

**SCHOOL OF OPEN LEARNING
(CAMPUS OF OPEN LEARNING)
UNIVERSITY OF DELHI
DELHI – 110007**



TENDER DOCUMENT

**Sub: Comprehensive Annual Maintenance Contract for CC TV Cameras installed at
School of Open Learning – North & South Study Centre**

Date of issue of Tender Document	07/12/2018 from 03.00 p.m.
Last Date & Time for submission of tender document	27/12/2018 up to 3.00 p.m.
Date & Time for opening of tender document	28/12/2018 at 3.00 p.m.
Date of Opening of Technical Bids	28/12/2018 at 3.00 p.m.

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SECTION- I

SCHOOL OF OPEN LEARNING
UNIVERSITY OF DELHI

General Section

Room No: 206, 2nd Floor, Old Administrative Block,
SOL, University of Delhi, Delhi-110007
Tel- 011-27008349/50
Email: generalsection1234@gmail.com.

E- TENDER NOTICE

Executive Director (ED), School of Open Learning, University of Delhi invites online tender under **Two Bids System** (Technical and Financial) for CAMC of 57 indoor and outdoor cameras installed at North & South Study Centre at SOL.

Item	Details / Date
EMD	Rs.5,000/-
Bid Document Download Start Date	07/12/2018 from 03.00 p.m.
Bid Submission Start Date	07/12/2018 from 05.00 p.m.
Bid Submission End Date	27/12/2018 up to 3.00 p.m.
Bid Opening Date	27/12/2018 at 3.00 p.m.

Notes:

- (i) All details regarding the subject tender are available on our websites www.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
- (ii) **Manual bids shall not be accepted.**
- (iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
- (iv) EMD should be in the form of Account Payee Draft in favour of Executive director, SOL, University of Delhi, & should reach the Asstt. Registrar General, **Room No: 206, 2nd Floor, SOL, University of Delhi, Delhi-110007, on or** before the last date and time of bid submission, failing which offer will be liable for rejection. Bidders, however, have to attach scanned copy of EMD along with their other document. Bidders registered with MSME are exempted from submission of EMD subject to furnishing of registration certificate. Bidders may also contact toll free No. 18002337315 of Central Public Procurement Portal for obtaining guidance to fill online tender.
- (v) Clarifications/ queries, if any, can be addressed to the A.R. General on telephone no. 011-27008349/81.

ASSISTANT REGISTRAR General

SECTION - II

Scope of Work

The Comprehensive AMC is on “as is where is basis” and will include

1. Maintenance of all the CCTV cameras installed in the SOL (North & South), their fixing stands, weatherproofing arrangements for the cameras, video server, media converter and its power supply arrangement.
2. Maintenance of cable connectivity between cameras located at different locations shall include maintenance of cable, termination device, fixing rack, network device/ network cable etc. and their power supply arrangements at the camera end and also includes maintenance of media converter, termination device, network switches etc. and their power supply arrangement.
3. Maintenance will include repairs, replacement of defective components with the new one to ensure trouble free and efficient service of equipment during the contract period. Any problem arising due to hardware defect, software problem will be covered in the maintenance. In case, an equipment or part thereof is taken for repair, responsibility of corruption in the back-up data will be borne by the firm. Losses if any will be compensated by the firm.
4. Preventive maintenance of all items which will include cleaning of all the equipments, checking individual and complete performance of the equipments of the CCTV system.
5. Preventive maintenance will include monitoring the conditions in which the hardware is working and forewarning the in-charge of any factors detrimental to the satisfactory functioning of the hardware.
6. The responsibility of backup and retrieval of data during maintenance and service of the equipment will be with the firm.
7. The firm shall consider the CCTV system and equipments along with it such as the monitors, PC, network device, power supply arrangement, recording devices, servers etc. as a whole and ensure proper working of all the equipment for ensuring effective functioning of the functioning of the CCTV system.
8. This will also include the troubleshooting of any network issues arising in the CCTV network.
9. **For regular and proper maintenance of the equipments, the vendor will depute at least one qualified engineer/ technician,** with experience of at least two years in the field, to SOL (North & South) on working days throughout the contract period. The engineer should have sufficient and requisite knowledge of maintenance and trouble shooting of the CCTV system.
10. Maintenance of the CCTV system includes supply & replacement of parts of same or higher configurations. In case of non-functionality of an item due to non-consumable item, the expenditure of replacement will be borne by the vendor in totality. SOL will not make any payment other than the AMC price mentioned in

its clause.

