

Annexure – I

1. Overview

MSITS proposes to Install & Commission 75 CCTV cameras in the Shree Shree Govindajee Temple Complex to strengthen security measures of the complex.

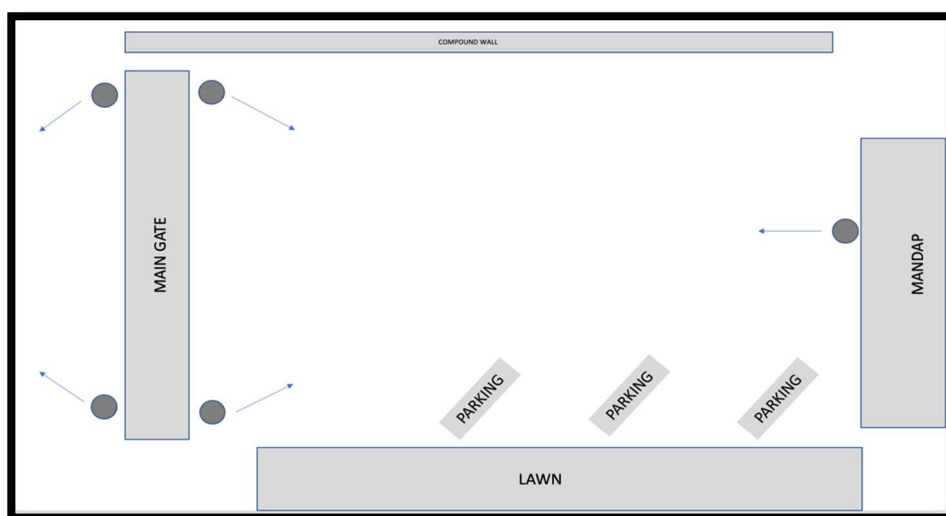
Bids are therefore invited from reputed Agencies for setting up, operation and maintenance of a surveillance system and CCTV for a period of 3 years.

2. Scope of work

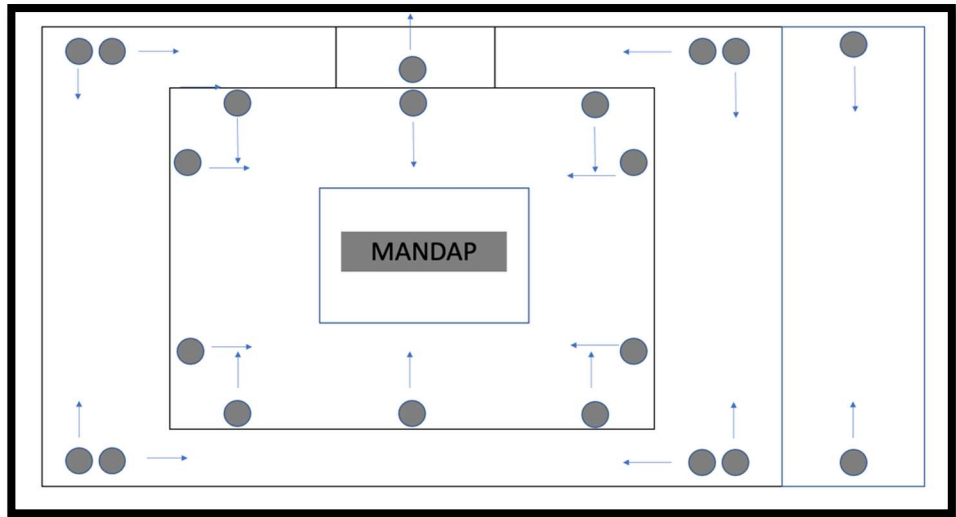
- i. Scope of Work of the selected bidder shall include design, supply, installation and commission of 75 CCTV surveillance and maintain for 3 years at Shree Shree Govindajee Temple Complex.

The design drawing of Shree Shree Govindajee Temple Complex is placed below. The drawing below is purely for the purpose of general knowledge of the Bidder. Bidder is required to visit the site for proper planning and execution.

