdrawal procedures, unless (and only then to the extent) such recall or withdrawal is solely the result of the negligence or misuse by SUDA.

(b) If Supplier fails or refuses to promptly comply with the recall or withdrawal of the product upon request by the SUDA or any local authority, SUDA shall take such action as it deems necessary to recall or withdraw the product from field and Supplier shall immediately reimburse for the costs and expenses incurred.

15. Product Allocation and Stocking

In the event there is an emergency shortage of the product, as announced by Supplier or its designated representative, Supplier shall stand ready to stock adequate quantities of the Product so that scheduled supplies to SUDA should not suffer for the full contract period. In an event of Supplier failing to supply the material in ordered quantities and as per time schedules, SUDA reserves the right to procure the product of same or superior quality at same or higher price from an alternate supply source and any difference in cost of procurement shall be debited to Supplier.

16. Risk of Purchase

The risk purchase of the items ordered at the cost and risk of the party will be carried out when the party fails to:

- (a) Sign the agreement for entering into contract due to any reason whatsoever in case the offer is accepted.
- (b) Supply the goods/ items as per the order placed by SUDA in accordance with the main/ parallel/ substitute rate contracts, either during the prime/ extended validity period or within the delivery period per P.O.
- (c) The Risk Purchase will be done at any time after the delivery period is over.
- (d) The Risk Purchase will be done from Main/ Parallel or Substitute RC holder for undelivered quantity & the

supplier shall be penalized to the extent of 10% of PO value or difference whichever is higher and can be recovered from dues without any intimation.

Any monetary claim arising due to any of the terms and conditions of the tender/ supply, including the difference arising due to risk purchase, will be recovered in the following manner:

- (a) From any pending bills of the party;
- (b) From any security deposit of the party; and

If an amount at (a) and (b) are not sufficient to meet an amount of recovery of dues shall be recovered as arrears of land revenue dues under provision of relevant act.

17. Breach of any clause of the certificate will be viewed seriously and action will be taken against vendor which may include forfeiture of E.M.D. / S.D., termination of the contract and disqualification from participating in future business.

18. Standard Breach Clause: SUDA, shall in addition to his powers under other clause to terminate this contract have power to terminate his liability there under by giving one month's (or such shorter period as may be mutually agreed): notice in writing to RC Holder of his desire to do so and upon expiry of notice the contract shall be terminated without prejudice to the right accrued to the date of the termination. However, if SUDA decides to put an end to the business relations on breach of any of the conditions of the contract, no such notice shall be necessary in terminating the contract immediately.

19. The SUDA, may extend the rate contract further, subject to the same terms and conditions. The Contract can also be terminated by SUDA, in the following circumstances:

- a) If the firm is debarred or disqualified or ceases to exist or convicted of any offence.
- b) If the quality of the material supplied is found not up to the standard quality as per specifications mentioned in the contract
- c) If supply position of the firm is not satisfactory.

20. Authority of signing document: A person signing the Tender Form or any document, forming part of the contract on behalf of the supplier, shall carry the authorization letter stating his/ her authority to sign such documents from the respective organization.

21. Ethics: Any attempt by a tenderer to obtain confidential information, enter into unlawful agreement with competitors or influence the committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders shall make the tender submitted by that tenderer liable for rejection.

22. Jurisdiction: All disputes arising out of or in connection with this tender shall be referred to law courts with in Kolkata jurisdiction only.

23. Power of Cancellation: SUDA reserves the right to cancel the tender notification and reject any or all the tenders, at any time during the process of receipt, evaluation, and finalization of tenders, without assigning any reason what-so-ever.

24. Force Majeure:

If at any time during the validity of the Contract, the performance in whole or in part by either party of any obligation under this Contract shall be prevented or delayed by reasons of War, Hostility, Acts of Public Enemy, Civil Commotion(s), Sabotage, Fire(s), Flood(s), Explosion(s), Epidemic, Quarantine Restrictions, Acts of State or Acts of God, hereinafter referred to as eventualities, then the contract period will get extended for the period of Force Majeure, provided notice of the happenings of any such eventualities is given, supported by a certificate of appropriate authority or Chamber of Commerce by either party to the other within 15 (fifteen) days from the date of occurrence thereof. Neither party shall by reason of such eventualities be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance. Work under this contract shall resume as soon as practicable after such eventualities have come to an end or ceased to exist and the decision of the Company as to whether the work has to be resumed shall be final and conclusive. Should one or both parties be prevented from fulfilling their contractual obligations by state of Force Majeure lasting continuously for a period of at least 3 (three) months, the parties shall consult each other regarding further continuation of the Contract.