11. Periodical preventive maintenance will be made once every fortnight by the firm and this is to be recorded in the service register.
12. a) The maintenance work shall normally be done during working hours of the SOL. However, in case of emergency, maintenance will have to be done beyond office hours and even on holidays with prior arrangement through proper communication with the respective computer in-charge.

b) The maintenance work shall be carried out, primarily, at the SOL premises. In case the firm feels that equipment cannot be repaired at site, they will carry and deliver the equipment at their own cost and get it repaired promptly within the response time agreed upon in the AMC.
14. The system down time should not exceed 24 hours from the time at which the complaint was made. If the down time is more than 24 hours, the firm will provide a standby system. In case the system is not repaired or an alternate system is not provided within 24 hours from the time of failure report, then the SOL may choose to levy a penalty of Rs.100/- per camera per day till the same is repaired or replaced.
15. The service engineer will be allowed to handle the respective equipment only with permission of the officer in-charge of CCTV systems.
16. The firm would be required to maintain a call/ service register, both at his end and at the SOL (North & South) along with the call report, giving details of the maintenance work done and the down time of the equipment. This register is to be shown to the caretaker and signed by the person in charge of the equipment every fortnight. The register will have the following details:
 - a) Name of the Equipment
 - b) Date of periodical maintenance
 - c) Due date of the next periodical maintenance
 - d) Nature of defect noticed
 - e) Details of the repair work done with date.
 - f) Name of the service engineer
 - g) Name of the office in-charge from the SOL with signature and office seal

SECTION III

General Terms & Conditions

A. GENERAL

2.1 General Terms of Bidding

- a) The bid should be submitted in the format exactly as per Appendix A-1 and Appendix A-2. The amount should be indicated in words and figures clearly in Appendix A-2.
- b) Bidders shall bear all costs associated with the preparation and submission of bid. SOL shall not in any case be responsible or liable for these costs.
- c) The bidders are advised to visit SOL (North & South) campus areas to assess the quantum of work involved and see the present condition of equipments before submitting the tender on any working day between 10 A.M to 5 P.M after taking permission from concerned Assistant Registrar. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved.

2.2 Eligible Tenderers

- a) The bidder should have a minimum turnover of Rs.2 lakh per annum for the last 3 financial years ending March 2017. Supporting document from statutory CA should be uploaded.
- b) The bidder must have experience of having successfully completed similar works of a minimum value of Rs. 1.5 lakh during last 3 years ending 31st March 2017 in Central Government/ State Government / Departments / PSUs / Autonomous Bodies / Colleges.
- c) Experience certificate as per para (b) above, award letters and performance certificate for the last three years ending March, 2017 should be uploaded.
- d) The bidder should be located in Delhi/NCR.
- e) The bidder should have PAN, GST No.
- f) The bidder should not have been black listed by Government Department / PSUs / Autonomous Bodies.

2.3 Verification and disqualification

- a) SOL reserves the right to verify all statements, information and documents submitted by the bidder.
- b) SOL reserves the right to reject any bid and appropriate EMD if, at any time, a material misrepresentation is made or uncovered.

2.4 Clarification

A prospective bidder requiring any clarification on the Tender Document may notify the SOL in writing to mailing address indicated below. Such requests for clarifications should be sent not later than ten days prior to original or extended deadline for submission of the bids. Explanation of the query but without identifying the source of the inquiry will be uploaded on to CPP Portal <http://eprocure.gov.in/eprocure/app> for the benefit of all the prospective bidders five days prior to original or extended deadline for submission of Bids.