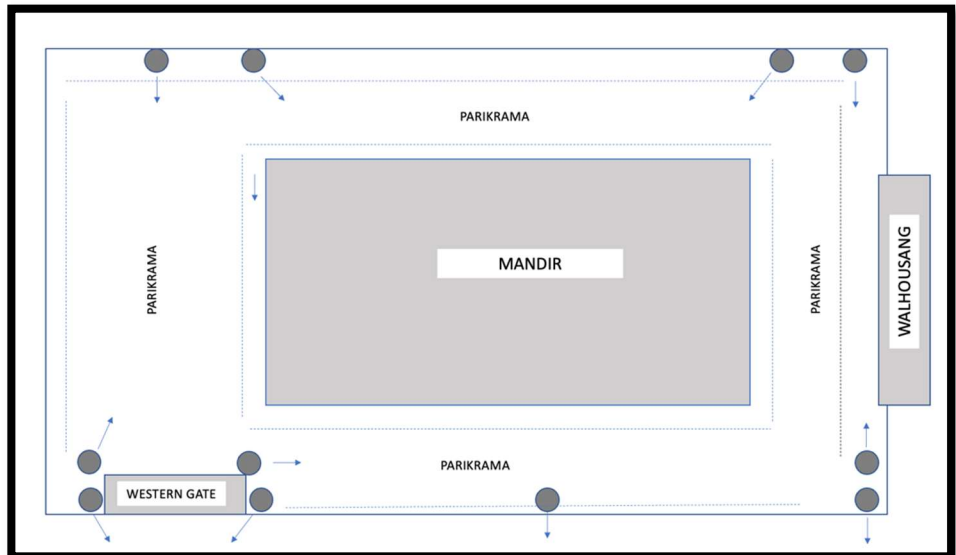
a. Site map for entry from the main gate



