

No.F.1(164)-SFMCC/TENDER/2025

Short Notice Inviting Quotation (SNIQ)

For

Selection of vendor for Supply, Installation & Commissioning of CCTV Cameras in Rabindra Satarbarshiki Bhawan, Nazrul Kalakshetra and Muktheadhara Auditorium, Agartala during 2024-25 which are run by Society for Management of Cultural Complexes under the Information & Cultural Affairs Department, Government of Tripura

Issued By

Director
Information & Cultural Affairs Department,
Government of Tripura

Format for Newspaper publication

Government of Tripura
Information & Cultural Affairs Department

Short Notice Inviting Quotation (SNIQ)**No.F.1(164)-SFMCC/TENDER/2025****Date: 27/02/2025**

Sealed Short Notice Quotations are invited from the interested eligible vendors for Supply, Installation & Commissioning of CCTV Camera along with storage, connection and other accessories for CCTV Surveillance system in Rabindra Satarbarshiki Bhawan, Nazrul Kalakshetra and Muktheadhara Auditorium Agartala during 2024-25 (Halls run by Society for Management of Cultural Complexes under Information & Cultural Affairs Department, Government of Tripura).

For all details including prescribed formats www.ica.tripura.gov.in and www.tripura.gov.in websites may please be visited. The quoted bids as per prescribed manner in sealed envelope required to be dropped in the tender box to be kept in the Directorate of Information & Cultural Affairs, Gandhighat, Agartala within the period from 11:00 AM of 01/03/2025 to 4:00 PM of 07/03/2025 (Excluding holidays). All future modification/corrigendum shall be made available in the websites www.ica.tripura.gov.in and www.tripura.gov.in. So, bidders are requested to get the update themselves from the above mentioned websites only.


(B. Bhattacharya, TCS,SSG)
Director,
Information & Cultural Affairs

Short Notice Inviting Quotation (SNIQ) Document

SNIQ No. F.1(164)-SFMCC/TENDER/2025

dt. 27/02/2025.

1. A Short Notice Inviting Quotation is hereby issued from the interested eligible vendors for Supply, Installation & Commissioning of CCTV Camera during 2024-25 as per the details cited below:

Sl. No.	Work Site	Name of Work	Estimated Cost (in Rs.)
1.	Rabindra Satabarshiki Bhawan (Hall-1 and Hall-2)	Supply, Installation & Commissioning of CCTV Cameras with Storage; Connection; 16 channels DVR ; Dome, Bullet Night Vision Camera (2.4 MP) with other required accessories for 16 separate points for surveillance over the entire outer periphery of the building and entry-exit doors of both the halls	2,00,000/-
2.	Nazrul Kalkshetra	Supply, Installation & Commissioning of CCTV Cameras with Storage; Connection; 16 channels DVR ; Dome, Bullet Night Vision Camera (2.4 MP) with other required accessories for 16 separate points for surveillance over the entire outer periphery of the building and entry-exit doors	
3	Muktadhara Auditorium	Supply, Installation & Commissioning of CCTV Cameras with Storage; Connection; 8 channels DVR ; Dome, Bullet Night Vision Camera (2.4 MP) with other required accessories for 8 separate points for surveillance over the entire outer periphery of the building and entry-exit doors	

- 1.1 Earnest money (EMD) amounting to Rs.4,000/- shall have to be in the shape of Demand Draft (with at least 3 months validity), issued by any scheduled bank recognised by Reserve Bank of India(RBI), in favour of the Director, Information & Cultural Affairs, Tripura.
- 1.2 The quoted bids as per prescribed manner in sealed envelope required to be dropped in the tender box to be kept in the Directorate of Information & Cultural Affairs, Gandhighat.
- 1.3 Bids in sealed envelope can be dropped in the above referred tender box within the period from 11 AM of 01/03/2025 to 4 PM of 07/03/2025(Excluding holidays).
- 1.4 To facilitate the assessment process pertaining to rate to be quoted, the interested bidder under the consent of the Manager, Society for Cultural Complexes, may visit the working site during working hour of the concerning period.
- 1.5 For any further clarification the interested bidder may visit this Directorate of Information & Cultural Affairs, Gandhighat, Agartala.
- 1.6 Quotation inviting Authority reserves the rights to accept or reject any bid including lowest one (L1) without assigning any reason at any stage.

2 Eligible Criteria for the Bidders:

The bidder shall be resourceful person having experience in Supply, Installation & Commissioning of CCTV Surveillance system for at least in 3 cases in Government or PSU establishments. Necessary documents in support of the works done by the bidder shall have to be provided by the bidder during bidding. The successful bidder shall have to supply, test run & install the CCTV surveillance system at the designated location.

3. Bidding Procedure:

3.1 Interested Bidders shall download the Quotation documents from the designated website www.ica.tripura.gov.in & www.tripura.gov.in and submit the requisite particulars in three envelopes i.e. Envelope-1, Envelope-2 and Envelope-3 as per the below stated process.