25. Fraud & Corruption:

The bidders, suppliers and contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and/or fraudulent practices.

- "Corrupt Practice" means offering, giving, receiving, or soliciting directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.
- "Fraudulent Practice" means misrepresentation or omission of facts in order to execution of contract.
- "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive level.
- "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.

During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process.

In the bid document itself, an undertaking from the bidders may be obtained in the format at ANNEXURE- III.

26. Saving Clause

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

27. Arbitration Clause: In case of any dispute, the decision of Director, SUDA will be final.

28. Termination: means harming or threatening to harm, directly or indirectly, persons or their property to

a) Termination: SUDA reserving right to terminate this contract without cause by issuing 30 days' prior notice to supplier.

b) The supplier can also terminate this contract by issuing 60 days' prior notice to the purchaser, however, there shall be no termination by supplier within initial 6 (six) months of this contract.

Annexure I

Pre-Qualification Check List

Document Submitted

(Yes/No/NA)

1 Online EMD **Yes/No/NA**

2. Valid Authorization from OEM. Technical Brochure of item quoted, printed & published brochure and or website customize statement on OEM letter heads or likes is not acceptable.

3. Copy of the Partnership deed / Memorandum of Articles /Registration of firm {whichever is applicable}. **Yes/No/NA**

4. GST registration copy **Yes/No**

5. Permanent Account number (PAN) copy **Yes/No**

6. CA certified year wise production and sales for quoted product for **last 3 (three) financial year** preceding to opening of technical bid (for manufacturer) **Yes/No/NA**

7. Affidavit in ORIGINAL on Non Judicial Stamp Paper of Rs. 10/duly attested by First Class Magistrate / Notary Public. (Annexure-VI) **Yes/No**

8. Entire Tender Document with annexure duly signed & stamped **Yes/No**

9. Empanelment form giving all financial/ market/ statutory details about firm/ company (Annexure IV). **Yes/No**

10. Audited Financial statements with all reports of last 3 (three) financial years (**2016-17, 2017-18,2018-19**). **Yes/No**

11. Authority letter/Dealer or Distributor agreement/Agency Certificate from Original Manufacturer. **Yes/No/NA**

12. Document asked in eligibility criteria **Yes/No/NA**

13. **Literature or Catalogue of the quoted products/items (mandatory) Yes/No/NA**

14. Performa for Performance Statement **Yes/No**

ANNEXURE II

**(FORMAT OF AUTHORIZATION LETTER FOR authorized distributor or dealer or whole seller or stockiest issued by original manufacturer)
(IN ORIGINAL/Self attested)**

I/ We _____ hereby declare that

1. M/s. _____ is our authorized distributor or Dealer for our products in India from date _____ and they are authorized to quote and follow up on our behalf and the said agreement is valid in force as on date;

2. I/We undertake to supply the items for which the quotations of following items are submitted by M/s. _____ on our behalf in respect of Tender Enquiry No. _____

Sl.No	Item No.	Name of Item
1		
2		

3. I/ We have read all the terms and conditions of the tender enquiry and the same are irrevocably binding upon us till the expiry of the contract signed & executed on our behalf;

4. I/We shall notify the SUDA immediately if there is any change in the agreement between M/s. _____ and me/us regarding authorized distributorship of our products and further undertake to supply the items quoted by the distributor/ dealer/ wholeseller on my/ our behalf at the quoted in the tender enquiry in case of such a change of agreement.

5. This authority is applicable only for Tender Enquiry No. _____

Date:-

Signature of Authorized Signatory

ANNEXURE III

UNDERTAKING ON FRAUD AND CORRUPTION

We M/sdo hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of under tender reference no dt We shall strictly observe the laws against fraud and corruption in force in the country.