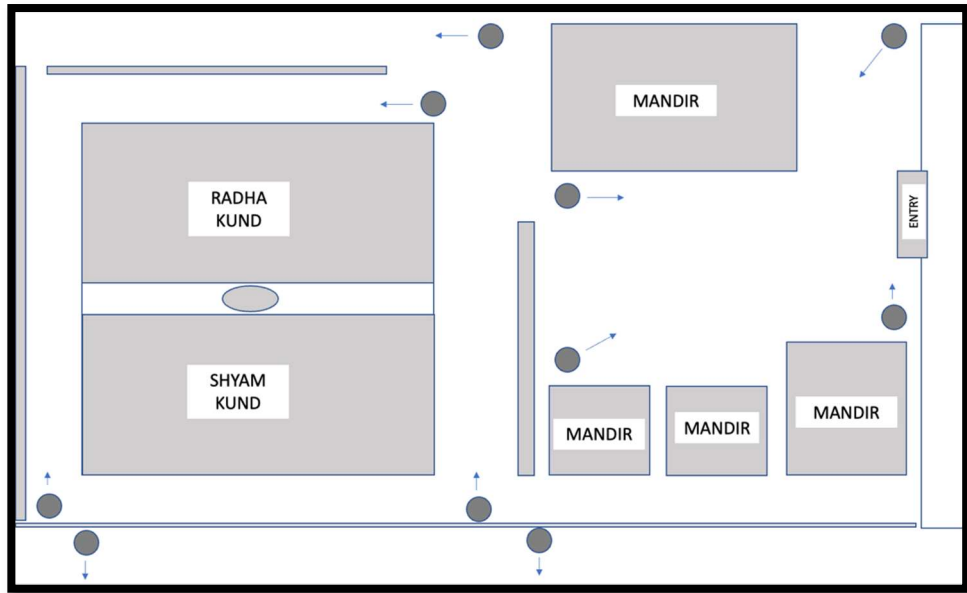
b. Mandap



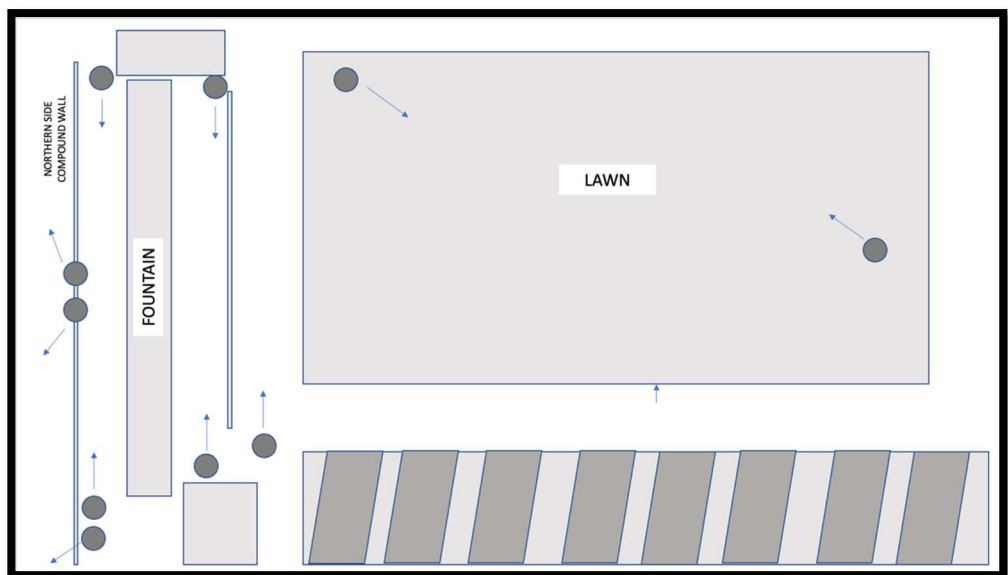
c. Govindajee Temple and its Parikrama pathways



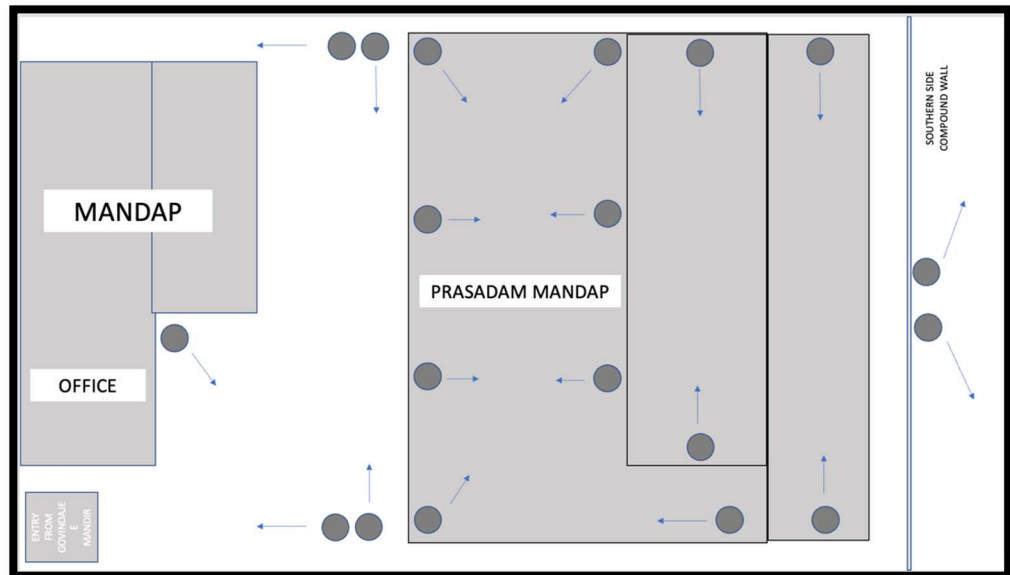
d. Radha Kund & Shyam Kunda adjoining areas



e. **Lawn and surrounding areas**



f. **Prasadam Mandap and surrounding area**



Proposed location for installation of CCTV camera (*dot denotes the proposed placement of cameras*)

- 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 Shree Shree Govindajee Temple Complex 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 Shree Shree Govindajee Temple Complex 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 firm/ MSME or 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 never have been blacklisted/barred/disqualified by regulator/statutory body or any PSU.
- v. The bidder must have a valid GST registration Certificate.
- vi. The bidder should have a minimum of turnover of 50 Lakh in any last 3 (three) financial years (FY 2019-20, 2020-21,2021-2022)
- vii. The bidder should have experience in successful implementation of at least 1 (one) project with at least a combination of 50 CCTV nodes.
- viii. The responding firm shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

