



THE SINGARENI COLLIERIES COMPANY LIMITED
(A GOVERNMENT COMPANY)
HYDERABAD PURCHASE DEPARTMENT
TELANGANA (STATE)

CIN:U10102TG1920SGC000571
e-mail.ID:pd_hyd@scclmines.com.
Company Web site: www.scclmines.com

SCCL GST No : 36AAACT8873F1Z1

NOTICE INVITING TENDER

**SUB: COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR CCTV
IP NETWORK CAMERAS FOR PERIOD OF TWO YEARS – REG.**

Enquiry No.	HY124O0270
Enquiry Date	17.12.2024
Mode of Enquiry	Open Enquiry
Number of Sources	Single
Due Date & Time for submission of Tenders	26.12.2024 before 3.00 PM
Due Date & Time for opening of Tenders	26.12.2024 after 03.00 PM
Mode of Tendering	Single Cover

1. The contract period is for a period of two years and it shall be extendable for a period of six months based on satisfactory performance.
2. **EMD APPLICABLE:** The approximate estimated basic value of the enquiry is ₹2.50 lakhs for a period of two years. Bidder shall submit bids with EMD of ₹2,500.00 (Rupees two thousand five hundred only) and EMD in original in the form of Demand Draft is to be submitted to the Singareni Collieries Company Limited payable at Hyderabad along with Bids. Otherwise bid is liable for rejection.

(A) **QUOTATION FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR CCTV IP NETWORK CAMERAS FOR PERIOD OF TWO YEARS**

Sl. No.	Scope of work	AMC Cost/Qtr Rs. Ps.	AMC Cost/ 2 years (8 Qtrs.) Rs. Ps.
1	CCTV IP Network cameras 8MP HIKVISION IP cameras with POE 8 port switch – 24 Nos.		
2	Network Video Recorder (NVR) with Hard disk – 02 Nos.		
	Total		

NOTE:

1. Offers are invited from vendors located in Hyderabad/Secunderabad only.
2. The bidders are requested to quote basic rate per Quarter and total rate for two years (8 quarters).
3. The offered rate should be inclusive all taxes other than the GST. The applicability of GST in % shall be clearly mentioned as extra.
4. The bidders offered without any GST, their landed cost will be arrived by taking maximum GST% quoted by other bidders.
5. Offer validity must be Four months. Those who offer the validity less than 4 months will be disqualified.
6. **Evaluation:** The L1 status of the bidders would be arrived based on the lowest value offered on overall basis.

NOTE: If more than one bidder stood in L1 status, the Successful Bidder will be selected through a lottery system to be drawn at O/o GM (CDN) in presence of representatives of Finance & Purchase Depts.

7. **Experience:** The firm should have at least two years of experience as on date of submitting offer in providing comprehensive maintenance for CCTV Cameras & Network Video recorder in SCCL. The firm should submit relevant documents in proof to that effect.

1.0 **TECHNICAL TERMS AND CONDITIONS:**

- 1) **SCOPE OF WORK:** Maintenance service shall consist of Preventive and Comprehensive maintenance of CCTV cameras include the repair/replacement of defective parts with the parts of equivalent or higher specification and details of replacement should be provided to the Admn. Manager/Officer in charge. A standby arrangement is also mandatory in such cases.
- 2) AMC covers the detection of cable faults location, rectification and jointing/connecting pairs available etc. In case the cable becomes unserviceable, SCCL will supply new cables.
- 3) The contractor/firm has to ensure uninterrupted recording of CCTV surveillance system covering all location in Singareni Building, Hyderabad. It includes relocation of CCTV cameras and time to time check proper connectivity of surveillance system.
- 4) The firm shall also be responsible for deployment of necessary skilled personnel conversant with the equipment / CCTV system, for cleaning of all hardware using suitable cleaning material and supportive equipment. Preventive maintenance includes proper network cabling and to resolve the issues with respect to loose connections. A separate log book shall be maintained for preventive maintenance record and it should be signed by the Admn. Manager/officer in charge.
- 5) Skilled service personnel should be visited on every day to extend necessary service.
- 6) Preventive as well as breakdown maintenance, both are covered under scope of work on AMC, which is comprehensive & corrective maintenance of CCTV cameras including other hardware and cabling. Preventive maintenance shall be extended at least once in a month apart from breakdown calls.
- 7) The equipments are normally required to be repaired in the premises of Singareni building only. In exceptional cases when the equipments cannot be repaired in the office premises and required to be taken to the workshop, this department will not make any payment towards cartage and the expense for the to and fro transportation of the machines will be borne by the firm concerned.
- 8) The equipment being taken to the workshop for repair would be at contractor/firm own risk and expenses. Any damage or loss caused to the equipment or their part due to negligence, mishandling shall be made good by the contractor/firm. In this case, the contractor/firm should make necessary inward and outward entries duly signed by the Admn. Manager/officer in charge.
- 9) At present, there are 02 nos. of Network Video Recorder (NVR) with Hard disk, 24 nos. of CCTV IP net work cameras are installed in the Singareni Building. The details and locations of said CCTV cameras can be obtained from the Admn. Manager/officer in charge. The GM(CDN) has the power to increase the no of CCTV Camera and other equipments during the contract period for the same terms and conditions. The Contractor has to provide the service without any increase in maintenance charge.

