

Annexure-I

1. Overview

IT Department/MSITS proposes to Install & Commission Surveillance System incorporating the latest technologies at 16 District Head Quarters and its surrounding.

Bids are therefore invited from reputed Agencies for setting up, operation and maintenance of a surveillance system and CCTV for a period of 3 years.

2. Scope of work

- i. Scope of Work of the selected bidder shall include design, supply, installation and commission of CCTV surveillance and maintain for 3 years at 16 District Head Quarters.
- ii. The Selected bidder shall supply, install, commission, operate and maintain all the components mentioned in the Bill of Quantity (BoQ) for a period of 3 (three) years from the date of Go-Live.
- iii. Interested bidders may visit the proposed site for survey before submitting their proposal.
- iv. The bidder is expected to provide Operation & Maintenance (O&M) activities for a period of 3 years to enable a minimum of 99% uptime (per quarter) of the CCTV cameras. Any planned downtime should be informed in advance to allow for contingency measures i.e. at least 48 hrs prior to plan outage(s).
- v. The bidder shall set-up a NOC Room/ Video Monitoring Room at State Head Quarter which shall be functional 24*7 and should be manned by appropriate technical personnel.
- vi. The bidder shall perform necessary network expansion activities including re-allocation of cameras as per the approved rate in the Work order.
- vii. The bidder shall add/remove CCTV cameras as necessary, and the works shall be performed as per the approved rate in the Work order.
- viii. Further, the bidder shall perform any tasks with respect to CCTV in the premises of the District Head Quarters as directed by MSITS including security related activities as and when necessary, as per desired lead time and at no additional cost during the O&M period of 3 years.
- ix. An appropriate Service Level Agreement (SLA) shall be signed between the successful bidder and MSITS after 14 days of allotment of Work Order by MSITS.
- x. The bidder should propose most suitable, economical integrated system solutions and development of an effective network to provide 99% uptime for the entire links in a manner that operational data should not lost in case of failure of equipment or communication network provision of suitable disaster recovery mechanism.

3. Bidder Qualification Criteria:

- i. The bidder must have office in Imphal or should be ready to setup office in Imphal.
- ii. The bidder should be a registered company under Companies Act.
- iii. The bidder should have an experience of at least 3 years as on 31st March, 2022 in IT related projects.
- iv. The bidder should be able to demonstrate live demo of the proposed CCTV Surveillance System from 2 (two) District Head Quarters (one from valley district and another from hill district) at the office of MSITS.
- v. The bidder should never have been blacklisted/barred/disqualified by regulator/statutory body or any PSU.

- vi. The bidder must have a valid GST registration Certificate.
- vii. The bidder must have an Authorised System Integrator Certificate.
- viii. The bidder should have a minimum of turnover of 50 Lakhs in any last 3 (three) financial years (FY 2019-20, 2020-21, 2021-2022)
- ix. The bidder should have experience in successful implementation of at least 1 (one) project with at least a combination of 50 CCTV nodes.
- x. The responding firm shall not be under a declaration of ineligibility for corrupt or fraudulent practices.
- xi. The bidder should have an office in Manipur with a minimum number of manpower as under:
 - a) 1 System Administrators (at State Head Quarter)
 - b) 2 Network Engineers (at State Head Quarter)
 - c) 1 CCTV installation technician (at every District Head Quarter)

4. Terms & Conditions

- i. The bidder will ensure that the entire work should be completed within the stipulated period of time i.e. within 60 days of award of work order.
- ii. The bidder will bear the responsibility to bring the items and install the same in the District Headquarters.
- iii. MSITS reserves the right to reject any quotation completely or partially without assigning any reason.
- iv. MSITS also reserves the right to cancel the contract before installation, if the items of the bidder are not found satisfactory.
- v. The payment charged by the bidder for maintenance (comprehensive onsite support charges for CCTV Surveillance system and LAN system for 3 years) will be released on yearly basis in every year and any deficiency found in the service, up to 5% penalty on the cost of yearly maintenance charges should be imposed to the bidder.
- vi. Quotation should be valid till 180 days from the due date.
- vii. The Quotations will be opened in the presence of the representatives of the bidders who may wish to be present.
- viii. The Comprehensive Annual Maintenance may be extended in favour of firm by the competent authority of MSITS on the request of firm, on the same rates, terms & conditions as in the present Work Order on the basis of satisfactory service for further one year.
- ix. Quotations shall be liable to be rejected if there is/are any deviation(s) from the Specifications.
- x. Any deviations whether technical or commercial stated anywhere in the Quotation shall not be considered and may render the bid non-responsive and liable to be rejected.
- xi. Any extra payment will not make for mobilization & demobilization of resources necessary for the work.
- xii. Bidder is to submit a time schedule before commencement of the work. MSITS reserves the right to accept or reject any Tender/ all the tender(s) in full or in part, without assigning any reason whatsoever. MSITS also reserves the right to call for additional information from the Bidder(s).
- xiii. The successful bidder will not seek escalation in the rates quoted during the contract period.
- xiv. MSITS reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional term and condition at any time during the currency of the contract.
- xv. A copy of these terms and conditions duly signed by the bidder in token of having understood and agreed to the same should be attached along with the Quotation.
- xvi. On completion of the project, implementation agency should submit following document:
 - Completion/Closure report

