

**INTEGRATED TRIBAL DEVELOPMENT AGENCY,
PADERU – 531 024, VISAKHAPATNAM DISTRICT
Phone:08395 250242, Fax: 08935 250833
Email:itdapaderu@gmail.com, Website:www.itdapaderu.com**

SHORT TENDER NOTICE FOR SUPPLY OF CC TV SYSTEM

Rc.No.680/2015/A2

Dated: -11.2017.

ITDA, Paderu is proposed to install CC TV system at YTCs & a School of Paderu agency area.

Therefore, sealed tenders are invited from the suppliers for supply of CC TV system as per the specifications mentioned below.

Specifications:

1. Dome Camera 2 MP HD IR.
2. Bullet Camera 2 MP HD IR.
3. 8 Channel 1080P HD DVR.
4. LED 20" MONITOR
5. 1 TB HARD DISK
6. ACCESSORIES FOR ONE CC TV SYSTEM
7. INSTALLATION, WIRING INCLUDING PVC CASING PER METER

Tenders would be opened on 28.11.2017 at 4.00 PM, at ITDA, Paderu. The interested parties may file their tenders in the enclosed schedule in sealed covers in the Tender Box put in ITDA, Paderu by 1.00 P.M. on 28.11.2017. The tenderer may download the tender form and terms and conditions from website of www.itdapaderu.com & www.visakhapatnam.nic.in. The duly filled in tender schedule shall be put in the Tender Box in ITDA, Paderu before due date. The application not made in complete shape, nor supported with payment and reached office later the tender schedule are summarily be rejected and the EMD amount will be forfeited to ITDA account and no return of documents are entertained. **No tenders through post or email will be entertained.** Tenders without EMD will summarily be rejected. The tenderers should be present with samples. Before opening of tender box, the technical committee will verify the samples as per specifications and finalise the unit/firm. The tender document relating to sample item approved by Technical committee, if tallied as per the specifications, will only be opened by tender committee for finalization of rate and the other tenders will not be opened and summarily be rejected. The decision of the Project Officer is the final and binding either to cancel any tender, all tenders or postpone or alter changes in requirement and also in specifications, if any. (Phone No.08935 250242 & 250833).

The other transactions arising out of these tender proceedings shall be subject to the terms and conditions stipulated in Annexure – A appended herewith and shall be binding on the tenderer and these terms & conditions shall continue to be in force till the transactions are completely made to full satisfaction of vendor in all respects.

The applicant may keep in mind that no informal correspondence will be entertained on any point at any stage and he shall strictly adhere to the terms and conditions prescribed herein.

PROJECT OFFICER
I.T.D.A. PADERU

Submission of documents by tenderer:

- 1) Terms and conditions in Annexure.A duly signed by tenderer in all pages.
- 2) Duly filled in Tender Schedule in Annexure.B. with EMD.
- 3) Power of Attorney, if necessary.
- 4) Any other information as desired by the Project Officer, ITDA, Paderu in terms and conditions.

INTEGRATED TRIBAL DEVELOPMENT AGENCY, PADERU, VISAKHAPATNAM DISTRICT
ANNEXURE – A

TERMS AND CONDITIONS

I. Meanings:

1. **Contractual obligation:-** SUPPLY OF CC TV SYSTEM.
2. Last Date & Time:- 28-11-2017 BY 1.00 P.M and tenders will be opened by 4.00 P.M.
3. Place of Tender : I.T.D.A. PADERU
4. **Annexure-B:-** The prescribed Tender Schedule, which shall be filled in fully by the tenderer or his authorized representative with written proof of authorization.
5. **Usual Official Language:-** The medium of language used in tender form is English.
6. **Tenderer / Manufacturer:-** Supplier (or) an authorized Representative of them.
7. **ITDA/Vendee:-** The Integrated Tribal Development Agency, Paderu.
8. **Authorized Representative of the ITDA:-** The Asst. Project Officer(PTG), ITDA, Paderu or an Officer appointed for the time being for the purpose by the Project Officer, ITDA.
9. **Dispute:-**The breach of contractual obligation arises out of the tender conditions.
10. **Sole Arbitrator:-** The Project Officer, ITDA, Paderu or his nominee.

II. Submission of Tenders:-

- a) The sealed covers containing the tender schedule given in Annexure-B shall be addressed to the Project Officer, ITDA, Paderu and shall be super subscribed as "Tender for supply of CC TV System .
- b) Tender(s) shall be filled in Annexure-B only (enclosed). All columns shall be filled in full, with clear terms and in usual official language only.
- c) The sealed tender(s) (in Annexure-B) shall be signed & presented either by the intending tenderor(s) or through his / her / their authorized representative(s) with written proof, in person put in the Tender Box kept in ITDA, Paderu within the time & date and also produce sample.
- d) The tender(s) received upto the last time & date and at the place indicated in the tender notice shall only be taken into consideration for opening in the presence of the tenderers / their authorized representative (s) present at the time prescribed for opening of the Tender in Annexure-B.
- e) Tender(s) are valid for a period of 7(seven) days or for such extended period from the date of its submission or till the orders canceling the tenders issued which ever is earlier.
- f) Any conditional tender or tenders filed other than in the form given in Annexure – B shall be liable for rejection out right by the Project Officer, ITDA, Paderu or authorized representative.
- g) All the corrections, additions, erasers, over writing incorporated in the tender documents shall be initiated by the person or persons signed in the tender documents only.
- h) Tenders offered without quoting price in the tender schedule will be rejected.
- i) No claims for additional amounts other than the rate quoted will be accepted.
- j) Tenderer shall prepare and submit the tender duly appending his signature on all pages.
- k) Only one tender shall be submitted by each tenderer.

