

## SCOPE OF WORK & SPECIAL TERMS AND CONDITIONS

### 1. Scope of Work:

The scope of work necessarily, but not exclusively includes the following activities :

- a. TELK is inviting offers for replacing the prevailing Camera Monitoring System with a full fledged CCTV Surveillance System - Full HD IR Cameras with DVRs.
- b. The Scope of Work shall include supply, delivery at site, unloading, any other services associated with the delivery of equipment and installation, cabling, commissioning, optimization / customization, providing Warranty / Post Warranty services for the equipment and any other related accessories / services for the complete installation and commissioning of CCTV Surveillance System.
- c. Full HD IR Cameras (12 Nos.) and DVRs (2 Nos.) shall be installed at TELK's premises as per requirements/directions of TELK.
- d. TELK is inviting BID from experienced bidders who have experience in supply, installation & commissioning of the proposed equipments.
- e. The bidder shall provide spares and necessary support to TELK for all equipments in the event of technical issues.
- f. Bidder will deliver all the materials at TELK's Office at Angamaly.
- g. Bidder shall provide/arrange 2 years onsite warranty support at free of cost and arrange to repair or replace the defective parts or machines within 48 hours of placing a call (reporting).
- h. Contract shall be for supply, installation and commissioning of the following :
  - A. Cable for CCTV along with accessories and it's laying work as per site requirement and TELK direction
  - B. Supply and Installation of Full HD IR Cameras – 12 Nos. DVR (2 Nos.), 4U wall mountable Rack cabinet for housing DVR units and surveillance Hard Disks
  - C. Supply of DC Power Supply, UPS for DVR/DC Power Supply and Commissioning of the CCTV surveillance System

2. Technical Specifications and Compliance shall be as per Annexure-2

3. The quotes shall be given separately in eleven parts (1 to 11) as per Annexure-4.

### 4. Payment Terms:

**A+B+C**

20% of the contract value shall be paid on completion of (A)

40% of the contract value shall be paid on completion of (B)

30% of the contract value shall be paid on completing of (C)

10% of the contract value shall be paid on successful running of the CCTV surveillance System for 6 months.

All payments will be made within 45 days of submission of invoice based on completion of respective milestone.

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5. Officer in Charge: Manager (IT) shall be the Officer in Charge for this Contract.
6. **Work Rules:** It shall be the responsibility of the Contractor to ensure the successful running of the new CCTV Surveillance System within 60 days time (Contract Execution Period) from the date of award. For any delay beyond 60 days there shall be a deduction to the extent of Rs.1,000/- per day subject to a maximum of 10% of the Contract Value.

In case of default to any Camera or DVR during the period of onsite warranty, it shall be attended to at the cost of the Contractor within 48 hours.

In case of non-availability of any parts of the Camera or DVR, a substitute Camera or DVR shall be made available within the initial 48 hours itself.

In case of not rectifying the default nor providing a substitute within 48 hours, there shall be a delay fine of Rs.2,000/- per 24 hours and part there off rounded off beyond the initial 48 hours.

Contractor shall ensure supply of labour / workforce for each activity involved in the entire project along with required tools and equipments.

**7. Eligibility Criteria / Qualifying Conditions:**

- The Bidder must be a legal entity registered in India under appropriate laws.
- The Bidding Firm has to be a single entity. Consortium or any kind of association of firms is not allowed.
- The Bidder must submit an undertaking on its letter head that they have not been blacklisted by any State Govt. / Central Govt. / PSUs in India.
- Bidder should have supplied at least hundred (100) Full HD IR Cameras during the past three (3) years and such Cameras working satisfactorily for more than one (1) year should only quote.
- Performance Certificate from at least three (3) customers regarding satisfactory performance of CCTV Surveillance System shall be submitted along with the Tender Documents.
- Bidder should have average Annual Turnover of at least Rs.20 lakhs during the previous three financial years.
- Bidder should have local support office in Ernakulam District.

The bidder must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their letter head to the fairness of these documents while submitting the bid. Bids received without documentary evidence will be rejected outright.

8. Interested Bidder may visit the site at TELK, Angamally before submitting the bid.

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9. It shall be the duty and responsibility of the Contractor to ensure smooth transition of the hardware updation on account of installation of Cameras / DVRs.
10. Governing Laws: The parties shall submit themselves to the exclusive jurisdiction of the Courts at Ernakulam in respect of a dispute arising out of this contract.
11. The Contractor shall indemnify the Company (TELK) for any loss or damage incurred by TELK or any third party due to any action or omission from the part of the contractor.
12. Confidentiality: Each party will maintain the confidentiality of any information provided by the other party under the said offer.
13. The contract shall not be sub-contracted.
14. TELK may without prejudice to any other remedy for breach of contract, by written notice of default, sent to the contractor, terminate the contract in whole or in part.
15. **Performance Bank Guarantee** : The Successful bidder within 45 days of the award of contract shall be required to furnish a Performance Bank Guarantee issued by the State Bank of India/other Nationalized Banks equivalent to 10% of the total contract value in the form prescribed by TELK for the faithful performance of the contract in accordance with the terms and conditions specified and specifications and the Performance Guarantee submitted shall be valid for two years from the date of commissioning. The Earnest Money Deposited by the successful bidder will be released only on his furnishing the contract Performance Guarantee and accepting the Notification of Award of Contract.

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