- CCTV nodes layout diagram
- xvii. MSITS shall be the custodian of the equipment
- xviii. The bidding process is stipulated in the tender document clearly. In case of any clarifications about bidding process/eligibility criteria the bidders may seek clarification by contacting MSITS, Imphal or sending an email to martha.khuman@nic.in as per the tender notice.

5. Performance Bank Guarantee

The successful bidder will deposit Bank Guarantee of *3% of project implementation cost* as performance security valid till 90 Days beyond completion of project and will be forfeited in case of failure to execute the Project. The Bank Guarantee is to be submitted within 15 days from the date of issue of Work Order.

6. Tender Fee

The bidder should furnish Tender Fee of Rs. 10,000/- (Rupees Ten Thousand only) along with the bid. Tender fee should be submitted in the form of Bank Draft/Banker's Cheque of any Scheduled Bank drawn in favour of 'Member Secretary, Manipur State IT Society payable at Imphal only.

7. Earnest Money Deposit

The bidder should furnish Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) along with the bid. EMD should be submitted in the form of Bank Guarantee /Draft/Bankers Cheque from any Scheduled Bank drawn in favour of 'Member Secretary (MSITS), payable at Imphal only.

8. Terms of Payments

Payments will be released only on satisfactory acceptance of the deliverables for each Task as per the following schedule:

- a) 50 % of basic order value against receipt of material or bill whichever is later.
- b) 20% of basic order value against installation of the equipment and provisional acceptance test (PAT).
- c) 10 % of the basic order value at the end of 1st Year against satisfactory Operation and Maintenance of the CCTV Surveillance System.
- d) 10 % of the basic order value at the end of 2nd Year against satisfactory Operation and Maintenance of the CCTV Surveillance System.
- e) 10 % of the basic order value at the end of 3rd Year against satisfactory Operation and Maintenance of the CCTV Surveillance System.

9. SELECTION PROCESS

- i. The Applicants that qualified criteria at Para 3 shall submit the Technical Proposal & Financial Proposal online on <https://manipurtenders.gov.in> . Bidder has to submit Technical Proposal & Financial Proposal respectively.
- ii. The evaluation will be based on Quality and Cost-Based System (QCBS). The weightage of; Technical and Financial Proposals will be in the ratio of (70:30) respectively.

- iii. The Technical Bids will be open first. After scrutiny and satisfactory technical bidding specifications, qualified bidder will be shortlisted for opening of "Financial bid".
- iv. The bid price will include all taxes and levies and shall be in Indian Rupees unless mentioned separately.
- v. Any conditional bid would be rejected.
- vi. The Financial Bids of technically qualified bidders (i.e. bidders who score 70 or more in the Technical Evaluation) will be opened on the prescribed date in the presence of bidder representatives.
- vii. In the event that there are 2 or more bidders having the same value in the financial bid, the bidder securing the highest Technical score will be adjudicated as the "Best responsive bid" for award of the Project.
- viii. MSITS reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders.
- ix. On notification of award, MSITS and the selected Agency will sign a Contract Agreement.

10 EVALUATION

a. Technical Evaluation

Sl. No.	Evaluation Criteria	Required Documents
1	Average Financial Turnover of the company in last three financial years (FY-2019-20, FY-2020-21' FY-2021-22) ➤ =>50 Lakhs <=1 Crore : 5 marks ➤ >1 Crore <2 Crore : 10 marks	Audited balance sheet/ CA signed Certificate
2	Project Experience in implementing networking in last three years. ➤ At least 1 Project : 10 marks ➤ >= 2 < 3 projects : 20 marks ➤ >= 3 projects : 30 marks	Work order from the Client or Completion certificate
3	CCTV nodes installed till date ➤ >50<=100 : 10 MARKS ➤ >100<=150 : 20 marks ➤ >150 : 30 marks	Work order from the Client or Completion certificate
4	Project methodology and presentation – 30 marks	

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b. Financial Evaluation

Bidders scoring at least 60% marks in the Normalized Technical Evaluation shall be eligible for opening of Financial Proposal.