Mailing Address:

<p style="text-align: center;">Attention: Assistant Registrar (General) Room No. 206, School of Open Learning 5-Cavalry Lane, University of Delhi, Delhi-110007</p>
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2.5 Amendment of Tender Document

At any time prior to the deadline for submission of bids, the SOL may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by amendment. The amendment will be uploaded on CPP Portal <http://eprocure.gov.in/eprocure/app> for the benefit of all the prospective bidders.

B. PREPARATION AND SUBMISSION OF BIDS

2.6 Format and signing of Bids

- a) The bidders shall provide all the information sought under this Tender Document. SOL will evaluate only those bids that are received on-line in the required formats and complete in all respects; and EMD received in hard copy.
- b) The tender should be digitally signed on each page by the authorized signatory of the bidder.

2.7 Documents Comprising Technical and Financial Bid

The bidder shall submit the Technical and Financial Bid online through CPP Portal <http://eprocure.gov.in/eprocure/app> comprising of the following documents as appropriate.

TECHNICAL BID- Appendix A-1 digitally signed
Appendix: A-1

- i. Scanned copy of EMD.
- ii. Scanned copy of award order along with performance reports during last three years ending March, 2017 from Government

Departments / PSUs and Autonomous Bodies.

- iii. Scanned copy of PAN CARD.
- iv. Scanned copy of Annual turnover of Rs. 2 lac per annum for the last three years ending March 2017 duly certified by Chartered Accountant.
- v. Scanned copies of declaration of non-blacklisting.
- vi. Scanned copy of GST Registration Certificate.
- vii. Scanned copy of Tender Acceptance letters.

FINANCIAL BID

Financial bid format is provided with Appendix-A2 along with this tender document at <https://eprocure.gov.in>. The financial bids are to be uploaded in the CPP Portal. **Bidder shall not tamper/ modify downloaded price bid template in any manner.** In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited.

- i. The rates shall be quoted in Indian Rupee only.
- ii. The rates will be exclusive of GST and any revision in the GST will be the responsibility of the Bidder.
- iii. In case of any discrepancy/ difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
- iv. The bidder shall upload Appendix-A-2 digitally signed

2.8 Bid Due Date

The technical and financial bid shall be submitted on CPP Portal http://eprocure.gov.in/eprocure/app_on_or_before_3.00 p.m. IST/ **27/12/2018** (“the Bid Due Date”).

Rejection of Bids

- a) Not with standing anything contained in this document, the SOL reserves the right to reject any bid and to annul the Bidding Process and reject all bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reason therefore. In the event that the SOL rejects or annuls all the bids, it may, in its discretion, invite all eligible bidders to submit fresh bids hereunder.
- b) The SOL reserves the right not to proceed with the bidding process at any time, without notice or liability, and to reject any Bid without assigning any reasons.

2.11 Validity of Bids

The BIDs shall be valid for a period of not less than 90 (Ninety) days from the Bid Due Date. The validity of Bids may be extended by mutual consent of the respective bidders and the SOL.

2.12 Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the SOL in relation to, or matters arising out of, or concerning the bidding process.

2.13 Correspondence with the bidder

SOL shall not entertain any correspondence with any bidder in relation to acceptance or rejection of any bid.

C. EARNEST MONEY DEPOSIT

2.14 Earnest Money Deposit (EMD)

- a) The bidders shall submit an EMD of Rs. 5,000/- (Rupees five thousand only) in the form of account payee draft /Banker's cheque from any nationalized bank or scheduled commercial bank, in favour of Executive Director, School of Open Learning, University of Delhi valid for 30 days beyond final bid validity period.
- b) The tender with no EMD shall be summarily rejected.
- c) In case of unsuccessful bidder, the EMD will be refunded without interest.

D. EVALUATION OF BIDS

2.15 Tests of responsiveness

- a) Prior to evaluation of Technical Bids, SOL shall determine whether each Technical Bid is responsive to the requirements of this document. A Technical Bid shall be considered responsive only if :
 - i. Bid is received online as per the format at Appendix A.
 - ii. It is accompanied by EMD.
 - iii. It is not non-responsive in terms of this document.