A) Envelope-1 (Containing following documents)

Sl.	Document	Description
i.	Statutory Documents	1. Registration Certificate of the firm/agency/bidder 2. Certificate of Authorised Dealership awarded by Original Equipment Manufacturer (OEM) 3. BIS certificate for safe performance.
ii.	SNIQ Documents	To be signed Including corrigendum, if any.
iii.	Tax related document	1. PAN Card 2. GST Registration Certificate
iv.	Bank details	Details of Bank account with Photocopy of Bank pass book showing Bank Account number and IFSC Code.
v.	Earnest Money Deposit	Demand Draft (DD) of Rs.4,000/- as EMD in favour of Director, Information & Cultural Affairs, Tripura
vi.	Appendices	Appendix-A,B
Vii.	Other attachments	Experience in Supply, Installation & Commissioning of CCTV Surveillance system for at least in 3 cases in Government or PSU establishments.

B) Envelope-2 (Rate Quoting Sheet For Bidder)

Sl.	Document	Description
i	Appendices	Appendix-C(Rate Quoting Sheet For Bidder)

C) Envelope-3

This larger envelope containing sealed envelope-1 and sealed envelope-2 required to be submitted in the tender box.

3.2 The rate quoting sheet along with all other required documents has to be filled up by the bidder, signed by him in each page in blue ink. The bidder requires to submit envelope-3 containing sealed envelope-1 and sealed envelope-2 superscribed by "Supply, Installation & Commissioning of CCTV Cameras in Rabindra Satarbarshiki Bhawan, Nazrul Kalakshetra and Muktaadhara Auditorium, Agartala during 2024-25".

3.3 After this he will seal the envelope and address it to the Director, Information & Cultural Affairs and insert it in the box marked "QUOTATION FOR SUPPLY, INSTALLATION & COMMISSIONING OF CCTV CAMERAS", kept in the office of the undersigned for this purpose.

4. **Bid Opening:** The Bid will be opened by the designated officers at the office of the Director, Information & Cultural Affairs, Gandhighat, Agartala on in the date and time mentioned (If possible). The bidder quoting the lowest rate and conforming to required technical specifications shall be emerged as **successful bidder-L1**.

5. **Payment of Bills:** All payments of the bill shall be made as First and Final Bill after deduction of all taxes and charges. No part bill or running account bill shall be made to the successful bidder. The supplier shall produce Tax Invoice for making payment.

6. TERMS & CONDITIONS

6.1 Bidders shall produce EMD of Rs. 4,000.00 only in the shape prescribed in this document.

6.2 The bidder shall have an authorized outlet at Agartala with adequate manpower to carry out the work. He shall submit a document in support of registration of shops & establishment issued by competent Authority.

- 6.3** Successful bidder shall have to complete the work within 10(Ten) days from issue of Letter of Award (LOA).
- 6.4** All materials required for carrying out and completing the work shall be provided by the bidder at his own cost.
- 6.5** Necessary manpower with adequate expertise required for carrying out the work in due time shall be responsibility of the bidder.
- 6.6** Necessary machineries needed for finishing the work within the projected time shall be responsibility of the bidder.
- 6.7** All costs towards transportation of manpower, materials & machinery shall be borne by the bidder.
- 6.8** The bidder shall ensure that due care shall be taken to avoid any untoward incident emerging out of accidents during the total span of installation work. He should arrange proper medical care and facility for the workers and first aid facility shall be made radially available for the effected persons.
- 6.9** The bidder shall maintain close contact with departmental officers and keep them updated towards the progress of the installation work.
- 6:10** After installation, test run shall be carried out by the bidder and a demonstration shall be arranged by the bidder for detailing the working and performance of the installed System.
- 6.11** Minimum 2 years of warranty period from date of commissioning at site shall have to be provided by the successful bidder.
- 6:12** Replacements of defective and non-functioning components, during warranty period shall be the responsibility & priority of the bidder. All such replacements shall be done by the supplier within 24 hours of defect identified.
- 6:13** Supply of compatible drivers and software shall come under the responsibility of the bidder concerned.

(APPENDIX-A)

COVERING LETTER

Dated:.....

To,
The Director
Information & Cultural Affairs
Tripura

Subject: Selection of vendor for Supply, Installation & Commissioning of CCTV Cameras along with storage, Connection and other accessories for CCTV Surveillance system in Rabindra Satarbarshiki Bhawan, Nazrul Kalakshetra and Muktheadhara Auditorium Agartala during 2024-25(Halls run by Society for Management of Cultural Complexes under Information & Cultural Affairs Department, Government of Tripura.