Bid Evaluation will be done as follows:

Stage 1: Technical Bid Evaluation:

Example Table (A)

Bidder Details	Technical Marks Obtained out of 100
Bidder 1	85
Bidder 2	75
Bidder 3	80

Stage 2:

Normalization of Marks:

Normalized Score = (Technical marks obtained by the Bidder under consideration/Highest Technical Marks obtained among the bidders)* 100

Example Table (B)

Bidder Details	Technical Marks Obtained out of 100
Bidder 1	$(85/85)*100= 100$
Bidder 2	$(75/85)* 100= 88$
Bidder 3	$(80/85)*100=94$

Based on the results of Technical evaluation, commercial bids for those bidders will then be opened who qualify (i.e., achieve normalized score of 60% or more) in the Technical evaluation.

Stage 3:

Financial Bids Evaluation:

The financial bid amount shall be converted into financial score, while considering the commercial quote given by each of the bidders in the financial bid as follows:

Commercial score of a Bidder = (Lowest Financial Bid/Quote of the bidder under consideration)* 100

Example Table (C)

Bidder Details	Commercial Quote	Calculation	Commercial Score
Bidder 1	1,30,000	$(1,00,000/1,30,000)*100$	77
Bidder 2	1,20,000	$(1,00,000/1,20,000)*100$	83
Bidder 3	1,00,000	$(1,00,000/1,00,000)*100$	100

Stage 4:

Final Score Calculation through QCBS: The final score will be calculated through Quality and Cost Based Selection method based on the following weightage:

Technical: 70%

Commercial: 30%

Combined Technical and Financial Score = $(0.7*Technical\ Score) + (0.3*Commercial\ Score)$

Example Table (D)

Bidder Details	Technical Score	Financial Score	Final Score	Rank of Bidder
Bidder 1	70	23.1	93.10	H2
Bidder 2	61.6	24.9	86.50	H3
Bidder 3	65.8	30	95.80	H1

In the above example, Bidder 3 with rank H1 shall be declared as the successful bidder.

c. Award of Contract

- Work shall be awarded to the agencies based on the technical & financial score cumulatively. The selection would be Quality and Cost-Based Selection (QCBS).
- The scoring would be on 70% & 30% for technical & financial respectively.
- Bidders failing to score at least 60% of normalised Technical evaluation as mentioned in Technical Evaluation Framework (ref table above) will be disqualified.
- Each Technical Bid will be assigned a technical score out of maximum 100 marks. Only the bidders who get a normalized technical score of 60% or more will qualify for commercial evaluation stage. Failing to secure minimum marks shall lead to technical rejection of the bid and bidder.
- The project shall be awarded to the bidder scoring the highest Overall Score.

11 Clarifications & Amendments of Scope of Work Document

- During the process of evaluation of Bids, Issuer of the bid may, at its discretion, ask Bidders for clarifications on their Bid. The Bidders are required to respond within the prescribed time-frame.
- Issuer of the bid as per instruction of the Government of Manipur may for any reason, modify this tender document from time to time.
- The amendment(s) to this tender would be clearly spelt out and the Bidders may be asked to amend their Bid due to such amendments before submission date and time.
- Clarification may be sought during the pre-bid meeting. Clarifications and corrigendum issued will form a part of the final agreement.

12. Penalties:

The firm shall ensure that the equipment is in good working condition and is with full configuration while handing over at the end of the contract period. In case the firm fails to rectify the fault in allowable time (i.e. within one 24 Hours) the penalty would be imposed as per following manner: -

S.No	Type of Issues	Resolution Time(hrs)	Penalty to be imposed if not resolve
i.	N/W or Cable related issues	12	Within 2 days= Rs.1000 2-5 days= Rs.2000 5-10 days= Rs.5000
ii.	Defect in equipment/ accessories/software	24	Same as above

Note: The penalty will be applied if any service is not available/disrupt due to the components and the services provided by the bidder as a part of the project.