2.16 Opening and evaluation of Financial Bids

- a) SOL shall online open the Financial Bids only of Technically Qualified Bidders on the due date and time.
- b) SOL reserves the right to reject any BID which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the SOL in respect of such BID.

2.17 Determination of rates

SOL has the right to reject any rate it considers un-workable. The financially determined rates will become the approved rates ("Approved Rates").

2.18 Acceptance of Rates

The SOL shall offer the approved rates to the Technically Qualified Bidders for acceptance of the rates. Rates quoted in the tender shall be valid for one year from the date of placement of order. The bidder shall within 7 days of issue of placement of acceptance of order give his acceptance along with Performance security.

2.19 Award of Work

Upon receipt of performance security, SOL shall place order on successful bidder. The contract shall be valid for one year from the date of award of work, which can be extended for one more year on same terms and conditions.

2.20 Signing of Agreement

The successful bidder will have to sign an agreement with SOL on Indian Non-Judicial Stamp paper of Rs.100/-.

2.21 Sub-letting of work

The contractor will not sublet contract to any other party.

SECTION - IV

COMMERCIAL CONDITIONS

3.23 Application

The General conditions shall apply in contracts made by SOL for procurement of Services.

3.24 Performance Security

i) Successful bidder shall furnish performance security to the SOL(Appendix-A-6) for an amount equal to 10% of the value of order within 7 days of placement of acceptance order in the form of bank guarantee drawn in favour of Executive Director, SOL, Delhi, payable at Delhi valid for a period of 14 months.

3.25 Payment

The payment shall be made quarterly on submission of the bills and after satisfactory completion of work and getting report from concerned officials.

3.26 Force Majeure

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an even come to an end or cease to exist, and the decision of the SOL as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

3.27 Termination for Default

3.27.1 The SOL may, without prejudice to any other remedy for breach of contract, may send to the Contractor a notice of its intention to terminate the Contract Agreement in whole or in part, if

i) The Contractor fails to deliver maintenance service or replacement of parts/ defects within the time period(s) specified in the work order or any extension thereof granted by the SOL.

ii) The Contractor does not provide remedy services within the time specified in contract (or such longer period as SOL may authorize in writing) after receipt of the default notice from the SOL.

iii) In the event the Contractor fails to remedy the defaults within the specified period, SOL may terminate the contract in whole or in part and may get the maintenance done upon such terms and in such manner as it deems appropriate. In that event, the contractor shall be liable to the SOL for twenty percent of the estimated cost of maintenance as damages.

b) Termination for Insolvency

If the Contractor becomes bankrupt or otherwise insolvent as declared by the competent court, the SOL may terminate the contract by giving written notice to the printer, without compensation to the contractor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the SOL.

c) Set Off

Any sum of money due and payable to the (including Security Deposit refundable to the contractor) under this contract may be appropriated by the SOL and set off the same against any claim of the SOL for payment of sum of money arising out of this contract or under any other contract made by the contractor with SOL.

d) Arbitration

In the event of any dispute or differences between the Contractor and this office, whether arising during the execution of orders under these terms and conditions or thereafter whether by breach or in manner in regard to:

i) The construction of the terms and condition of the contract,

ii) The respective rights and liabilities of the parties under the contract,
and

iii) Any matter or thing out of or in connection with these terms and conditions then either party shall give notice to the other of the same and such dispute or difference shall be and hereby referred to the arbitration of such person as the Executive Director, SOL, University of Delhi, Delhi may nominate and the decision of such Arbitrator shall be conclusive and binding on the parties hereto. The provisions of Arbitration and Conciliation Act 1996 shall apply.

3.28 Legal Jurisdiction

It is also the condition o this contract that the court which has jurisdiction over Delhi shall have absolute jurisdiction for adjudicating any difference or disputes arising out of this contract to the exclusion of all other courts.

