



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

Website: www.bseh.org.in

Email: ascond@bseh.org.in

E-Tender Notice No.- BSEH/Conduct/2023/1/CCTV

Price Rs. 5000/-



Empanelment of Vendors For Providing Services For Live CCTV Surveillance in Sensitive/Super Sensitive Exam Centres (Academic/HOS) Feb./March – 2023

To,
The Secretary,
Board of School Education Haryana,
Bhiwani – 127021 (Haryana)
(Ph : 01664 – 243336, Fax : 01664 - 241611)



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

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 Sensitive/Super Sensitive Centres on rental basis For (Academic/HOS) Feb./March-2023.
3.	Tender Type	Open
4.	Tender category	Services
5.	Tender document Download Start Date	16-02-2023
6.	Pre-Bid Meeting Date	-----
7.	Tender document download End Date	23-02-2023 05:00 PM
8.	Bid validity	One year from the closing date of tender
9.	Tender fee (non-refundable and non-adjustable)	Rs.5,000/- (Five thousand only) to be deposited Online.
10.	Earnest money deposit (EMD)	Rs. 1,50,000/- (One lakh fifty thousand only) to be deposited Online.
11.	Last date and time for submission of Bids	23-02-2023 05:00 PM
12.	Date and time of opening of technical bids	24-02-2023 10:00 AM
13.	Date and time of opening of Financial bids	24-02-2023 02:00 PM
14.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
15.	Address for communication	Assistant Secretary (Conduct Branch) Board of School Education Haryana, Bhiwani Mob.: 9812972603
16.	Period of completion of work	As per Terms & Conditions of tender & Award letter.
17.	Validity of contract/rates	Up to 1 year from date of award of work & can be extended for Two years on satisfactory performance on same terms & conditions.
18.	Total Cost of Tender Approx.	Rs. 70,00,000/-



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

INDEX

S. No.	TOPIC	PAGE NO.
1.	Instruction to Bidders	04
2.	E-Tender notice	05
3.	Tender Fee, Earnest Money Deposit and Performance Security Deposit / Bank Guarantee	06-07
4.	Detail Scope of Work	08-09
5.	Terms and Conditions	10
6.	Negotiation,	11
7.	Penalty Clause	11
8.	Payment Clause	11
9.	Bid Opening Process	12
10.	Technical Bid (Annex. I)	13-14
11.	Financial Bid (Annex. II)	15
12.	Forwarding Letter	16
13.	Check List of the required documents	17



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

A. INSTRUCTION TO THE BIDDERS

- a) Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Bid Document submitted only online to Secretary, Board of School Education Haryana, Bhiwani.
- b) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
- c) 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 & www.etenders.hry.nic.in



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

B. E-TENDER NOTICE:-

NOTICE INVITING E-TENDER

Secretary on behalf of Board of School Education Haryana, Bhiwani invites E-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 sensitive/super sensitive centres and set-up control rooms in addition to one control room be set up in Board's office on rental basis for (Academic/HOS) Exam Feb./March-2023. The Exam will be started in the month of February in various centers at district/Sub. Division/Tehsil/Sub-Tehsil/Villages level across the State.** The tender document will be available on www.etenders.hry.nic.in & Board's Website www.bseh.org.in downloaded from the Board website for viewing from 16-02-2023 and last date for submission of bid documents is 23-02-2023 at 05:00 PM. Any amendment /correction in the tender document will be done by the board authority through www.etenders.hry.nic.in & www.bseh.org.in. Prospective bidders are requested to visit/check the Board's Website regularly. The cost of bid document is 5000/- (Five Thousand Only) and EMD of Rs. 1,50,000/- (One lac fifty thousand Only) to be deposited and the proof of deposited slip should be enclosed/uploaded 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. The technical bids shall be opened on 24-02-2023 at 10.00 AM 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 appropriate and complete the eligibility criteria, shall be opened on 24-02-2023 at 02:00 PM. 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.

SECRETARY



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

C. TENDER FEE AND EARNEST MONEY DEPOSIT

- a) The tender fee (non-refundable and non-adjustable) of Rs. 5000/- (Five Thousand Only) is to be deposited Online.
- b) Earnest money deposit (EMD) of Rs. 1,50,000/- only (Rupees One Lakh Fifty Thousand Only) is to be deposited Online.
- c) Bids without tender fee and EMD shall be rejected.
- d) In the case of those Bidders who fail to fulfill the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded.



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

PERFORMANCE SECURITY DEPOSIT/BANK GUARANTEE

The successful bidder shall submit an unconditional and irrevocable performance security in shape of demand Draft/RTGS 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 within 07 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. EMD will be adjusted against performance security.