vi.Particulars of the bidder

Sl.No	Particular of the bidder to be furnished	Relevant document
i.	Name and address of the bidding Company.	
ii.	Incorporation status of the firm (Public limited / private Limited, etc.).	
iii.	Year of Establishment.	
iv.	Date of registration.	
v.	ROC/Registration Reference No.	
vi.	Details of registration.	
vii.	Details of registration with appropriate authorities for Service tax.	
viii.	Name, Address, email, Phone of Contact Person	

BIDDER ELIGIBILITY CRITERIA

SL.No.	Specific Requirements	Documents Required Compliance
i	The bidder must have office in Imphal or should be ready to setup office in Imphal.	Proof of Address or Consent Letter in the letterhead with stamp.
ii	The bidder should be able to cast live demo of the proposed CCTV Surveillance System from two District Head Quarters (one from valley district and another from hill district) at MSITS office.	Self-Declaration Certificate.
iii	The bidder should be a registered firm/ MSME or registered company under Companies Act	Photo copy of Registration Certificate / Udyog Aadhar.
iv	The bidder should never have been blacklisted/barred/disqualified by regulator/statutory body or any PSU	Self-Declaration that the bidder has not been blacklisted / barred / disqualified by regulator / statutory body or any PSU
v	The bidder must have a valid GST registration Certificate	Copy of GST registration Certificate.
vi	The bidder must have Authorised System Integrator Certificate.	Copy of Authorised System Integrator Certificate.
vi	The bidder should have a minimum of turnover of 50 L in any last 3 (three) financial years (FY 2019-20, 2020-21,2021-2022)	Self-Certified copies of the audited balance sheet and profit & loss statement in for the last 3 years financial years with adequate sections duly marked.
vii	The bidder should have experience in successful implementation of at least 1 (one) project with at least a combination of 50 CCTV nodes	Experience of responding firm/ Project Citation for projects supported with Work order/Proof of Project completion certificates from client
Viii	The responding firm shall not be under a declaration of ineligibility for corrupt or fraudulent practices	A self-certified letter by the designated official of the responding firm
ix	The bidder should have an experience of at least 3 years as on 31 st March' 2022 in IT related projects.	Supported proof of Documents to be submitted.
X	The bidder should have manpower experienced in hardware-networking or CCTV installation.	Supported proof of Documents to be submitted.

Bill of Quantity (BOQ)

No.	Item	Specification	Unit of Measurement	Quantity
1	CCTV Camera 4MP 50 mtrs Bullet Motorized Camera	4MP Full HD WDR IR Bullet Camera - 60Mtr. • 1/3" 4MP PS CMOS Image Sensor (0.846667cm) • 4MP (2560 × 1440) @25/30fps, 4MP (2688 × 1520) @20fps • Support Starlight Function • H.265+ and H.264+ Dual-stream encoding • WDR (120dB), Day/Night (ICR), 3D-DNR, ROI, AWB, AGC, BLC, HLC • 2.7~13.5mm Motorized lens • IR Range of 60 Mtrs, IP67, IK10 (Optional), Micro SD Card, PoE • Mobile Software: iCMOB, gCMOB • CMS Software: KVMS Pro	Nos	180
2	CCTV IR Camera- PTZ 4MP 30X zoom 150 mtrs	4MP WDR 32x IR Network PTZ Camera- 150 Mtr. • 1/2.8" 4MP CMOS Image sensor (0.9071 centimeters) • Max. 25/30fps@4MP • Powerful 32x Optical zoom and 16 x Digital zoom • WDR (120dB), 2D/3D-DNR, Day/Night (ICR), EIS, Electronic Defog, ROI, AGC, AWB, BLC, HLC • Up to 300 Presets, 5 Auto scan, 8 Tour, 5 Pattern • IR Range of 150 Mtr. • Max 300° /s pan speed, 360° endless pan rotation • Built-in 2/1 alarm in/out, IP67, IK10, Micro SD Card, PoE+ • Support Starlight Technology • Deep-learning-based auto tracking and perimeter protection • SMD PLUS	Nos	20