Sir,

- 1) With reference to your SNIQ vide No.F.1(164)-SFMCC/TENDER/2025 dt. 27/02/2025, I/we, having examined the Quotation Documents and understood its contents, hereby submit my Quotation as per the norms set herewith.
- 2) All information provided in the Bid and in the Appendices is true and correct.
- 3) This statement is made for the express purpose of qualifying as a Bidder for undertaking the supply & installation & commissioning work.
- 4) I/ We shall make available any additional information to Information & Cultural Affairs Department, Tripura it may find necessary or require supplementing or authenticating the Bid.
- 5) I/ We acknowledge the right of Information & Cultural Affairs Department, Tripura to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 6) I/ We declare that:
 - (a) I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Information & Cultural Affairs Department, Tripura.
 - (b) I/ We do not have any conflict of interest in accordance to the Quotation Document as far as it relates to employees of the bidder working on this project;
 - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the Quotation Document, in respect of any Quotation or Request For Quotation or EOI Issued by or any Contract entered into with Information & Cultural Affairs Department, Tripura or any other public sector enterprise or any Government, Central or State; and
 - (d) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the Quotation Document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

7) I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Quotation that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders, in accordance with the Quotation Document.

8) I/ We declare that we are not a Member of any other Agency submitting the Bid for any item of this SNIQ.

9) I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate Information & Cultural Affairs Department, Tripura of the same immediately.

10) The rate(s) has been quoted by me/us after taking into consideration all the terms and conditions stated in the Quotation,

11) In case of noncompliance from my/our part as Bidder at any stage of finalization of Quotation/execution of the work / Security Period, the Information & Cultural Affairs Department, Tripura is at a liberty to take punitive action(s) if situation warrant so, within the ambit of the terms of Quotation Documents/Agreement.

12) I/We agree and understand that the Quotation is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the work is not awarded to me/us or our Quotation is not opened.

13) I/We agree to keep this offer valid for 90 (Ninety days) days from the Quotation Due Date (QDD).

14) I/We agree and undertake to abide by all the terms and conditions of the Quotation document.

In witness thereof, I/we submit this Quotation under and in accordance with the terms of the Quotation Document.

Yours faithfully,

Date:

Place:

(Signature of the Bidder)
Name and seal of Bidder

(APPENDIX-B)

UNDERTAKING

I.....Son / Daughter.....
resident of being Owner/.....of
whose GST Registration No. is..... Income Tax PAN No. is..
....., hereby give consent to Information & Cultural Affairs Department, Tripura to
deduct from our Bill whatever dues of the GST & IT Department on their demand.

It has further been declared that I/We, M/S..... the
Owner has never been barred or disqualified either by Government of India or Government of
Tripura or their Departments or agencies from participating in submission of Quotation or such
stipulation does not subsist up to Information & Cultural Affairs Department which bars in
participation to this Quotation. Any revelation of facts in contrary to the above declaration may lead
to termination of my/our Bid/Agreement irrespective of stage of the Bid Process / Execution along
with imposition of penalty within the ambit of this Bid Document/Agreement.

Place:

Date:

(Signature of the Bidder)
Name and seal of Bidder

(APPENDIX-C)

RATE QUOTING SHEET FOR BIDDER

SNIQ No.F.1(164)-SFMCC/TENDER/2025

dt. 27/02/2025.

To,
The Director
Information & Cultural Affairs,
Tripura

Subject: Selection of vendor for Supply, Installation & Commissioning of CCTV Camera along with storage, Connection and other accessories for CCTV Surveillance system in Rabindra Satarbarshiki Bhawan, Nazrul Kalakshetra, Muktheadhara Auditorium Agartala in 2024-25(Halls run by Society for Management of Cultural Complexes under Information & Cultural Affairs Department, Government of Tripura.

Sir,

I /We [name of the applicant / Bidder duly authorized by the applicant to submit this Quotation), do hereby submit our Quotation to carry out the construction work in accordance with provisions of terms and conditions of this Bidding Document. My bid for the Quotation as follows:

Sl. No.	Work Site	Name of Work	Rate Quoted in INR (including all taxes in figures & words)
1.	Rabindra Satarbarshiki Bhawan (Hall-1 and Hall-2)	Supply, Installation & Commissioning of CCTV Cameras with Storage; Connection; 16 channels DVR ; Dome, Bullet Night Vision Camera (2.4 MP) with other required accessories for 16 separate points for surveillance over the entire outer periphery of the building and entry-exit doors of both the halls	
2	Nazrul Kalkshetra	Supply, Installation & Commissioning of CCTV Cameras with Storage; Connection; 16 channels DVR ; Dome, Bullet Night Vision Camera (2.4 MP) with other required accessories for 16 separate points for surveillance over the entire outer periphery of the building and entry-exit doors	
3	Muktheadhara Auditorium	Supply, Installation & Commissioning of CCTV Cameras with Storage; Connection; 8 channels DVR ; Dome, Bullet Night Vision Camera (2.4 MP) with other required accessories for 8 separate points for surveillance over the entire outer periphery of the building and entry-exit doors	

i) Our Financial Quotation shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Quotation, i.e. 90 days from the date of opening of financial bid.

ii) We understand that you are not bound to accept any Quotation you receive without assigning any reason.

(Signature of the Bidder)
Name and seal of Bidder