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

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 Students, Supervisor & other Staff Live & their recording in the Exam Centres on the day of Exam, as per the requirement:
 - a) The installation of CCTV should be made at least one day in advance from the scheduled date of Exam and or in such a way that the CCTV are required to be functional for Half Hours before the scheduled time of commencement of the Exam. The time of Exam on working day is Tentative number of Exam in various 13 days. This may vary as per practical situation.
 - b) Tentative numbers of Exam Centres are approximately 125 across the State at Head Quarters of District/Sub-division/Tehsil/Sub-Tehsil/Village. Numbers of approx. 14 cameras are to be installed at each Exam centre. The number of Exam centres or number of cameras at each centre may increase/decrease as per actual physical condition of the Exam Centres.
 - c) To organize and provide required manpower to install the CCTV devices at the centers.
 - d) Live CCTV surveillance, Cameras should be connected to internet and Control room should be setup at BSEH and one person of firm present at control room during whole process.
 - e) To provide uninterrupted service of CCTV along with back-up of CCTV and ensure proper working of CCTV during the Exam. The back-up is to be provided Centre-wise and Date-wise folder data in hard disk for each Exam centre after completion of Exam.
 - f) During the period of Exam, 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 Exam and as per the time period mentioned in the Work Order of respective assignments.
 - g) The bidder is required to submit complete recording of the entire Exam duration within 10 days of successful completion of the Exam.
 - h) Power backup and other arrangements on every center would be done by the bidder.
 - i) The hardware required for the job shall be procured and maintained by the service provider and training/ sensitization of staff deployed at the Exam Centres shall be imparted by the service provider.
 - j) 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, Computer/ Laptop and manpower will be provided by vendor in main control room, Bhiwani including required lease line of internet for end-to-end working.



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

- k) Internet, power backup and other arrangements on every center would be in the scope of bidder.
- l) The bidder will have to ensure that the CCTV provided should work properly, during the entire duration of the Exam in the centers or as ordered.
- m) The bidder will have to install **2 megapixel** CCTV cameras in the Centre.
- n) 10 LED (43 inch.) per district 02 LED with sufficient men power at main control room, Bhiwani. No extra payment will be made for this.
- o) Bidder will give live demo one day before the exam.

2. The Bidder should satisfy the following criteria:

- a) The Company must have an ISO 9001-2015 OR ISO 27001-2013 Certification. (Copy of valid certificate must be attached.)
- b) 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 must be expressly stated.
- c) 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.
- d) Bidder should have at least three years experience of Installation of CCTV Camera on turnkey basis during past 3 years i.e. 2019-20, 2020-21 and 2021-22. Bidder must furnish declaration on his Letter Head regarding this. In addition bidder must submit one satisfactory work completion certificate issued by any Central/State Government Departments/PSU/University/Education Board during past 3 years i.e. 2019-20, 2020-21 and 2021-22
- e) The bidder should not have been debarred/blacklisted by any Organization/Education Board/ Council/University/Commission and any other Government/Government undertaking organization in the last five years
- f) The Bidder's average turnover in last three financial years should be 2 Crore in 3 years (Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant), etc. i.e. (2019-20, 2020-21 and 2021-22). (Total six Crore in 3 years)
- g) Bidder should have executed at least one order of installation of Live CCTV Cameras in 200 examination centres/2000 cameras in a single day on rental basis/work of similar nature during last five years in Government Organization/ Public Service Commission/SSC/ Education Board/ Universities.
- h) The Bidder Firm must have registered Head Office in Haryana only.

3. Documents:

- a) Documentary evidence in support duly certified by Authorized Signatory.
- b) 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.



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

- c) The bidder has to undertake that the firm/individual State has not been blacklist from participation in tender anywhere in Central/state govt. Deptts. /Central Govt. PSUs /Consumer society approved by Central Govt/Education Board & University. (Rs. 100/- Stamp Paper).
- d) PAN Card, Registration No., Bank Account no.& a copy of Registration of GST.

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 exam centres are all over Haryana. The Board may add/remove city of exam centres 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 exam 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 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 forfeited the EMD and Performance Security and levy penalty also as per provisions of this document.
11. The bidder will ensure that the space provided to it by the BSEH is not misused in any manner.



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

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 and no sub-contract/agent/consultant etc. should be allowed.
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. If the examination is postponed for any reason, then in such situation if the information is given within 48 hours from the beginning of the examination then 20% amount will be paid. If notice is given before 48 hours no payment will be made.
16. Data backup with real time and date of centre's showing will be given on hard disk with software to see at once the video.
17. Due to examination being very important, keeping in mind the quality of the firm in order to maintain its eligibility, sanctity and confidentiality, work can be allotted to any firm by the board authority.
18. It has been decided in the BOD meeting held on 26.08.2022 that the tender's of those firms may not be considered in future whose dispute are going on against Board or any other Offices.
19. Board will not take responsibility for safety of CCTV cameras and other equipment installed by the vendor in examination centres. Vendor himself/itself will be responsible for safety of cameras and other devices installed at examination centres against theft or any damage.



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

F. NEGOTIATION

- Negotiation will be done as per State Govt. Instructions.