		• Support Face Detection • Mobile Software: iCMOB, gCMOB • CMS Software: KVMS Pro		
3	16 Channel NVR 2 SATA	16 Channel NVR SATA • Up to 16 channel IP camera input • Smart H.265+/H.265/Smart H.264+/H.264 codec decoding • Max. decoding capability: 8 x 1080p@30fps. Supports adaptive decoding • Supports mainstream cameras of ONVIF and RTSP protocols • Support 2 SATA HDDs up to 10TB Each, 2 USB Ports • VGA/HDMI simultaneous video output, maximum resolution of HDMI is 4K • Support Multi-brand network cameras • AI by Camera: Face detection, perimeter protection, IVS, people counting, heat map, and SMD • Mobile Software: iCMOB, gCMOB • CMS Software: KVMS Pro	Nos	16
4	32 Channel NVR 2 SATA	32 Channel NVR2 SATA • Up to 32 channel IP camera input • Smart H.265+/H.265/Smart H.264+/H.264 codec decoding • Max. decoding capability: 8 x 1080p@30fps. Supports adaptive decoding • Supports mainstream cameras of ONVIF and RTSP protocols • Support 2 SATA HDDs up to 10TB Each, 2 USB Ports • VGA/HDMI simultaneous video output, maximum resolution of HDMI is 4K • Support Multi-brand network cameras • AI by Camera: Face detection, perimeter protection, IVS, people counting, heat map, and SMD	Nos	2

		• Mobile Software: iCMOB, gCMOB • CMS Software: KVMS Pro		
5	PTZ Controller	PTZ Controller • 3 Dimension Joystick Control of PTZ Functions • Preset Position, Auto Scan, Auto Pan, Auto Tour & Pattern Auxiliary Functions • RS485, RS422 (reserved), USB, RS232 & Network Functions • Network Video Server Connection • On-Screen Menu & User Operation Procedure Tips • Connect KVMS Pro via USB	No	20
6	16 PORT POE GIGA	16 PORT POE GIGA • 16, 10/100Mbps; RJ45 ports; Max. 30W Output of Single PoE Port • Support IEEE802.3/802.3u/802.3ab/802.3x • 2,10/100/1000Mbps; Transmission Distance: 0-100m	Nos	20
7	PTZ Camera Pole	PTZ Camera Pole • 3 or 6 mtrs as per site requirement. • Top 70 mm, Bottom 130 mm & Base plate 220x220x12.	Nos	20
8	Storage (4 TB HDD)	4TB Surveillance Hard Disk Drive • Engineered specifically for surveillance security systems • Supports up to 180TB/year workload rate • Tuned for write-intensive, low bit-rate, high stream-count applications typical to most surveillance applications • Prioritized write-operations for maximized surveillance performance • TLER and ATA streaming support	Nos	36
9	CAT 6 E cable Double Jacket (305 Mtrs/coil)		Nos	55

10	Pole Mount Adapter		Nos	200
11	8 PORT PoE		Nos	55
12	PVC box		Nos	200
13	Media Converter (fiber to Cat6)		Nos	30
14	RJ 45 connector		Nos	1500
15	16" Cable plastic tie		Nos	60
16	50" LED monitor		Nos	2
17	9U Rack Cabinet		Nos	40
18	6 mm Cable Clip		Nos	500
19	MCB Protected Socket for PTZ camera		Nos	20
20	UPS 230v		Nos	18
21	Fibre Optic Cable (in meter)		NOs	30000
22	AC Wire (in meter)		Nos	30000

Financial Bid

No.	Item	Quantity	Unit Rate	Total
1	CCTV Camera 4MP 50 mtrs Bullet Motorized Camera	180		
2	CCTV IR Camera- PTZ 4MP 30X zoom 150 mtrs	20		
3	16 Channel NVR 2 SATA	16		
4	32 Channel NVR 2 SATA	2		
5	PTZ Controller	20		
6	16 PORT POE GIGA	20		
7	PTZ Camera Pole	20		
8	Storage (4 TB HDD)	36		
9	CAT 6 E cable Double Jacket (305 Mtrs/coil)	55		
10	Pole Mount Adapter	200		
11	8 PORT PoE	55		
12	PVC box	200		
13	Media Converter (fiber to Cat6)	30		
14	RJ 45 connector	1500		
15	16" Cable plastic tie	60		
16	50" LED monitor	2		
17	9U Rack Cabinet	40		
18	6 mm Cable Clip	500		
19	MCB Protected Socket for PTZ camera	20		
20	UPS 230v	18		
21	Fibre Optic Cable (in meter)	30000		
22	AC Wire (in meter)	30000		

SL. No	Description	Amount in INR
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A	Hardware Cost (excluding GST)	
B	Applicable GST on A	
C	Installation and Commissioning (excluding GST)	
D	Applicable GST on C	
E	Operation and Maintenance for 3 Years including 1 manpower each at District Headquarter & 4 manpower at State Headquarter (excluding GST)	
F	18% GST on O&M Cost	
	TOTAL FINANCIAL BID (A+B+C+D+E+F)	
Total Amount in Words:		