

भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
(स्वास्थ्य सेवा महानिदेशालय)
केन्द्रीय औषध मानक नियंत्रण संगठन
केन्द्रीय औषधि परीक्षण प्रयोगशाला
क्षेत्रीय अन्न व औषध प्रशासन भवन, जी.एम.एस.डी कंपाउंड,
बेलासीस रोड, मुंबई सेन्ट्रल, मुंबई - ४००००८.
दूरभाष : ०२२२३००२३०९- / ०२२२३००२१३८ -
फैक्स : ०२२२३०९९२४०.
ईमेल- : cdtlmumbai@cdsco.nic.in



CDSCO

Government of India
Ministry of Health and Family Welfare
(Directorate General of Health Services)
Central Drugs Standard Control Organisation
Central Drugs Testing Laboratory
Zonal FDA Bhawan, GMSD Compound,
Bellasis Road, Mumbai Central, Mumbai – 400008.
Tel : 022-23002309 /022-23002138.
Fax : 022-23099240.
Email : cdtlmumbai@cdsco.nic.in

Accredited By: NABL (ISO/IEC-17025:2005 in Chemical & Biological Testing)
Certified For: IMS (ISO - 9001:2015; ISO - 14001:2015; OHSAS - 18001:2007)

No. 8(13)/CDTL-MUM/18-19/ 5926

Date : 5/2/19

**NOTICE INVITING TENDER FOR
COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR CCTV
CAMERAS AND DVRs**

**Subject : - Tender for Comprehensive Annual Maintenance Contract for CCTV Cameras and DVRs
in CDTL-Mumbai.**

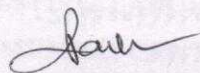
Sealed Tender is invited for 'Comprehensive Annual Maintenance Contract for CCTV Cameras and DVRs' from reputed interested service providers who have been rendering / undertaking the specified work in the field as per the scope of work shown in Annexure III below:-

Sr. No.	Description	Specification
1.	Comprehensive Annual Maintenance Contract for CCTV Cameras and DVRs	As per Annexure-III

- The tenders should be submitted in sealed covers: -
 - The first sealed cover super scribed as 'Technical Bid' should contain the following items : -
 - The Proforma at Annexure-II, duly filled in, along with relevant documents/ information.
 - Acceptance of terms & conditions as per Annexure – I.
 - The second sealed envelope super scribed 'Financial Bid' as per Annexure IV should contain only rates for Comprehensive Annual Maintenance Contract for CCTV Cameras and DVRs.
 - Earnest money of Rs. 5,000/- (Rupees Five Thousand Only) must be paid in the form of Draft/ Banker's Cheque of any scheduled bank drawn in favour of Director, CDTL, Mumbai payable at Mumbai and should accompany the tender. This money will be forfeited if tender accepted is not honoured by the tenderer. Earnest money of all unsuccessful tenderers will be refunded.
 - Both the sealed covers should be placed in the main sealed envelope super scribed 'Tender for Comprehensive Annual Maintenance Contract CCTV Cameras and DVRs. Tender should be addressed to The Director, Central Drugs Testing Laboratory, Zonal FDA Bhawan, GMSD Compound, Bellasis Road, Mumbai Central, Mumbai – 400 008 & should reach this office by 4.30 pm on 19/02/2019. The tenders will be opened on 20/02/2019 at 3.30 pm in presence of tenderer if any.
- Quotation received after stipulated time & date will be rejected forthwith.
- The competent authority in the CDTL – Mumbai reserves the right to amend any of the terms & conditions in the tender document or reject any or all application (offers) without giving any notice or assigning any reason thereof. The decision of competent authority in this regard will be final & binding.
- All the tenderers are requested to read & understand the terms & conditions of the contract as detailed in the Annexure – I before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by CDTL – Mumbai.

P.T.O.

5. The interested tenderers may, if so desire, inspect the foresaid site at CDTL on any working day between 10.30 AM to 4.30 PM (Except Saturdays & Sundays) before quoting their rates.
6. The services required is for initial period of one year. The contract may be extended on mutual consent subsequently based on performance or till finalization of the next tender. The contract may be terminated at any stage solely at the option of CDTL, Mumbai with an advance notice of one month without assigning any reason.



