



The WBSCARD Bank Ltd.
Darjeeling District Office

o/c

3, Sarat Bose Road, Hakimpara, P.O-Siliguri, Dist: Darjeeling, Pin-734401 Ph-0353-2539352 FAX : 0353-2432886
Email : siliguri.wbscardb@gmail.com

Memo No. 112/Admn/400

Date: 30.10.2019

NOTICE INVITING QUOTATION

Sealed Quotations are invited from authorized Distributors/Dealers/Retailers/Reliable & resourceful Firm/Agency for the supply, installation and maintenance of Network enabled CCTV Intelligent Surveillance System at three Branches of the Darjeeling District Office of The WBSCARD Bank Ltd. namely Bagdogra, Darjeeling & Kalimpong located at different places of Darjeeling & Kalimpong District as per Technical specifications (Annexure-I), necessary details and Terms & Conditions given hereunder:-

1. The bidder should mention installation charges for DVR and CCTV Camera. Cable laying charges including labour and materials with networking charges should also be mentioned.
2. The quotation must be valid for a period of at least **4 months** from the last date of submission.
3. The intending quotationer may inspect the delivery site on any working day from 11am to 4pm up to 04.11.19. Address of Bagdogra Branch: Airport More, Near Jagat Hotel, Pin-734014 (Ph-0353-2550675 Email: bagdogra.wbscardb@gmail.com), Address of Darjeeling Branch: 22, Hill Cart Road, Darjeeling-734101 (Ph-0354-2252578 Email: Darjeeling.wbscard@gmail.com), Address of Kalimpong Branch: D.B. Giripath, Near Kanchan Cinema Hall, Kalimpong-734301 (Ph-03552-257351 Email: kalimpong.wbscardbank@gmail.com)
4. All costs/charges must be quantified and spelt out in clear terms. The above quoted rates of all items should be inclusive of all labour, material, incidental/transportation charges and taxes.
5. Quantity of items/equipments may be increased or decreased depending upon the decision of the Bank Authority.
6. During evaluation of the quotation, the bank may at its discretion ask the bidder for clarification of bids. The request for clarification and the response may be in writing or verbal as the case may be. If during execution of the work, any new item/accessories is required for proper functioning of CCTV network, such items shall be considered incidental to the work and no payment will be made to the executing agencies for such item.
7. Total cost of the bid will be the deciding factor while deciding the bid in favour or against any bidder. Partial bid will be liable to be rejected.
8. The right to reject the lowest or all the quotations without assigning any reason thereof is kept reserved by the competent authority of the Bank.

H.O. 25D, Shakespeare Sarani, Kolkata-700017

P.B.X. 033-22871786 /87, 033-22806681 FAX : 033-22877128 Email : wbscardb@gmail.com
Branches:- Bagdogra , Siliguri, Darjeeling , Kalimpong

Bhawan



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9. The bidder should possess minimum **3-years** experience in supply, installation and maintenance of cameras and other related major equipments. The authorized bidder must have a minimum annual turnover of **Rs. 25 Lac**, failing which the bid will be rejected. The bidder shall append a **certificate** with the bid that the firm has not been debarred/blacklisted for any reason/period by any Central/State Govt. Dept/University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall lead to cancellation of the order.

10. Installation of the entire CCTV Intelligent Surveillance System shall be the responsibility of the firm. Damage to goods or any other loss due to accident etc. during transit shall be the responsibility of the supplier/bidder. Bidder should use existing network infrastructure of Computer (if desired so) of the Bank for effective resource utilization. Prospective bidders/agencies must visit the location/site for getting detailed Camera positions and DVR location at the Control Room and for proper understanding of other scope of works before submitting the quotation.

11. The Bank authority reserves the right to accept or reject any or all the bids or negotiate on any of the tender specification/items/conditions and to annul the bidding process and reject all the bids at any time prior to placement of order without assigning any reason thereto and without any obligation to inform the affected bidders.

12. The bidder must append the following documents with the bid:

- a. Copies of PAN/TAN
- b. Copies of Sales Tax Number along with latest Sale Tax clearance certificate
- c. Copies of Service tax & VAT Number

13. The Payment terms shall be as under:-

- a. The supplier shall raise the invoice/bill after the supply of material and satisfactory installation.
- b. Payment will be released within 45 days after satisfactory installation/assembly report submitted by the Inspection Committee/Committee of Experts.
- c. Service Tax and any other Statutory Tax/Cess/Levy shall be deducted at source as per Rules prevalent at the time of payment and will be deposited with the quarter concerned.
- d. Bank charges, if any, shall be borne by the supplier.