Section -V

Check List of Documents to be Submitted

S. No.	Description	Scanned copies of documents to be uploaded
1.	Name of firm	
2.	Business address of firm	
3.	Tel No. / Mobile No./ e-mail id	
4.	Contact person details (name, designation, contract number etc.) to whom all references shall be made)	Self attested copy
5.	Earnest Money Deposit (EMD	Self attested copy
6	PAN card	Self attested copy
7.	GST Registration certificate	Self attested copy
8.	Copies of award letter along with performance report during last 3 years ending March 2017 from Govt. Deptts./ PSU	Self attested copies
9.	Annual Turnover Proforma	Appendix A-3
10.	Under taking regarding Blacklisting	Appendix A-4
11.	Tender acceptance letter	Appendix A-5

Letter for Technical Bid

(On letter head of the bidder)

To

Dated :

Executive Director,
School of Open Learning
5, Cavalry Lane,
University of Delhi,
Delhi-110007

Sub: Technical Bid to School of Open Learning.

Dear Sir,

With reference to your Tender Document dated, we, having examined the document and understood its contents, hereby submit our Technical Bid for qualification for the aforesaid work. The bid is unconditional and unqualified.

1. We acknowledge that the SCHOOL OF OPEN LEARNING (SOL) will be relying on the information provided in this letter and the documents accompanying it. We certify that all information provided in the letter and in Annexes I and II is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the letter are true copies of their respective originals.
2. This statement is made for the express purpose of qualifying as a bidder for supply of cartridges to SOL.
3. We shall make available to the SOL any additional information it may find necessary.
4. We acknowledge the right of the SOL to reject our Technical Bid, without assigning any reason.
5. We declare that we have not been directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice for this work.
6. We understand that SOL may cancel the bidding process at any time and that SOL is neither bound to accept any Technical Bid, without incurring any liability to the bidders. We agree and undertake to abide by all the terms and conditions of the Tender Document, including the Conditions of Contract.

In witness thereof, we submit this Technical Bid under and in accordance with the terms of the Tender Document.

Yours faithfully,

Date: (Signature, name and designation of the Authorized Signatory)

Place: Name and seal of the bidder

ANNEX – I

Details of Applicant

1. (a) Name:
(b) Address:
2. Details of individual(s) who will serve as the point of contact/ communication with the SOL:
 - (a) Name:
 - (b) Designation:
 - (c) Telephone Number:
 - (d) Mobile Number:
 - (e) E-Mail Address:
3. Particulars of the Authorized Signatory of the Applicant:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Phone Number (office) ----- Mobile: -----
 - (e) E-Mail Address:

(On letter head of the bidder)

Letter comprising the Financial Bid

Dated:

To,

The Executive Director,
5, Cavalry Lane,
University of Delhi,
Delhi-110007

Sub: Financial Bid for to School of Open Learning.

Dear Sir,

With reference to your Tender Document dated ----- we, having examined the document and understood its contents, hereby submit our Financial Bid for the aforesaid item. The bid is unconditional and unqualified.

1. I/ We acknowledge that the School of Open Learning (SOL) will be relying on the information provided in the Financial Bid and the documents accompanying it, and we certify that all information provided in the Bid are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
2. The bid price/rate has been quoted by us after taking into consideration all the terms and conditions stated in the Tender Document and our own estimates of costs.
3. We acknowledge the right of the SOL to reject our Bid without assigning any reason.
4. In the event of we are being offered to accept the rates determined by SOL as the approved rates payable for work.
5. We shall keep this offer valid for 90 (Ninety) days from the Bid due date.
6. I/ We hereby submit our Bid and offer the rates for different services.

Yours faithfully,

(Signature, name and designation of the Authorized Signatory)

Name & seal of Bidder/Lead Member: -----

Class III DSC ID of Authorized Signatory: -----

Date:

Place:

FINANCIAL BID

S.No.	Item Description	Qty.	Location	Quoted rate for Comprehensive Servicing & Maint.
1.	High definition digital video recorder (HIKVISION DS – 7216 HW1-SH)	03		
2.	Outdoor true day/night IR Bullet Camera	31 (17 at North 14 at SSC)	<p><u>North</u></p> <ul style="list-style-type: none"> -Enquiry corner -Gate No.-2 -Room No.-19 -Room No.-18 -Pillar of entrance in Main building toward canteen -Garage corner towards store -Room No.-11 -Library gate backside -Toilet in front of library coverage toward garage -Car parking corner towards room no.10 -Substation -Entrance of stores -Library wall coverage towards record room -Library entrance -Post office corner -Parking wall -Wall of ED room <p><u>South</u></p> <ul style="list-style-type: none"> - Main gate Entry -Entry wall coverage towards open space adjoining admin building -Admission Section -Room no.-16 -Corner of Photocopier room/ Caretaker room -Corner or Room No.6 -Corner of Room No. 1 to 5, Cash section -Back side of room no.7/ Exam window -Exam window 	

			-Class room toward cash section -Passage of class room No.11 to 14	
3.	Indoor Dome Camera – (HIKVISION-DS2CE56A2P)	24 North	-Room No.1 -Stairs adjoining room no.1 -Room no.-19, covering gallery towards room no.1 -Room no.-20, covering gallery towards room no.14 -Room no.14 covering gallery towards room no.20 -Room no.-13, covering gallery towards room no.10 -Library Lobby -Reading Room, Library - Canteen - 1 st floor of Old Admn. Block - 4 Nos. - 2 nd floor of Old Admn. Block – 4 Nos. - 1 st floor of New Admn. Block – 1 No. -2 nd floor of New Admn. Block – 2 Nos. -3 rd floor New Admn. Block – 1 No. - Reading room Library- 1 No. -Server room 1 st floor- 2Nos.	
4.	PTZ Camera - (HIKVISION – DS2AF7268	02 at North	-Main Gate Entrance - In front of the Post office	
			GST (%)	

Grand total

Contractor
Signature of Authorized person

CERTIFICATE REGARDING TURN- OVER OF TENDERER DURING THE LAST THREE FINANCIAL YEARS

I/ We, M/s. , The bidder/ tenderer for work of maintenance of CCCTV Cameras, hereby confirm that the minimum Annual Turn over of the firm/ company during the last three financial years i.e. 2014-15, 2015-16 and 2016-17 is Rs. lacs.

The financial year-wise break-up is given below:

S.No. FINANCIAL YEAR Annual Turn over for the year

S.No.	Year	Amount (in Rs.)
1.	2014-15
2.	2015-16
3.	2016-17

Signature & Seal of the Tenderer

Certificate By Chartered Accountant

I/ We, Chartered Accountant, certify that the figures regarding Annual Turnover for the Financial Years mentioned above in respect of M/s. Are true and found correct as per their books of Accounts and other related records.

Signature & Seal of Chartered Accountant

Signature

The Executive Director
School of Open Learning
5, Cavalry Line
University of Delhi
Delhi – 110007

Sub: Under taking regarding Blacklisting/ Non-Debarment

Sir,

We hereby confirm and declare that we. M/s
..... is not blacklisted/ Debarred by any govt. Deptt./ Public
Sector Undertaking/ Private Sector or any other agency for which we have
executed/ undertaken the works during the last 3 years.

For

Authorised Signatory with seal

To
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

The Executive Director,
School of Open Learning,
5 Cavalry Line
University of Delhi,
Delhi-110007

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Date

Name of Tender : - “.....”

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' for the web site(s) namely:

“.....”
.....”

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. __ to __ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and [we shall abide hereby by the terms / conditions /clauses contained therein.

3. The corrigendum(s) issued from time to time by your Ministry/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in it 's totally / entirely.

5. In case any provisions of this tender are found violated, then SOL organization shall with out prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit also lutely .

Yours faithfully,

(Signature of the Bidder, with Official Seal)

APPENDIX- A- 6

Form of Bank Guarantee for Performance Security

In consideration of the Executive Director, School of Open Learning, University of Delhi (hereinafter called “The SOL”) having offered to award CAMC of CC TV Cameras as the Contractor _____ (hereinafter called “the Contractor”) provided the Contractor submits an irrevocable Bank Guarantee for Rs. (Rupees..... only) as Performance Security for the security of the CC TV Cameras by the SOL to the Contractor for CAMC of CC TV Cameras of SOL.