Signature of proprietor/Partner/Director

Designation:

Seal:

Annexure-IV

Supplier Information form (SIF)

1. Name of Organization: _____

2. Permanent Account Number (PAN): _____ (Pls. enclose Copy)

3. Registered Address: _____

4. Correspondence Address: _____

5. Deal in kind of Services/Products: _____

6. GST Registration: _____

7. Bank A/c Details

Name of Bank: _____

Bank A/C No : _____ (Current/Saving)

Branch & Address: _____

IFSC Code: _____

MICR Code: _____

8. Contact Details

Contact Person: _____

Telephone No: _____

Mobile No: _____

Email ID: _____

9. Name of sister concern or any : _____

Inter dependent entity (If any): _____

(Signature of Authorized Person) Date:

Name _____

Designation _____

ANNEXURE-V

ANNUAL TURN OVER STATEMENT

(CA Certified) The Annual Turnover of M/s _____ for the past 3 (three) years and concurrent commitment for the current financial year are given below and certified that the statement is true and correct.

Sl. No. Year Turnover in lakh(Rs.)

1

2

3

Total Rs. _____ lakh

Average turnover per annum Rs. _____ lakh

Date:

Place:

Name & Signature of Chartered Accountant :

Seal:

ANNEXURE-VI

AFFIDAVIT (TO BE UPLOADED)

(To be submitted IN ORIGINAL on Non-Judicial Stamp Paper of Rs.10/-duly attested by First Class Magistrate/ Notary Public)

I/We _____ Age _____ years residing at _____
_____ in capacity of _____

M/s. _____ hereby solemnly affirm that

1. All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same.

2. I / We have submitted following Certificates / Documents for T.E. as required as per General Terms & Conditions as well as Special Terms & Conditions of the tender.

Sr. No. Name of the Document

1

2

Onwards

3. All the Certificates/ Permissions/ Documents/ Permits/ Affidavits are valid and current as on date and have not been withdrawn/ cancelled by the issuing authority.

4. It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required Certificates/ Permissions/ Documents /Permits/ Affidavits is/ are found to be invalid/ wrong/ incorrect/ misleading /fabricated/ expired or having any defect.

5. I / We further undertake to produce on demand the original Certificate/ Permission /Documents/ Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.

6. I / We also understand that failure to produce the documents in "Prescribed Proforma"(wherever applicable) as well as failure to give requisite information in the prescribed Proforma may result in to rejection of the tender.

7. My/ Our firm has not been banned/ debarred / black listed at least for three years(excluding the current financial year) by any Government Department / State Government / Government of India / Board / Corporation / Government Financial institution in context to purchase procedure through tender.

8. I / We confirm that I/ We have meticulously filled in, checked and verified the enclosed documents/ certificates / permissions / permits / affidavits / information etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed. Page numbers are given on each submitted document. Important information in each document is "highlighted" with the help of "marker pen "as required.

9. The above certificates / documents are enclosed separately and not on the Proforma printed from tender document.

10. I / We say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is _____ which is issued on the name of _____ [kindly mention here either name of the Proprietor (in case of Proprietor Firm) or name of the tendering firm, whichever is applicable].

11. I / We understand that giving wrong information on oath amounts to forgery and Perjury, and I/We am/are aware of the consequence thereof, in case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/PBG/cancel the award of contract, in this event. This office reserves the right to take legal action on me/us.

12. I / We have physically signed & stamped all the above documents along with copy of tender documents (page no _____ to _____).

13. I / We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliant with specification mentioned in the bid document.

14. My / Our company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company.

15. I / We hereby commit that we have paid all outstanding amount of dues / taxes / cess /charges / fees with interest and penalty.

16. In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of Tender Committee for disqualification will be accepted by us.

17. Whatever stated above is true and correct to the best of my knowledge and belief.

Date : Stamp & Sign of the Tenderer

Place : (Signature and seal of the Notary)