- 10) All tools and testing instruments required for checking, testing and attending to routine maintenance and breakdowns shall be arranged by the Contractor.
- 11) The contractor shall ensure the proper working of recording of the video obtained from the CCTV cameras and necessary backup has to be taken in the form of DVD/Hard Disc in the regular intervals and to be handed over to the Admn. Manager/officer in charge. The provision of DVD/Hard Disc shall be in the scope of work of tender. In the event of non availability of recorded images which at time required for verification/investigation, the contractor will be held responsible and he may be penalized with a penalty and to the maximum
- 12) It shall be the responsibility of the firm to make all the CCTV surveillance system and equipment work satisfactorily throughout the contract period and to hand over the systems in working conditions to Singareni Bhavan after expiry of the contract.
- 13) The contractor/firm must ensure confidentiality regarding handling of all information obtained within the control room, whether videotapes, snapshots, written, verbal and other sensitive materials held within the Control Room and in Singareni Bhavan premises.
- 14) The Contractor/firm should ensure all storage and apparatus should be virus free.
- 15) The service engineer/technicians will be allowed to work on all working days. Renting, lending and copying of any software and hardware products are completely prohibited. Maintenance of accessories such as Mouse, Remote should be at free of cost only.
- 16) Contractor/Firm are advised to inspect the site before quoting their rates to acquaint themselves with the nature of work.
- 17) All tools and plants (including ladder) required for the CAMC has to be arranged by the contractor/firm at his own cost.
- 18) The contractor/firm will provide his personnel with protective equipment and should ensure safety of his service Engineer/Technicians, engaged for the purpose of CAMC and during the process of work, if any accident occurs due to any cause, the Singareni shall not be held responsible, and any claim or legal penalties arising out of it will be the responsibility of contractor/firm.
- 19) Nothing under the contract of deployment of personnel shall confer any right by himself or by the contractor/firm to claim any direct employment under SCCL or to be treated at any time as employees of SCCL.
- 20) Adequate care is to be taken while executing the work without causing any damage to Singareni Building premises.
- 21) During Comprehensive AMC period all the materials required for satisfactory functioning of the system to be supplied by the Successful Tenderer.