1. We, (hereinafter referred to as “the Bank”) hereby undertake to pay to the SOL an amount not exceeding Rs.(Rupees..... Only) on demand by the SOL.
2. We,(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the SOL stating that the amount claimed as required to meet the recoveries due or likely to be due from the said Contractor. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupeesonly)
3. We, the said Bank further undertake to pay the SOL any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this Bank Guarantee shall be a valid discharge of our liability for payment thereunder and the Contractor shall have no claim against us for making such payment.
4. We, (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the SOL under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged.
5. We, (indicate the name of the Bank) further agree with the SOL that the SOL shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the SOL against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Printer or for any forbearance, act of omission on the part of the SOL or any indulgence by the SOL to the said Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.
7. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the SOL.

8. This guarantee shall be valid up tounless extended on demand by the SOL. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged. Dated theday offor.....(indicate the name of the Bank)

Maintenance Agreement

Format of the Agreement between SOL and bidder

INDIAN NON JUDICIAL STAMP PAPER

Government of National Capital Territory of Delhi

e-Stamp

This AGREEMENT made on the day of, 2017 between School of Open Learning (SOL), University of Delhi, Delhi – 110007 (hereinafter called “SOL”) of the one part and (Name of bidder) M/s. Address (hereinafter called “Contractor”) of the other part.

1. Whereas SOL has awarded the Comprehensive Annual Maintenance Contract for CC TV Cameras installed in School of Open Learning (North & South) premises based on his Technical and financial Bid and whereas the bidder has accepted the schedule of Approved Rates offered by the SOL to the Contractor.
2. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions and Contract referred to.
3. The Contract Agreement consists of the following documents which are the part of Tender Document for Comprehensive Annual Maintenance Contract for CCTV Cameras installed in School Of Open Learning (North & South) premises.

S.No.	Description of contents	Section
1.	e-tender Notice	I
2.	Scope of work	II
3.	General terms and conditions	III
4.	Commercial conditions	IV
5.	Check List	V
6.	Technical Bid	Appendix A-1
7.	Financial Bid	Appendix A-2
8.	Performa for Annual Turnover	Appendix A-3
9.	Undertaking regarding Blacklisting	Appendix A-4
10.	Tender Acceptance letter	Appendix A-5
11.	Form of Performance Guarantee	Appendix A-6
12.	Maintenance Agreement	Appendix A-7

4. In consideration of the payments to be made by the SOL to the bidder as hereinafter mentioned, the contractor hereby covenants with the SOL to provide the services and to remedy defects therein in conformity in all respects with the provisions of the Tender Document including this Contract.
5. The SOL hereby covenants to pay the contractor in consideration of the provision of the services and the rendering of defects therein, the Schedule of Approved Rates as finalized by the SOL as accepted by the contractor and such other sum as may become payable under the provision of the contract agreement applicable at the time and in the manner prescribed by the Conditions of Contract.
6. GST where applicable will be reimbursed if claimed.

Authorized Signatory of the firm

Executive Director
School of Open Learning
University of Delhi, Delhi-110007



School of Open Learning

(Campus of Open Learning)

University of Delhi

27667600, 27667645, 27661666

No. SOL/Gen./2018/_____

Dated: _____

Notice for Inviting Tender

Tender for CAMC of CCTV Cameras installed at SOL – North and South Study Centre South Moti Bagh

E-tenders are invited for Comprehensive Annual Maintenance Contract of CCTV Cameras under two bid system (Technical and Financial). All details regarding of tender are available on www.du.ac.in, <https://eprocure.gov.in/eprocure/app> and www.sol.ac.in . Manual bids shall not be accepted. For submission of E-bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>. EMD should be in the form of Demand Draft in favour of `Executive Director, School of Open Learning, University of Delhi`. Bidders, however, have to upload scanned copy of EMD along with their other document.

The bid document download and submission start date is 07/12/2018. The bid submission end date is 27/12/2018. The technical bid will be opened on 28/12/2018.

Asstt. Registrar (General)