(Dr. Raman Mohan Singh)
Director
CDTL-Mumbai

Sl. No.	Description	Specification
1	Comprehensive Annual Maintenance Contract for C.T.V. Cameras and DVRs	As per Annexure III

1. The tender should be submitted in sealed covers.

(a) The last date of receipt of tenders shall be 11.03.2019. The tenders received after this date will not be considered.

(b) The tender should be submitted in sealed covers. The tender should be submitted in sealed covers. The tender should be submitted in sealed covers.

(c) The tender should be submitted in sealed covers. The tender should be submitted in sealed covers. The tender should be submitted in sealed covers.

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(s) The tender should be submitted in sealed covers. The tender should be submitted in sealed covers. The tender should be submitted in sealed covers.

(t) The tender should be submitted in sealed covers. The tender should be submitted in sealed covers. The tender should be submitted in sealed covers.

(u) The tender should be submitted in sealed covers. The tender should be submitted in sealed covers. The tender should be submitted in sealed covers.

(v) The tender should be submitted in sealed covers. The tender should be submitted in sealed covers. The tender should be submitted in sealed covers.

(w) The tender should be submitted in sealed covers. The tender should be submitted in sealed covers. The tender should be submitted in sealed covers.

(x) The tender should be submitted in sealed covers. The tender should be submitted in sealed covers. The tender should be submitted in sealed covers.

(y) The tender should be submitted in sealed covers. The tender should be submitted in sealed covers. The tender should be submitted in sealed covers.

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Annexure – I

TERMS AND CONDITIONS

1. Only reputed service providers are eligible to participate. While submitting the Tenders, the tendering firm shall have to furnish the proof of PAN No., GST No., etc. as per Annexure – II.
2. The tender received after the stipulated time & due date or incomplete in any respect shall be summarily rejected.
3. No Advance payment would be made. However, on successful completion of maintenance every month, payment will be released within a reasonable period from the date of receipt of the bills along with certified copies of monthly service reports and work done as per the scope of work mentioned in the tender / contract duly certified by the concerned in charge.
4. The shortlisted firm will have to provide the **Warranty** for at least 1 year.
5. **The firm which qualifies in the Tender Process would be required to furnish a Performance Security by means of DD/ Bank Guarantee to the tune of 10% of cost of maintenance which should be valid for 14 months from the date of work order. The Performance Security will be retained in CDTL-Mumbai which will be returned to the concerned after service period.**
6. Over – writing on the quotations must be avoided. Otherwise the quotations are likely to be rejected. The CDTL – Mumbai reserves the right to accept or reject any tender, in whole or in part thereof without assigning / specifying any reason (s) thereof and the decision of the competent authority in the CDTL – Mumbai shall be final and binding on the contractor firm.
7. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the competent authority in CDTL – Mumbai.
8. The firm/ agency/ contractor will be responsible for the safety of their deputed staff during the performance of their duty at site.
9. In case any of staff is not found up to the mark and not able to do work properly, he will have to be changed as per the instruction of CDTL, Mumbai and immediately replaced by another qualified staff.
10. In case of any problem with the equipment, the firm/agency/contractor shall inform CDTL, Mumbai immediately.
11. The firm/ agency/ contractor shall keep the equipment well maintained, neat and clean and adhere to the maintenance schedule. Upon placement of work order they will prepare the maintenance schedule and discuss the same with the Institute's designated Official for its implementation. This may be revised from time to time as per the requirement.
12. The contractor shall be responsible for proper maintenance of decorum, punctuality, discipline work.
13. If the job assigned is not completed in time or done satisfactorily, CDTL will be free to get the same done from other dealer at higher rates; the loss sustained will be deducted from the Security Deposit or any other due payments apart from penalty that may be imposed for deficiency in service.
14. The tenderer shall verify that the staff/workers deputed to CDTL are of good character and no criminal record is against any of them.
15. The successful tenderer will be obliged to attend the work as per the requirement without damaging the CDTL properties and if any loss/damage sustained to the CDTL property it will be recovered from the successful tenderer.
16. JURISDICTION: The Contract/PO shall be governed by the Law of India for the time being in force. The Courts of Mumbai only shall have jurisdiction to deal with and decide any legal or dispute arising out of this contract

