

Price Rs.5000/-

No. CCTV/BSEH/18/01



**Board of School Education Haryana, Bhiwani  
Empanelment of Vendors for Live CCTV surveillance system**

**For**

**HTET Exam Dec. – 2018**

To  
Secretary,  
Board of School Education Haryana,  
Bhiwani - 127021  
(Ph.: 01664- 243336 FAX : 01664- 241611)

Signature of bidder with Seal, Stamp and Address

## DOCUMENT CONTROL SHEET

1.	Name of Organization	Board of School Education Haryana, Bhiwani
2.	Scope of work	Providing services for Live CCTV surveillance system in Examination venues on turnkey basis for HTET Exam Nov. 2018.
3.	Tender Type	Open
4.	Tender category	Services
5.	Tender document Download Start Date	23-11-2018
6.	Pre-Bid Meting	27.11.2018 at 11:00 am
7.	Tender document download End Date	05-12-2018 at 06:55 P.M.
8.	Bid validity	One year beyond the closing date of tender
9.	Tender fee (non-refundable and non-adjustable)	Rs.5,000/- to be deposit in to Board Account  Account Name: Secretary, Board of School Education, Haryana IFSC Code: HDFC0000479 Account Number: 04791450000663 Through RTGS.
10	Earnest money deposit (EMD)	Rs.2,00,000/- to be deposit in to Board Account  Account Name: Secretary, Board of School Education, Haryana IFSC Code: HDFC0000479 Account Number: 04791450000663 Through RTGS.
11	Last date and time for submission of Bids	05-12-2018 at at 06:55 P.M.
12	Date and time of opening of technical bids	06-12-2018 at 10:00 A.M.
13	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
14	Address for communication	Assistant Secretary, (Conduct Branch) Board of School Education Haryana, Bhiwani
15	Period of completion of work	As per Terms & Conditions of tender & Award letter.
16	Validity of contract/rates	Up to 1 year from date of award & can be extended for Two years on satisfactory performance on same terms & conditions.

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## **A. INSTRUCTION TO THE BIDDERS**

- 1) Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
- 3) Bidders should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on BSEH website [www.bseh.org.in](http://www.bseh.org.in) & [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in)

**BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**  
(An ISO Certified Organization)

**NOTICE INVITING TENDER**

Secretary on behalf of Board of School Education Haryana, Bhiwani invites sealed tenders under two bid systems (Technical & Financial) from the reputed, Firms /Companies/Agencies/Societies having adequate infrastructure and Experience of handling the works of **Providing services for Live CCTV surveillance system in Examination venues and Board Control Room on turnkey basis for various Examinations conducted by the Board Including HTET Exam. The exam will be conducted on 05-01-2019 & 06-01-2019 in two days (one Shift in first day and Two shifts in second day) and No of centers approximately 600.**The Tender Document will available on [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in) & Board's Website [www.bseh.org.in](http://www.bseh.org.in) downloaded from the Board website for viewing from 23-11-2018 and last date for submission of bid documents is 05-12-2018. Any amendment /correction in the Tender Document will be done by the Board Authority through [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in) & [www.bseh.org.in](http://www.bseh.org.in) . Prospective bidders are requested to regularly visit/check the Board's Website. The cost of bid document is 5000/- and EMD of Rs. 2,00,000 Lakh to be deposited in Board's Account Number 04791450000663 of HDFC Bank through RTGS (Real Time Gross Settlement) and the proof of deposited slip should be enclosed/upload with the tender document. Completely filled-up Bid Document must be submitted only online to Secretary, Board of School Education Haryana, Bhiwani through [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in). The Technical Bids shall be opened on 06-12-2018 at 10:00 A.M. by the committee authorized by the Secretary for this purpose in the Board's Committee Room in the presence of the bidder who wish to remain present. The Financial Bids for the bidder whose Technical Bids found complete and confirm the eligibility criteria, shall be opened on 06-12-2018 at 03:00 P.M. No tender by Fax/E-mail will be entertained. Conditional tender will not be accepted. Incomplete bids shall be similarly rejected. The competent authority of the Board reserves the right to accept or to reject any or all bids without assigning any reason. These bidders who have submitted their earlier with EMD do not have to submit their EMD again.