- 22) Maintenance register should be maintained by the firm and necessary entries should be recorded about the visiting of their in-charge in connection with the maintenance of CCTV.
- 23) Being prevented or delayed in performance of any of its obligation under this agreement due to condition which shall include but not limit to strikes, lockout, concerted action of workman, breakdown of communication or power acts of god, fire, storm rain, earthquake, explosions emergency, war riots etc.
- 24) No joint venture or consortium of any kind is allowed for bidding.
- 25) Only genuine spare parts should be used.
- 26) The components of the equipments will be the whole responsibility of the bidders for procurement and replacement as and when required during the period of contract
- 27) The bidder/tenderer must under-take to ensure that sufficient standby cameras/spare parts/wire etc, are kept in readiness so that there occurs no laps in the security system of the Singareni Building premises.
- 28) The Service personnel who has been authorized by the Contractor/firm to attend the service work in Singareni Building should not engage in any private work/act/practice in Singareni Building.
- 29) Any complaint from C&MD's and Directors' offices should be attended and rectified immediately.
- 30) Any cable complaint should be rectified as fast as possible.
- 31) Any compensation to be paid for accidents/injuries to agency personnel should be paid by the agency and SCCL remains absolved of the responsibility of payment of such compensation.
- 32) The rates include cost of spares, accessories, salaries of service personnel. The AMC covers preventive and comprehensive maintenance. The Rate shall be firm till completion of the AMC Period. SCCL shall not be responsible for any liability of what so ever nature under this contract. In case of any such liability, the SCCL stands indemnified by the Agency.
- 33) If there is any increase of GST, as per Government orders, during the contract period, the enhanced portion of Tax will be paid by SCCL. If it is reduced, the same should be passed on to SCCL.
- 34) The written agreement to be entered into between the Agency and SCCL shall be the foundation of the rights of both the parties and contract shall not be deemed to be completed, until the agreement has first been signed by the Agency and then by the proper officer authorized to enter into contract on behalf of SCCL and a Non Judicial stamp paper of worth Rs.100/- shall be submitted by the agency on receipt of order for the same.

2.0 **COMMERCIAL TERMS AND CONDITIONS:**

1) **SECURITY DEPOSIT:**

- i) The EMD will be converted as Security Deposit on award of work.

Security deposit shall be refunded after satisfactory completion of contract period of One year

- 2) **PAYMENT:** The payment towards maintenance charges will be released / paid on quarterly basis on satisfactory completion of assigned services certified by Admn. Manager / Officer in charge. Income Tax and other taxes as per rules will be deducted from the bill as applicable from time to time.

TAX RETENTION CLAUSE:

The supplier shall upload his Tax Invoice in the GSTN as per the provisions of the GST Act i.e., by 10th of the month subsequent to the month in which "Time of Supply" arises.

In respect of orders where the entire order quantity is executed in phased manner through multiple invoices or where staggered payment is made, if the "Tax Invoice" is not uploaded within the time limits prescribed under GST Act, the tax amount will be withheld from the payment made against subsequent Invoice till such time the invoice is uploaded. The final payment is subject to compliance of all formalities under GST by the supplier.

(B) **GENERAL INSTRUCTIONS:**

1. Bidders are advised to carefully read this NIT Document. Towards acceptance of conditions in NIT, the tenderer is requested to sign on all pages of the Tender document towards their acceptance.
2. SCCL reserves the right to seek clarifications in respect of the bids/ supporting documents etc. from the bidders by letter/ e-mail/ fax.
3. Sealed tenders with our enquiry number and date clearly marked on the cover can be dropped in the tender box in the Company Purchase office at Hyderabad or can be sent by post or courier before the due date and time. Fax quotations are not accepted. M/s. SCCL will not, in any way be responsible for any postal delay.
4. From 01.11.2020 onwards all the vendors whose turnover is more than ₹10.00 Crores or above in the financial years 2021-22, 2022-23 & 2023-24 have to submit e-invoice with QR code printed on it. If the turnover is less than ₹10.00 Crores the firm has to declare that we are exempted from e-invoicing requirement. Therefore, the said e-invoicing provisions are not applicable to our company. Towards this, the firm is required to submit undertaking detailed in "ANNEXURE" along with Invoice.

BILLS WILL NOT BE ACCEPTED WITHOUT e-INVOICING IF THE AGGREGATE TURNOVER IN ANY OF THE THREE FINANCIAL YEARS 2021-22, 2022-23 & 2023-24 EXCEEDS ₹10.00 CRORES.

5. A) The terms and conditions of the tender are divided into two parts i.e. Part 'A' and Part 'B'.
- a. Part 'A' contains technical & commercial terms and conditions.
 - b. Part 'B' contains price BID.

B) Submission of offers:

- i. The Tenderer shall submit bids in two parts i.e., TECHNICAL & COMMERCIAL BID AND PRICE BID in one sealed cover as detailed below, superscribing enquiry number, due date of opening of the tender and name & address of the Tenderer.
 - Part 'A' shall contain copy of the whole tender document duly signed by the Tenderer in all the pages to indicate that the Tenderer has gone through the whole tender document, to acquaint himself with the work involved and accepting to all terms & conditions mentioned in the NIT. All the required details with supporting documents are to be submitted.
 - Part 'B' shall contain price BID and Annexure - I & II of NIT.
- ii. The above cover superscribing enquiry number, due date of opening of the tender and name & address of the Tenderer.
- iii. In case the Tenderer submits revised bid or more than one bid, the lowest bid only will be considered unless Tenderer clearly specifies which bid is to be considered.
- iv. Bidders are required to quote as per the technical specifications mentioned in the NIT document. Otherwise the offer is liable for rejection.