G. PENALTY CLAUSE

1. The time schedule has to be strictly adhered as the Exam 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. 500/- per camera per day along with camera payment. In case a camera is missing/ not functioning payment for that particular camera will not be made and a penalty @ Rs. 500/- per camera shall be levied in addition to this.
2. If any camera full recording not found in data supplied to Board, deduction will be as under-
01 minute to 45 minutes- Rs. 125 only.
46 minute to 90 minutes- Rs. 250 only.
Above 90 minutes- Rs. 500 & original payment per camera quoted by the vender will not be given.
3. If agreement and performance security is not deposited by successful bidder in the scheduled time then penalty of @ Rs. 1000/- per day will be imposed.
4. 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, be entitled to terminate the agreement without giving any notice.
5. If a dispute arises out of or in connection with this contract, decision of the Board's Chairman shall be final and binding. All disputes in this connection will be settled in jurisdiction of Bhiwani Court.
6. 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 are kept informed about it.
7. If backup of data is not submitted in scheduled time then penalty will be imposed @ Rs. 5000/- per day.

G. 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 within 45 days after submission of required bills/Performa's and other documents desired by the Board.
- c) 40% payment will be made after decision of authorities for checking of random data percentage.
- d) All Payment shall be subject to deduction of applicable TDS.



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

H. BID OPENING PROCESS

- 1) Technical bids of only those bidders, whose tender fee and EMD 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 wish 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 Exam 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.



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

ANNEXURE - I

TECHNICAL BID

1.	Name and address of the Firm/Company with contact details :-			
	Telephone/Mobile:	Fax :-	Email:	
	Contact details of the Person authorized to make communication with BSEH			
	Name			
	Designation			
	Phone/Mobile No.			
	E-Mail ID			
2.	Company/Firm Details			
	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)			
	An ISO 9001-2015 Or 27001-2013 Certificate (Copy to be enclosed)			
3.	Financial Information			
	Balance Sheet	2019-20	2020-21	2021-22
a.	Gross annual turnover			
4.	Proposed (tentative) manpower to be deployed by the bidder			
5.	Quantity of CCTV available with the agency	Ownership basis	Rental basis	
6.	Project/work completed	Work 1	Work 2	Work 3
a.	Name of Project/work			
b.	Name Of client			
c.	Years of execution of the project			
d.	Project value			
e.	Remarks, if any			



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

7. Note: Following must be attached with technical bid

1. Detail of tender fee and earnest money deposit (Scanned copy attached).
2. Copy of PAN Card of the firm.
3. Copy of certificate of GST Registration No.
4. Copy of balance sheet of 2019-20, 20-21 & 2021-22.
5. All documents to support technical eligibility must be enclosed duly certified by authorized signatory.
6. Any other certificate as per technical requirement mentioned above.
7. An ISO 9001-2015 Or 27001-2013 Certificate.
8. Bidder should have three years experience of installation of CCTV camera on turnkey basis during past 03 years i.e. 2019-20, 2020-21 and. 2021-22.
9. Bidder must submit one satisfactory work completion certificate issued by any central/state government departments/PSU/University/Education Board during past three years i.e. 2019-20, 2020-21 and. 2021-22.
10. Copy of affidavit blacklisted/debarred



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

ANNEXURE - II

FINANCIAL BID

The financial bid should be submitted as per the following format:

To provide services of Live CCTV surveillance system on rental basis at various exam centres established by board.

Detail of the rate quoted

Description	Online Rates Per Camera Per Day	Offline Rates Per Camera Per Day
Providing services for CCTV surveillance system in Secondary/Sr. Secondary (Academic/HOS) Exam Centres Feb./March-2023 on rental basis for entire duration of Exam as per date sheet (Time- 12:00 Noon to 4:00 PM)		

Note

- I. Rate should be quoted exclusive of all Taxes.
- II. GST will be applicable as per Central/State Govt. rules/regulations.
- III. Above rates include travelling, lodging, fooding etc.
- IV. Power back-up will be service provider responsibility.
- V. L-1 will be decided only on Online rates.



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

FORWARDING LETTER (SELF DECLARATION FORM)

(To be submitted on Bidder's letter head)

Date _____

To

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

Ref: Tender Notice No. _____ dated _____

Sir,

This is with reference to above mentioned tender for installation of CCTV in Exam 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/Board & University 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



Board of School Education Haryana, Bhiwani

(An ISO : 9001-2015 Certified Organization)

Check List of the Required Documents

Sr. No.	Name of the Document	Page No.
1	Proof of deposited slip should be enclosed/upload with the tender document of tender fee Rs. 5,000/-	
2	Proof of deposited slip should be enclosed/upload with the tender document of EMD Rs. 1,50,000/-	
3	Undertaking of the bidder as per Section-2 on 100/- stamp paper	
4	Scanned copy of Certificates of satisfactory completion/execution of the job work allotted to the firm in the last three years.	
5	The Bidder's turnover in last three financial years should be Aggregate 2 Crore each year (Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant), etc. i.e. (2019-20, 2020-21 and 2021-22).	
6	Registration certificate of the firm.	
7	GST Number & PAN Number	
8	Affidavit blacklisted/debarred	
9	An ISO 9001-2015 Or 27001-2013 Certificate.	