**SECRETARY**

**C. TENDER FEE AND EARNEST MONEY DEPOSIT**

- 1) The tender fee (non-refundable and non-adjustable) of Rs. 5000/- is to be deposit into Board's Bank Account Number 04791450000663, IFSC Code HDFC0000479 through RTGS.
- 2) Earnest money deposit (EMD) of Rs. 2,00,000/- only (Rupees Two Lakh Only) is to be deposit into Board's Bank Account Number 04791450000663, IFSC Code HDFC0000479 through RTGS.
- 3) Bids without tender fee and/or EMD shall be rejected.
- 4) In the case of those Bidders who fail to qualify the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded to them without any interest within one month from date of finalization of technical bids.

### **PERFORMANCE SECURITY DEPOSIT/ BANK GUARANTEE**

The successful bidder shall submit an unconditional and irrevocable performance demand Draft/Bank guarantee in the favour of “Secretary, BSEH, Bhiwani” of an amount equivalent to 10% of contract value valid for 90 days beyond the date of completion of Contract from any scheduled commercial bank located in India at his own expense within 7 working days from the date of issue of Work Order of the Contract failing which the work order stands cancelled and EMD shall be forfeited.

## **D. DETAIL SCOPE OF WORK:**

1. Secretary, BSEH proposes to invite Technical and Financial Bids from the authorized Service Provider(s) to install, commission and operationalize the required Number of CCTV for close observation of activities of candidates Live & their recording in the Examination Centres on the day of examination, as per the requirement:

- I. The installation of CCTV should be made at least one day in advance from the scheduled date of examination and or in such a way that the CCTV are required to be functional for one hours before the scheduled time of commencement of the examination and ½ hour after the completion of the examination.
- II. To organize and provide required manpower to install the CCTV devices at the Centers.
- III. In case of Live CCTV surveillance, Cameras should be connected to internet and Control room need to be setup at BSEH.
- IV. To provide uninterrupted service of CCTV along with back-up of CCTV and ensure proper working of CCTV during the conduct of examination.
- V. During the period of examination, CCTV facility shall not be interrupted due to any technical fault, etc., and the Agency shall take due care of functioning of CCTV with adequate backup of CCTV during the conduct of written examination and as per the time period mentioned in the Work Order of respective assignments.
- VI. The bidder is required to submit complete recording Level wise/ District wise of the entire examination duration within 20 days of successful completion of the examination on Hard Disk.
- VII. Power backup and other arrangements on every center would be done by the bidder.
- VIII. The hardware required for the job shall be procured and maintained by the service provider and Training/ sensitization of staff deployed at the examination Centres shall be imparted by the service provider.
- IX. The liability of the board will only be limited up to payment of the rental/Lease value of the cameras/ hardware provided and which includes connected service of the job,
- X. Dash board/video wall for showing complete details like working cameras, non working and filters (District, Centre, Room No.) for Images in control room Bhiwani. The Provision should be also made at district level for district administration if needed/ desired by the board administration.
- XI. Internet, Power backup and other arrangements on every center would be in the scope of bidder.

The above scope of work also includes the following in addition to above:

- The bidder will have to ensure that the CCTV Wired Cameras work properly, during the entire duration of the examination in the Centres or as ordered.
- The bidder will have to install minimum 2 megapixel CCTV camera in the Centre.

## **2. The Bidder should satisfy the following criteria:**

- (i) Firm or organization, whether partnership or proprietorship or Limited Company must be clearly mentioned in the tender. If partnership firm, the names & addresses of the



partners and if Limited Co., the names and addresses of the Directors and Registration Number may be expressly stated.

- (ii) Copies of Registration certificate of GST / Pan Card must also be enclosed. Tax at source will be deducted at the rate applicable at the time of payment.
- (iii) Bidder should have executed at least one order of installation of CCTV Cameras on rental basis in minimum 100 Examination Centers in the Government Organization/ Public Service Commission/Education Board/Universities.
- (iv) The bidder should not have been debarred/ blacklisted by any Organization/ Board/ Council/ University/ Commission and any other Government/ Government undertaking organization in the last five years

### **3. Documents:**

- i) Documentary evidence in support duly certified by Authorized Signatory. The required completion certificate of above mentioned eligibility criteria must be enclosed.
- ii) Copy of registered partnership deed in case the firm is in partnership/ Copy of shop Establishment certificate in case of Proprietorship and Memorandum of articles in case the firm is Private Limited / Public Limited Company along with copy of registration.
- iii) The bidder has to undertake that the firm/individual State has not been blacklist from participation in tender anywhere in Central/state govt. Depts. /Central Govt. PSUs /Consumer Society approved by Central Govt.
- iv) PAN Card, TIN No. & Bank Account no: & a copy of Registration of GST
- v) Successful Completion Certificate of project.