BOTH COVERS WILL BE OPENED ON THE SAME DAY

6. **RIGHT TO REJECT THE OFFERS/CANCEL THE TENDER:** SCCL reserves the right to reject any or all the offers without assigning any reason and to cancel the tender at any stage before release of order / award of contract. The decision taken by SCCL in this regard shall be final.
7. **CORRESPONDENCE/ DISPUTES DURING ENQUIRY STAGE:** Correspondence/ disputes will be entertained before placing order and the decision of the SCCL shall be final. However In case of any un-resolved dispute or difference of opinion arising between SCCL and the successful tenderer in respect of manner of execution or anything connected with the work, not specifically provided for hereunder or in respect of meaning of any clause of the terms and conditions of Tender document shall be resolved by arbitration.

8. **EARNEST MONEY DEPOSIT (EMD):**

a. **SUBMISSION OF EMD:**

The EMD shall be ₹2,500.00 (Rupees two thousand five hundred only).

Tenderer shall submit bid along with EMD. Bid submitted without EMD will be summarily rejected. The EMD shall be paid in the form of Demand Draft drawn on any Nationalized/Scheduled Banks located in Hyderabad in favour of The Singareni Collieries Company Limited, payable at Hyderabad, Hyderabad District (Telangana State).

- i. No interest will be paid on the EMD. On award of the work, the EMD will be converted in to Security deposit.
- ii. EMD of unsuccessful bidders will be refunded immediately after the bidder is declared unsuccessful.
- iii. EMD of successful bidder will be refunded after faithful execution of the order.
- iv. EMD paid against earlier enquiry (ies) will not be adjusted for the current enquiry.

There is no exemption in submission of EMD for any category of bidders.

b. **FORFEITURE OF EMD:**

EMD of the Bidder will be forfeited in the following circumstances:

- i. Withdraws the offer during validity / extended validity period.
- ii. Changes the terms and conditions of the offer during validity / extended validity period.
- iii. Does not accept the LOI/Order placed within the offer validity period / extended validity period, in accordance with terms & conditions of NIT, offer & negotiations.
- iv. Breach of contract during execution.
- v. The information/documents submitted by the bidder proved to be false/ incorrect.

9. **BIDDER'S DETAILS:** Bidder shall furnish the following information:

- i. Name and address, Phone number, Fax number, e-mail ID and Name of the contact person.
- ii. Indicate clearly, the constitution of the bidder i.e., Sole Proprietorship, Partnership, limited liability Company etc., together with names of proprietor, partners and directors respectively.

- iii. Indicate clearly, if it is a Government Company, SCCL ancillary unit. A copy of valid documentary proof shall be enclosed.
- iv. Banker's Name and address together with Branch Code and IFSC/RTGS Code.
- v. GST registration and other details to the extent applicable along with documentary evidence.

10. **TERMINATION**

- a) Termination for not commencing the work: SCCL reserves the right to terminate the work in case the Contractor fails to commence the work within 30 days from the date of receipt of LOI/work order. In such cases, Security deposit amount of ₹2,500-00 will be forfeited and the Firm will be blacklisted for a period of 2 years.
- b) Termination of work due to poor performance: SCCL reserves the right to terminate the work, with the service provided by the Contractor is found to be unsatisfactory at any stage during the contract period
- c) Termination of work due to work stopped by firm: The work is stopped due to the failure on the contractor's part or the contractor is not being executed to the entire satisfaction of SCCL.
- d) SCCL reserves the right to terminate the contract work during the contract period at any time with 7 days notice without assigning reason.
- e) The GM (Coordination) may terminate the contract with immediate effect without assigning any reasons, if he is of the opinion that the work is not conducted to his satisfaction & GM (Coordination) shall be sole judge in this regard.