III. Documents to be furnished:

- a) The tenderer shall furnish duly filled in original Annexure-B (Tender Schedule) which accompanied with the prescribed payment of EMD.
- b) A copy of proof of residence/existence, PAN, GST/TIN No. shall be furnished.

V. Payment of Earnest Money Deposit:-

- a) The EMD of Rs.10,000/- (Rupees ten thousand only) shall be paid along with the tender form.
- b) The earnest money deposited by the successful tenderer will not carry any interest and it will be dealt with as provided in the conditions stipulated in the agreement.
- c) The EMD shall be forfeited if the tenderer either modifies or withdraws his tender within the tender validity period.

VI. Mode of Payment:-

- (a) All payments shall be made by way of "ACCOUNT PAYEE DEMAND DRAFT" obtained in favour of "PROJECT OFFICER, ITDA, PADERU" drawn on any Nationalised Bank and payable at Paderu only.
- (b) Under no circumstances, Cheques / Cash shall be accepted towards the payment of EMD.

VII. Scope of Contract & its term:

- a) The contract details, scope of assignment, Supplier requirements are as specified.
- b) The rate should be quoted per each unit including loading, transportation, unloading and installation at 5 places of Paderu agency area;
- c) The Tenderer should supply and install the indented quantity of CC TV System within (7) days from the date of receipt of the work order at 5 places of Paderu agency area, Visakhapatam District.**
- d) If the tenderer fails to supply and install the material within the stipulated time, specifications and to the destination points, the indent placed will be liable for cancellation duly forfeiting the EMD of the tenderer and the tenderer will be block listed.
- e) ITDA officials will inspect the entire stock (quantity, quality and as per the specifications mentioned above) in the presence of Tenderer or their authorized representative at the time of receipt of material at places of ITDA, Paderu.
- f) In case of any deficiency the stock receipt will not be accepted. Therefore the Tenderer shall ensure the stocks supplied are in good condition with longevity and as per the above specifications so that the material will be in serviceable condition and in case the stocks found unserviceable or defective the tenderer shall ensure prompt replacement of the material without hindering the project while meeting costs on his own.
- g) No advance payment will be made to the tenderer and the final settlement of bills made at any time will not carry interest.
- h) Payment of cost of CC TV System to the tenderer is subject to the following only which will takes place for a period of (20) days:**
 - a. After supply and installation of CC TV Systems at 5 places.
 - b. On receipt of acknowledgements from the YTC incharges duly counter signature of the Asst. Project Officer (PTG) ITDA, Paderu.
- i) 2% TDS on total payment will be collected from the firm and to pay to Income Tax Department. Hence tenderer should submit PAN CARD.
- j) The term of this contract will be for a period of 3 months from the date of issue of Letter of Award and can be extended on mutually agreed T&C after completion of project tenure.
- k) The Project Officer, ITDA, Paderu shall have sole discretion to extend the term of agreement for such period as considered appropriate. The extended period shall be without change in terms and conditions including the rate offered by the Tenderer.

IX. Opening and evaluation of BIDS:

- (a) The prescribed Tender form Annexure – B which shall be filled in full by the tenderer or his authorized representative,
- (b) The Tenderer in person or their authorized representatives shall be present **with samples** one hour before the time specified for opening of tenders on the day and time at the place indicated in the tender notice so that they can witness the tender proceedings.
- (c) Before opening of the tender box, the technical committee will verify the samples of the tenderers as per the specifications and finalise the unit/firm. The tender document relating to sample item approved by Technical committee, if tallied as per the specifications, will only be opened by tender committee for finalization of rate and the other tenders will not be opened and summarily be rejected..**
- (d) The ITDA has got the right to postpone/cancel any tender or all the tenders or withdraw/ reduce/enhance the quantities before commencement of the tender proceedings or afterwards basing on the requirement, and also reserves the right to use its discretion depending on the circumstances prevailing at the time of opening tenders whether to accept or reject any tender and no claim will be entertained in this regard on any count.

- (e) **Bid examination and evaluation of price bids:** The Project Officer, ITDA, Paderu and committee constituted will examine the bids to determine whether they are complete in every respect or not, whether required documents have been furnished, whether the documents have been signed and whether the Tender schedule is generally in order. If any Tender schedule is not accompanied with the requisite earnest money deposit in the manner prescribed in the tender document, then that tender schedule shall be rejected and the bidder shall be informed accordingly.
- (f) The rate quoted in the tender shall be valid so long as the tender validity period is subsisting.
- (g) It shall be noted that whatever the party maintain the standards to its tender samples shall continue till the contract is ended with it and liable for any action contravening to said standards in future in any manner.