### **4. Validity:**

- i) Validity of This Tender will be for one year only.

## **E. TERMS AND CONDITIONS**

1. The technical bid shall contain the documents specified or claimed by the bidder fulfilling the Eligibility and should be signed by the bidders failing which the bid will be summarily rejected.
2. The rates so quoted should be exclusive of all taxes.
3. The examination centers are all over Haryana . The Board may add/remove city of examination which will be informed to bidder well in time.
4. The Board reserves the right to restrict and deny the entry to any staff member of the bidder, if so deemed appropriate by it, in examination centre.
5. The bidder will ensure that the staff engaged are disciplined and maintain full decorum of the office.
6. The successful bidder shall make arrangement for check-up of the CCTV at his own cost and shall keep all the machines in perfect working condition at all time, so as to ensure smooth running of work. In case of failure of any of the CCTV, the bidder shall have to make alternative arrangement immediately so that the work does not suffer.
7. The CCTV surveillance should have Power backup for continuous working.
8. Continuance of the contract and payment of the work done shall be subject to satisfactory performance and fulfilling of all the terms and conditions of the contract duly certified by concerned officer/ in-charge. The contract may be cancelled at any time without assigning any reason for the same. The decision of the Chairman, BSEH in this regard shall be final and binding.
9. Time is the essence of the contract and the bidder shall adhere to the time schedule as prescribed by the BSEH for execution of the work.
10. If it is found at any time that the CCTV is not functioning in accordance with the agreed terms and conditions, the BSEH shall be entitled to withhold all payment of the bidder and forfeit the Bank Guarantee.
11. The bidder will ensure that the space provided to it by the BSEH is not misused in any manner.
12. An appropriate agreement will be executed by the successful bidder with the Board, on the agreed terms and conditions. The Board will deal with the successful bidder directly.

13. The Board, in its discretion, reserves the right to reject or accept any bid without assigning any reason thereof.
14. If work gets stopped due to fault of the bidder, then penalty shall be levied for such stoppage at such rate as given in penalty clause.
15. The service provider is advised to visit all the Centers well in advance of the examination date to get acquainted with the available facilities at the center.
16. The Bidder's turnover in last three financial years on an average one Crores in each year (Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant), etc i.e (2015-16, 2016-17 and 2017-18). The bids with annual turnover less than prescribed limit will not be considered for evaluation process and would be rejected without assigning any reason.
17. Wired Camera's be installed as Jammer Services will be in center.
18. Software must display the images at once with filters district/centre wise/room no.
19. Performance bank guarantee needs to be submitted by successful bidder before signing of agreement between Board and successful bidder.

## **NEGOTIATION**

Negotiation will be done as per Govt. Instructions.

## **G. PENALTY CLAUSE**

- 1 The time schedule has to be strictly adhered as the examination related work is highly time bound. In case of failure at the Centre on the part of the agency or on part of equipment's failures, it shall be liable to pay penalty @ Rs. 2000/- Per Camera per shift along with Camera Payment in case camera recording is missing.
- 2 In case if the Board is of the view that the work has not been satisfactorily and professionally performed by the bidder, the Board shall in addition to forfeiture of performance security and EMD shall be entitled to terminate the agreement without giving any notice.
- 3 If a dispute arises out of or in connection with this contract, decision of the Board Chairman shall be final and binding. All disputes in this connection will settled in jurisdiction of Bhiwani Court.
- 4 The Board also reserves the right to cancel/modify / relax any of the terms & conditions of the tender by declaring / publishing such amendments in a manner that all prospective vendors / parties to be kept informed about it.

## **H. PAYMENT CLAUSE**

- a) The payment shall be in Indian Rupees and shall be paid only as per term & condition of payment.
- b) 60% payment will be made after receipt of Performa report by centre supdt./Invoice/bill/backup of data on hard disk as desired by board.
- c) Data backup with real time and date of centers showing will be given on hard disk with software to see at once the video.
- d) 40% Payment will be made after checking of data as per directions of the authorities.
- e) All Payment shall be subject to deduction of applicable TDS.