14. The bidder will provide **03 years' On-Site Warranty** on all equipments and will also specify the post warranty comprehensive annual maintenance rates and their established service centers near Kolkata for providing after sales service support for another 2 years failing which bid would be liable to be rejected.

15. The period of supply and installation of the equipment will be specified in **Work-Order** in terms of number of days. If delay is caused in any circumstances beyond the control of the successful bidder, the successful bidder may request the bank for extension of date /time which may or may not be granted. The Bank authority may impose a **penalty @1% per day** subject to a maximum of **10%** in all of the cost of the bid for the delay.



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16. Rates & Specification of make/brand for all the items must be quoted/ mentioned in proper column of Annexure-I (i.e. Schedule/Scope of Work), which shall be duly signed & stamped. Evaluation will be done on the basis of grand total price.
17. The **Security Deposit** equal to **10%** of the total cost of the goods/equipments shall be collected by way of deduction from the bill of the successful bidder, which shall be **released** on successful completion of **three years** from the date of completion of the work. The Bank authority shall not be liable to pay any interest on the Security Deposit and the same shall be kept as interest free.
18. The equipments, which are not found in order according to specification and are thus not accepted, shall be lifted back by the successful bidder at his own cost/risk.
19. The legal dispute, if arisen, shall be subject to the jurisdiction of the Courts at Calcutta and other jurisdiction shall have no legal sanctity.
20. The quotation in letter-head, complete in all respects, must reach the District Manager, Darjeeling District Office, Siliguri at the above address under sealed cover latest by **11.11.19 up to 5 pm**. The quotation received after due date and time or incomplete in other respect or technically not qualifying tender shall be liable to be rejected.
21. The sealed cover of the quotation should be superscribed as 'Quotation for Supply, Installation and Maintenance of CCTV Surveillance System'.

Suma Bhattacharya 30.10.19
District Manager

**District Manager
The W.B. State Co-Operative Agril.
& Rural Dev. Bank Ltd.
Darjeeling Branch**



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ANNEXURE –I (Schedule / Scope of Works)

Sl. No	Description of Product /Item	Qty.	Brand/ Make of the Product /Item	Rate (Rs.)	Amount (Rs.)
1	HD Dome IR Camera 1/1.3MP, Metal/Fibre Housing(heavy duty), 3.6 mm lens,20-30 LEDS, 20Mtr range, No weather proof, resolution: 1280 x 960	10			
2	16 Channel Full HD DVR, 16 Channel Video , HDMI Output (1920 x 1080), VGA output, Central Management Software, 10/100 Mbps Ethernet Port, 2 x USB, 12V/2A DC power supply ,12V /8Amp.,12V/16Amp.-SMPS	01 each			
3	HDD 2TB SATA Surveillance (WD)	01			
4	3+1 Co-axial Cable (Copper) or RJ56/65	LOT			
5	24/26" LED TV/ Monitor	01			
6	Installation Charge of DVR & CCTV Camera	01 Lot			
7	Cable laying Charge with all fittings / accessories	LOT			
8	2 KVA UPS for Power Supply Backup	01			

TOTAL QUOTED PRICE/AMOUNT = (Rupees only)

I / We hereby accept all the above terms & conditions as laid down in the NIQ bearing no.-

.....dated

Signature of the Authorized Signatory with date & official stamp

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Copy forwarded for information & necessary action for wide circulation to:-

1. The Managing Director, The WBSCARDB Ltd. 25D, Shakespeare Sarani, Kolkata-700017
2. The Principal, ICMARD, 14/2, C.I.T Scheme-VIII (M), Kolkata-700067
3. Miss Sanchari Mitra, Manager & Assistant Faculty Member, ICMARD, with a request to please upload the Tender in the Official Website of ICMARD.
5. Notice Board of the Darjeeling District Office/Bagdogra/Darjeeling/Kalimpong Branch, The WBSCARDB Ltd.
6. Notice Board of the Head Office, The WBSCARDB Ltd.

Suman Das 30.10.19

District Manager

**District Manager
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