



# BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)

Main Campus, Bankura Block-II, P.O.: Purandarpur,

Dist.: Bankura, Pin- 722155, West Bengal

## Office of the Registrar

No: RO/BKU/ 318/2024

Date: 16/08/2024

### Tender Notice

Sealed quotations are invited for the Annual Maintenance Contract of CCTV (approximately 80 nos.) and its peripherals installed at Main Campus of Bankura University as per the Scope of Work.

The quotations are to be submitted to the Registrar, Bankura University, Bankura Block-II, P.O.- Purandarpur, Bankura, Pin- 722155. Last date of submission of quotation is on 23.08.2024 up to 3.00 p.m.

#### Scope of Work:

- a) The Scope of work includes Annual Maintenance of approx 80 nos. of CCTV and its peripherals installed at Main Campus of Bankura University
- b) Methodology for the Non-Comprehensive Maintenance :**
  - i. The Contractor shall provide maintenance support on 24x7 basis including Saturdays, Sunday and other holidays on demand as per the requirement.
  - ii. AMC shall include the repair of defective parts. Replacement/Procurement of the items/ parts should be done by the rules of Bankura University.
  - iii. Barring force majeure any damages should be covered under this annual maintenance contract.
  - iv. The firm has to ensure uninterrupted recording of CCTV surveillance system at all location of Bankura University. It includes relocation of CCTV cameras and time to time checking proper connectivity of surveillance system.
  - v. The qualified firm is supposed to response within 24 hours in the case of any break down or complaint launched from Bankura University.
  - vi. The firm shall carry out change in location of cameras as per directions which should be suitably noted. The firm shall also be responsible for cleaning of all hardware using suitable cleaning material and supportive equipment.
  - vii. Bankura University will not make any payment towards cartage. The expense for the to and fro transportation of the machines will be borne by the firm concerned.
  - viii. All tools and testing instruments required for checking, testing and attending to routine maintenance and breakdowns shall be arranged by the contractor.
  - ix. It shall be the responsibility of the firm to make all the CCTV surveillance system and equipment work satisfactorily throughout the contract period and to hand over the systems in working conditions to Bankura University after at the time of expiry of the contract.
  - x. Separate registers/ format/ service report shall be maintained for maintenance works and surveillance activity. Signature of the official must be recorded in the surveillance activity register/format/service book on whose directions video is checked and changes in the location of the cameras are carried out.

xi. The company must ensure confidentiality regarding handling of all information obtained within the control room, whether videotapes, snapshots, written, verbal and other sensitive materials held within the control room and in Bankura University premise.

**c) Methodology for the Comprehensive Maintenance :**

- i. The Contractor shall provide maintenance support on 24x7 basis including Saturdays, Sunday and other holidays on demand as per the requirement.
- ii. AMC shall include the repair/replacement of defective parts. The qualified firm must replace all the faulty equipment associated with CCTV surveillance system i.e. cameras, wiring, NVR, HDD, POE switch, media converter, patch chord, power supply adapter and other minor accessories with the spares of the same company and specifications to the greatest extent. In case of non-availability, the qualified firm must seek approval of the competent authority. Interested bidders must visit the campus and ensure to get all necessary information before submitting their bids.
- iii. Barring force majeure any damages should be covered under this annual maintenance contract.
- iv. The firm has to ensure uninterrupted recording of CCTV surveillance system at all location of Bankura University. It includes relocation of CCTV cameras and time to time checking proper connectivity of surveillance system.
- v. The qualified firm is supposed to response within 24 hours in the case of any break down or complaint launched from Bankutra University.
- vi. The firm shall carry out change in location of cameras as per directions which should be suitably noted. The firm shall also be responsible for cleaning of all hardware using suitable cleaning material and supportive equipment.
- vii. Bankura University will not make any payment towards cartage. The expense fer the to and fro transportation of the machines will be borne by the firm concerned.
- viii. All tools and testing instruments required for checking, testing and attending to routine maintenance and breakdowns shall be arranged by the contractor.
- ix. It shall be the responsibility of the firm to make all the CCTV surveillance system and equipment work satisfactorily throughout the contract period and to hand over the systems in working conditions to Bankura University after at the time of expiry of the contract.
- x. Separate registers/ format/ service report shall be maintained for maintenance works and surveillance activity. Signature of the official must be recorded in the surveillance activity register/format/service book on whose directions video is checked and changes in the location of the cameras are carried out.
- xi. The company must ensure confidentiality regarding handling of all information obtained within the control room, whether videotapes, snapshots, written, verbal and other sensitive materials held within the control room and in Bankura University premise.

**Eligibility criterion of participation in the tender:**

- a) Bonafide, resourceful and reliable Bidders.
- b) The bidder must have sufficient acceptable credentials of similar nature of work in any Government / Semi-Government/Autonomous Bodies or Corporate Sector firms.
- c) The quoted rate by the agency should be valid for acceptance for at least 120 days from the date of submission and the accepted rate will be valid during the full AMC period [one (01) year] as per work order.
- d) All charges and taxes must be mentioned clearly along with the final quoted amount in this Tender. Any prayer for inclusion of any further additional charges and taxes will not be considered later.
- e) An undertaking should be given stating thereby that the firm has not been debarred or penalized for any reasons out of work by any Government Department.
- f) Subletting of bidders is strictly prohibited.
- g) The prospective bidders must have valid upto date clearance of Income Tax return / Professional Tax clearance certificate / P.T (Deposit Challan) / PAN Card / GST registration certificate.
- h) The prospective bidders must have valid Trade License/ Enlistment.
- i) The suppliers who have been delisted or debarred by any government department shall not be eligible in any way.
- j) Rate is to be inclusive of all taxes and transport charges etc.
- k) The University reserves the right to accept or reject any quotation without assigning any reason whatsoever.
- l) The University reserves the right to terminate the contract at any point of time during the contract period if the services are not found satisfactory without showing any reason thereof.

**Details of the “Annual maintenance of CCTV and its peripherals” work are given below:**

<b>Sl. No.</b>	<b>Description of work</b>	<b>Stipulated Time</b>
1.	Annual non-comprehensive maintenance of CCTV and its peripherals as per scope of work mentioned above.	01 year
2.	Annual comprehensive maintenance of CCTV and its peripherals as per scope of work mentioned above.	01 year

**Sd/-**  
**Dr. Saurabh Dutta**  
**Registrar (Addl. Charge)**  
**Bankura University**

Memo No. RO/BKU/318/1(5)/2024

Date:16/08/2024

Copy Forwarded to:

- 1. The Finance Officer, Bankura University.
- 2. System Administrator, Bankura University with a request to upload the notice in the university website
- 3. Central Store, Bankura University
- 4. Office Notice Board.
- 5. Guard file

**Sd/-**  
**Dr. Saurabh Dutta**  
**Registrar (Addl. Charge)**  
**Bankura University**