X. Acceptance of the Tender:-

- a) The lowest rate offered / obtained in the tenders may either be considered for acceptance or rejected without assigning any reason.
- b) The ITDA reserves the right to accept or reject any or all the tenders / rates offered without assigning any reasons and to purchase the stocks in any manner as they considered and deemed it on the same day or any other subsequent dates in the interest of ITDA.
- c) Work order will be placed with the lowest tenderer basing on the rate finalized during the tenders

XV. Application of laws/Taxes:-

- (a) All taxes as applicable from time to time.
- (b) The Supplier shall abide, at all times, by all existing enactments, rules made there under, any other regulations, notifications and bye laws of the Central & State Governments or local authority in respect of his service.
- (c) Any statutory deductions for which there is no obligation on the part of the ITDA for deduction shall be made by himself from his own funds.
- (d) All statutory payments, charges, fees, taxes, levies, penalties etc. that may be his responsibility in respect of his men, material and other services shall be borne by him alone from his own funds, the ITDA bears no responsibility for the same.

XX. Jurisdiction of local courts:-

All legal disputes howsoever arising out of or in relation to this agreement howsoever arising shall be subject to the jurisdiction of the courts at Paderu only.

SIGNATURE OF TENDERER
WITH SEAL

TENDER SCHEDULE - ANNEXURE – B

From	To
	The Project Officer, I.T.D.A., Paderu – 531 024 Visakhapatnam District.

Sir,

In pursuance of your Tender Notice, I / We hereby confirm that I / We have gone through the terms and conditions & specifications given in Annexure – A appended to the said notice and I / We hereby undertake to abide by the same.

I / We offer the following rates for supply of CC TV system.

Sl. No.	Nature of material intended	Unit of quantity	Amount offered in indian rupees (including all taxes, charges, loading, unloading and deliver to 5 places of ITDA, Paderu)
1.	Dome Camera 2 MP HD IR.	1 No.	
2	Bullet Camera 2 MP HD IR.	1 No.	
3	8 Channel 1080P HD DVR.	1 No.	
4	LED 20" MONITOR	1 No.	
5	1 TB HARD DISK	1 No.	
6	ACCESSORIES FOR ONE CC TV SYSTEM With Power Supply Unit,UPS With 4 Hours Backup.	1 unit	
7	INSTALLATION, WIRING INCLUDING PVC CASING	Per meter	

I / We _____ S/o _____ residing at Door No. _____ (full postal address to be given) offering the rate(s) on my own behalf / on behalf of M/s. _____ (Name of full postal address) in the capacity of(viz., CEO/ Managing Partner / Authorized Representative etc.) are true to best of my knowledge and I / we shall abide by all terms & conditions prescribed by ITDA when the work is assigned on me. The letter of Authority duly signed by the Tenderer on whose behalf this tender is filed is enclosed herewith.

Mobile No:

Phone No:

Fax No:

ENCL: (i) ATTACHMENT TO TENDER SCHEDULE.

(ii) TERMS AND CONDITIONS IN ANNEXURE.A DULY SIGNED.

SIGNATURE OF THE TENDERER
WITH SEAL

Date:

Place:

ATTACHMENT TO TENDER SCHEDULE IN ANNEXURE – B

1. Place of Tender : ITDA, Paderu
2. Last date & time for receipt of Tender : 28.11.2017 up to 1.00 P.M
3. Date & time of opening tender : 28.11.2017 by 4.00 P.M.

I / We hereby confirm that I / We have gone through the terms and conditions & specifications given in Annexure – A appended to the said notice and I / We hereby undertake to abide by the same. My details are as follows;

1	Name of the Tenderer with full address	
2	Year of Establishment	
3	Contacts:	
	Telephone Office:	
	Telephone Residence:	
	Mobile No:	
4	Areas of business operation	
5	Service Tax / CST / TIN / GST details as the case may be (Attach document)	
6	Income Tax PAN/GIR No. (Attach document)	
7	Whether the tenderer ensure supply of stock with longevity and serviceable condition and to the satisfaction of vendee	Yes / No
8	Whether the prescribed EMD is paid as indicated, if so details with DDNo. & date.	Yes/No. DD No _____ & Date..... Rs.10,000-00

SIGNATURE OF THE TENDERER
WITH SEAL

Date:
Place:

POWER OF ATTORNEY FORMAT

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr..... (full name and residential address) who is presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for in response to the Tenders invited by the Project Officer, ITDA, Paderu including signing and submission of all documents and providing information/responses to Project Officer, ITDA, Paderu in all matters in connection with our Tender document.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated thisday of November, 2017

For

(Signature)
(Name, Designation and Address)

Accepted

(Signature)
(Name, Title and Address of the Attorney)
Date:

Note:

- *To be executed in favour of the authorized representative of the bidder*
- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *In case the Application is signed by an authorized Director of the Bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.*

-/-