ANNEXURE-VII

Description of the CCTV Camera & other accessories for a 50 bedded shelter unit

SI No	Particulars	Qty	Unit
1	Indoor Colour IR HDCVI / Dome 1/2.9" 2 Megapixel CMOS Camera UP to 25/30fps@1080P 3.6mm fixed lens, Innovative non-compression Technology. (CE,FCCRoHS Certified & UL Listed) with 1 year warranty	5	Nos
2	Outdoor Colour IR HDCVI / Bullet 1/2.9" 2 Megapixel CMOS Camera UP to 25/30fps@1080P 3.6mm fixed lens, Innovative non-compression Technology. (CE,FCC,RoHS Certified & UL Listed) with 1 year warranty	1	Nos
3	8 Channel HDCVI Digital Video Recorder Real Time Display & Recording, TCP/IP, LAN, H.264 Compression & Built-in Web Server for Remote Surveillance on IE with 1 year warranty	1	Nos
4	4TB Surveillance HDD with 1 year warranty <small>OF ECCRAHS</small>	1	Nos
5	19" TFT Monitor with 1 year warranty	1	Nos
6	Battery Backup for Electronics and Computers. Capacity: 600VA, Backup up to 20 Mins. for Once Desktop, 3 battery powered sockets 2 Years Manufacturer Warranty	1	Nos
7	4/6" PVC BOX	6	Nos
8	12 Volts DC Regulated 10 Ampere Power Supply	1	Nos
9	BNC JACK	12	Pair
10	DC JACK	6	Nos
11	3+1 Video Cable	130	Mtr
12	1" PVC Pipe	130	Mtr
13	Installation and Laying Charge	1	Job

- For each ULB total 6 cameras (One out door & 5 indoor) & other accessories are required to be installed for 50 bedded Shelter unit.
- Number of camera will be changed with the capacity of shelters & as per requirements. It will be mentioned on supply order to be issued in a phased manner.

ANNEXURE-VIII

List of Urban Local Bodies in West Bengal

SI No.	District	Urban Local Body	Unit of Shelter	Status of SUH
1	Purba Medinipur	Haldia	1	Completed & Functional
2	Nadia	Krishnanagar	1	Completed & Functional
3	Nadia	Nabadwip	1	Completed & Functional
4	Paschim Bardhaman	Durgapur	1	Completed & Functional
5	Paschim Bardhaman	Asansol MC (Jamuria, Kulti, Raniganj, Asansol)	4	Completed & Functional Jamuria Completed at Raniganj Under Construction Kulti Construction will be started soon at Asansol
6	Paschim Medinipur	Midnapore	1	Completed & Functional
7	Maida	Englishbazar	1	Completed & Functional
8	Jalpaiguri	Jalpaiguri	1	Completed & Functional
9	Coochbehar	Coochbehar	1	Completed & Functional
10	Howrah	Howrah	1	Completed & Functional
11	South 24 PS	Rajpur-Sonarpur	1	Completed & Functional
12	South 24 PS	Mahestala	1	Completed & Functional
13	North 24 PS	Habra	1	Completed & Functional
14	Dakshin Dinajpur	Balurghat	1	Completed & to be Functional
15	Murshidabad	Berhampore	1	Completed & to be Functional
16	Murshidabad	Jiaganj-Azimganj	1	Completed & Functional
17	Hooghly	Chandannagar	1	Completed & Functional
18	Hooghly	Tarakeswar	1	Completed & to be Functional
19	Purba Medinipur	Tamluk	1	Completed & Functional
20	Paschim Medinipur	Midnapore	1	Completed & Functional
21	Kolkata	Kolkata	6	Completed & to be Functional- 2 Functional-2 Under Construction- 3
22	North 24 Paraganas	Halisahar	1	Under Construction
23		Bhatpara	1	Under Construction
24		Naihati	1	Under Construction
25		Barasat	1	Completed & Functional
26		Dum Dum	1	Under Construction
27		Barrack pore	1	Under Construction
28		Madhyamgram		Under Construction
29	Nadia	Santipur	1	Under Construction
30	Nadia	Kalyani	1	Under Construction
31	Uttar Dinajpur	Islampur	1	Under Construction
32	Uttar Dinajpur	Kaliyaganj	1	Tender Process
33	Mursidabad	Beldanga	1	Tender Process
34	Hooghly	Bhadreswar	1	Tender Process
35	Purulia	Purulia	1	Tender Process
36	Purba Medinipur	Contai	1	Tender Process

37	North 24 Paraganas	New Barrackpore	1	Tender Process
38	Nadia	Gayespur	1	Tender Process
39		Ranaghat		Tender Process
40	Birbhum	Suri	1	Tender Process
41		Saithia	1	Tender Process
42		Nalhati	1	Tender Process
43		Rampurhat	1	Tender Process
44	Paschim Medinipur	Kharapur	1	Tender Process
45	Howrah	Uluberia	1	Tender Process
46	Hooghly	Seerapore	1	Tender Process
47		Champdany	1	Tender Process
48	Paschim Medinipur	Ghatal	1	Tender Process

Sd/-
Director, SUDA