Annexure – II

(Technical Bid) - PROFORMA

Sr. No.	Particulars	To be filled by the Tenderer
1.	Name of the agency	
2.	Whether brief profile of the agency is enclosed	
3.	Detailed Office Address of the agency with office telephone No. e-mail address, Fax No., Mobile No., & Name / Designation of the Contact Person	
4.	Whether registered with all concerned Govt. Authorities (Register of companies, Commissioner Employees etc.) (Copies of all certificates of Registration should be attached)	
5.	PAN Number (Copy to be enclosed)	
6.	TIN Number Registration No. (Copy to be enclosed)	
7.	GST Number (Copy to be enclosed)	
8.	Whether copies of income Tax return for last 2 years attached	
9.	Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand Only) in the form of Demand draft/ Banker's Cheque of any scheduled bank drawn in favour of Director, CDTL, Mumbai payable at Mumbai	
10.	Whether a copy of terms & conditions – Annexure – I duly signed as token of acceptance of the same is attached	
11.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner / partners anywhere in India (if no, an undertaking to this effect is attached in this regard)	

(Signature of the authorized person)

Date :

Name:

Place :

Designation:

Seal:

Annexure III

(Specification)

Sr. No.	Description																					
1.	<p>Under the proposed AMC the contractor will be required to do the full and comprehensive maintenance, repairs including replacement of all parts as required including servicing. At present the number of Cameras and DVRs installed in CDTL – Mumbai are as follows.</p> <table border="1"><thead><tr><th>Sr. No.</th><th>Description</th><th>Qty.</th></tr></thead><tbody><tr><td colspan="3" style="text-align: center;">Phase - 1</td></tr><tr><td>1.</td><td>Cameras</td><td>21 nos.</td></tr><tr><td>2.</td><td>DVR</td><td>1 no.</td></tr><tr><td colspan="3" style="text-align: center;">Phase - 2</td></tr><tr><td>1.</td><td>Cameras</td><td>27 nos.</td></tr><tr><td>2.</td><td>DVR</td><td>1 no.</td></tr></tbody></table>	Sr. No.	Description	Qty.	Phase - 1			1.	Cameras	21 nos.	2.	DVR	1 no.	Phase - 2			1.	Cameras	27 nos.	2.	DVR	1 no.
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2.	DVR	1 no.																				
2.	The AMC rates should be an “ All inclusive lump sum Rates ” per unit in respect of above. This lumpsum rates will be for a comprehensive overall maintenance including cost of all repairs and replacement of parts required to keep them functional.																					
3.	No other charges repeat any other charges : apart from the approve lumpsum AMC rates, will be payable by CDTL-Mumbai.																					
4.	As mentioned in terms and conditions of the tender notice, payment will be made for those number of machines actually repaired / maintained, subject to conditions specified in the tender notice.																					
5.	In case at any time during the current period of the contract if CDTL – Mumbai desires to discontinue the use of any machine(s) payment in respect of that / those machine(s) will be made for that specific period on pro-rata basis.																					
6.	The period of maintenance contract will be initially valid for a period of one year and shall expire after one year from the date of approval to be indicated in the maintenance contract. However, if CDTL-Mumbai deem it necessary and subject to the satisfactory services of the Contractor during the initial maintenance contract may be extended for a further period of one year with mutual consent of CDTL-Mumbai and the contractor.																					

Annexure – IV

(Financial Bid)

FINANCIAL BID FOR **COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR CCTV CAMERAS AND DVRS IN CENTRAL DRUGS TESTING LABORATORY, ZONAL FDA BHAWAN, GMSD COMPOUND, BELLASIS ROAD, MUMBAI CENTRAL, MUMBAI – 400008.**

With reference to CDTL – Mumbai letter No. : _____ dated _____ Regarding tender for, I /we quote the rate for Comprehensive Annual Maintenance Contract for Split Air Conditioners etc. as under : -

Sr. No.	Description	Specification	Amount (₹)
1.	Comprehensive Annual Maintenance Contract for Split Air Conditioners	As per Annexure-III	
2.	Taxes, if any		
3.	Grand Total		

(Signature of the authorized person)

Date :

Name :

Place :

Designation :

Seal :