4. Term and Conditions of Bid

- i. 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.
- ii. 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.
- iii. The Bid will be inclusive of On-site Comprehensive Maintenance Cost of 3 years from the date of commissioning. Annual On-Site Comprehensive Maintenance Cost is to be indicated separately for extension after third year if necessary.
- iv. The Project should be completed within 1 months from the date of issue of work order.
- v. 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).
- vi. 85% of total project cost will be paid within 30 days of completion of setting up of Surveillance and CCTV Infrastructure; remaining 15% would be paid in 3 instalments every 12 months after completion of support and maintenance period of 1 year from the date of completion of project (i.e. 5% per instalment).
- vii. The successful bidder will co-ordinate with the other stakeholders / Agencies and MSITS, Manipur for setting up of Surveillance and CCTV Infrastructure.
- viii. The successful bidder will not seek escalation in the rates quoted during the contract period.
- ix. 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.
- x. 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.
- xi. The Quotations will be opened in the presence of the representatives of the bidders who may wish to be present.
- xii. 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 per the tender notice.
- xiii. On completion of the project, implementation agency should submit following document:
 - Completion/Closure report
 - CCTV nodes layout diagram
- xiv. MSITS shall be the custodian of the equipment.

5. Clarifications & Amendments of Scope of Work Document

- i. 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.
- ii. Issuer of the bid as per instruction of the Government of Manipur may for any reason, modify this tender document from time to time.
- iii. 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.
- iv. Clarification may be sought during the pre-bid meeting. Clarifications and corrigendum issued will form a part of the final agreement.

6. Evaluation

a. Technical Proposal Evaluation

Sl. No.	Evaluation Criteria	Required Documents
1	Financial Turnover of the company in any last three financial years (FY 2019-20, 2020-21, 2021-2022) ➤ =>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	

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.

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	

COMPLIANCE SHEET FOR 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 a registered firm/ MSME or registered company under Companies Act	Photo copy of Registration Certificate / Udhog aadhar.
iii.	The bidder should have an experience of at least 3 years as on 31st March' 2022 in IT related projects	Photo copy of Certificate for commencement of business (experience letter/certificate)
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 should have a minimum of turnover of 50 Lakh 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

Date: 2021

Authorised Signatory.

Name :
Designation:
Organisation Seal:

Bill of Quantity

Sl. No.	Item	Quantity
1	4 MP IP CCTV Camera Bullet	58
2	4 MP IP CCTV Camera Dome	17
3	UTP CAT 6 Cable	6750
4	Outdoor Rack	2
5	9 U Rack	6
6	POE Switch 16 PORT	6
7	16 Port NVR	6
8	SFP Module	7
9	3 KVA UPS With Battery	1
10	27 INCH Monitor	6
11	Hard Disk 4TB	8
12	CCTV Camera Installation Charge	75
13	Casing capping & wire laying charge	6750
14	Civil work for camera mounting pole	6
15	Camera Mounting Pole	6

Financial Bid Format

Sl. No.	Item	Quantity	Unit Rate	Total
1	4 MP IP CCTV Camera Bullet	58		
2	4 MP IP CCTV Camera Dome	17		
3	UTP CAT 6 Cable	6750		
4	Outdoor Rack	2		
5	9 U Rack	6		
6	POE Switch 16 PORT	6		
7	16 Port NVR	6		
8	SFP Module	7		
9	3 KVA UPS With Battery	1		
10	27 INCH Monitor	6		
11	Hard Disk 4TB	8		
12	CCTV Camera Installation Charge	75		
13	Casing capping & wire laying charge	6750		
14	Civil work for camera mounting pole	6		
15	Camera Mounting Pole	6		

SL. No	Description	Amount in INR
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 (excluding GST)	
F	18% GST on O&M Cost	
	TOTAL FINANCIAL BID (A+B+C+D+E+F)	
Total Amount in Words:		