## **I. BID OPENING PROCESS**

- 1) Technical bids of only those bidders, whose Tender Fee and EMD instruments are found to be in order, will be opened on the date and time of opening of Technical Bid in the presence of the representatives of the bidders who chose to remain present at Board Office.
- 2) The financial Bids of only those Bidders short listed from the Technical Bids will be opened in the presence of their representatives on a specified date and time, to be intimated to the eligible Bidders.
- 3) No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid whether technical and financial, till final decision in this regard conveyed to the successful bidder(s). However, Committee of the Board or office can make any enquiry / seek clarification from the bidder, which the bidders must furnish within the stipulated time or else the bid would be evaluated on the basis of papers/ documents submitted by the Bidder. No separate representation would be entertained in this regard by the Board.

## TECHNICAL BID

<b>1.</b>	<b>Name and address of the Firm / Company with contact details :-</b>			
	Telephone/Mobile:	Fax :-	Email:	
	<b>Contact details of the Person authorized to make communication with BSEH</b>			
	Name			
	Designation			
	Phone/Mobile No.			
	Fax NO.			
E-Mail ID				
<b>2.</b>	<b>Company /Firm Details</b>			
	Type of Company (PSU, Pub. Ltd /Pvt. Ltd/ LLP/ Proprietorship/ any other)			
	Company / Firm Registration No. & Date OF registration			
	Year of incorporation / establishment			
	PAN No. (Copy to be enclosed)			
	GST Registration (Copy to be enclosed)			
<b>3.</b>	<b>Financial Information</b>			
	<b>Balance Sheet</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
a.	Gross annual turnover			
b.	Profit/loss			
<b>4.</b>	<b>Proposed (tentative) manpower to be deployed by the bidder</b>			
<b>5.</b>	<b>Quantity of CCTV available with the agency</b>	<b>Ownership basis</b>	<b>Rental basis</b>	
<b>6.</b>	<b>Project / work completed</b>	<b>Work 1</b>	<b>Work 2</b>	<b>Work 3</b>
	a.	Name of Project / work		
b.	Name Of Client			
c.	Years of Execution of the Project			
d.	Project Value			
e.	Remarks, if any			

## **7. Detail of Tender Fee and Earnest Money Deposit (Scanned Copy Attached)**

**Note: Following must be attached with technical bid**

1. Copy of PAN Card of the Firm
2. Copy of Certificate of GST Registration No.
3. Copy of Balance sheet of 2015-16, 2016-17 and 2017-18
4. All documents to support technical eligibility must be enclosed duly certified by Authorized signatory.
5. Any other certificate as per Technical Requirement mentioned above.
6. Successful Completion certificate of project.

**FINANCIAL BID**

The Financial Bid should be submitted as per the following format:

For providing services for Live CCTV surveillance system in various Examination venues on turnkey basis for various Examinations conducted by the Board.

**Detail of the rate Quoted**

<b>Si. No.</b>	<b>Description</b>	<b>Rates Per Camera Per (2 Cameras)</b>	<b>Rates Per Camera Per (4 Cameras)</b>	<b>Rates Per Camera Per (16 Cameras)</b>
1.	Providing services for LIVE CCTV surveillance system in Examination venues on turnkey basis for Examinations conducted by the Board	.		
2.	Per Shift			
3.	Per Day			
4.	Per Month			

**Note**

- I. Rate should be quoted as Exclusive of Service Tax.
- II. Service Tax/ GST will be applicable as per Central / State Govt. rules / regulations.
- III. Above rates include travelling, lodging, fooding etc.
- IV. Power back will be Service provider responsibility.



**FORWARDING LETTER (SELF DECLARATION FORM)**

(To be submitted on Bidder's letter head)

Date \_\_\_\_\_

To

Secretary,  
Board of School Education Haryana,  
Hansi Raod, Bhiwani-127021.

**Ref:** Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_ Sir,

This is with reference to above mentioned tender for installation of CCTV in examination centres. We hereby submit our proposal along with the necessary documents and we hereby declare that our company is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government /PSU in the country of India.

Further, we agree to abide by all the terms and conditions as mentioned in the tender documents. We have also noted that the Board reserves the right to consider / reject any or all bids without assigning any reason thereof.

Date:

Authorized Signatory:

Name:

Designation:

Place:

Contact No:

Email:

**Company Seal and Signature**