11. **PENALTIES:**

- a) **Penalties in case of termination for not commencing work:** In case of termination of contract under clause 10(a), the Security deposit shall be forfeited.
- b) If the service provided by the Contractor is found to be unsatisfactory, a penalty of 10% from the monthly bill will be levied. Prior to this, a notice will be served for improvement. If no improvement is made in spite of levying the penalty and notices, Contract will be terminated, besides black listing of the Contractor for further business with the company and Security Deposit shall be forfeited and no claim whatsoever shall be entertained. SCCL reserves the right to evaluate the performance of the Contractor and the Contractor cannot dispute or question the decision taken by SCCL in this regard.
- c) If the Contractor fails to fulfil the contract terms & conditions and services are stopped due to his failure, contract will be terminated without any prior notice and the Security deposit will be forfeited.
- d) In case of failure to carry out the courier service at any point of time during the contract period, the cost incurred to dispatch in any alternative arrangement will be deducted from the bills/Security deposit under risk purchase clause.

- e) The successful bidder is supposed to response within 8 hours in the case of any break down or complaint launched from the office. The same complaint must be resolved in 24 hours otherwise penalty shall liable to be imposed. If the time taken exceeds 24 hours for resolving the complaint, the contractor/firm should keep stand by for replacing the concerned equipment till it is made functional.
- i) Up to 24 hours - No penalty.
 - ii) Delay above 24 hours - 5% of AMC cost of particular month.
12. **LAWS APPLICABLE:** The contract shall be governed by the Laws of Indian Union for the time being in force.
13. **CIVIL COURT PROCEEDINGS:** Normally all disputes should be settled by negotiations between the Company and the concerned parties. In case any dispute/difference is not settled through negotiations, the respective parties can seek remedy by the civil court proceedings by invoking the same within 120 days of dispute.
- (a) The Arbitrator(s) will be appointed to resolve the disputes between the parties. The Chairman & MD of the S.C.Co.Ltd, is having absolute power to appoint a single Arbitrator or more than one Arbitrator or to refer the dispute to the Institutional Arbitration at his discretion and his decision is final and binding on the parties. The appointed Arbitrator(s) / Institutional Arbitration should pass a reasoned award.
 - (b) If any of the Arbitrators appointed by the Chairman & MD of the S.C.Co.Ltd., is unable to continue as an Arbitrator for any reasons whatsoever or if the Chairman & MD of the S.C.Co.Ltd., for the reasons to be recorded in writing thinks fit for appointment of a new Arbitrator in the place of existing Arbitrator, he is having a power to do so. If such a new Arbitrator is appointed, he can either continue the civil court proceedings from the stage where the earlier Arbitrator discontinued his proceedings or alternatively the new Arbitrator may start proceedings de novo if the circumstances warrant him to do so.
 - (c) The parties should bear the costs of the civil court proceedings equally.
 - (d) Failing to invoke civil court clause within 120 days of dispute, the matter is to be decided by Civil Court at Hyderabad District in TELANGANA state alone and not at any other place.
14. **UNSOLICITED DISCOUNT:** Suo-moto reduction shall not be considered for evaluation whether given before or after opening of price bids. If any Tenderer other than lowest offers Suo-moto reduction in the prices after opening of the price bid, the offer shall be rejected out rightly. However, if there is a suo-moto reduction from the lowest Tenderer adjudged on the basis of comparative statement as per price bids before such reduction, the benefit of suo-moto reduction shall be availed of at the time of placement of order on the lowest Tenderer. SCCL reserves the right not to accept the lowest bid.

15. **BRIBES & GIFTS:** Any Bribe, Commission, gift or advantage given, promised or offered by or on behalf of the Supplier or his partner, agent or servant or any one on his or their behalf to any Officer, Servant, representative or agent of the Singareni Collieries Company Limited, or any person on his or their behalf for obtaining or executing of this or any other contract with the Singareni Collieries Company Ltd., shall in addition to any criminal liability which the Supplier may incur, subject the Supplier in the cancellation of this and all other contracts with and also to payment of any loss of damage resulting from any such cancellation to the like extent as is provided in case cancellation under clauses thereof. Any question or dispute to the commission of any offence under present clause shall be settled by the Singareni Collieries Company Ltd., in such manner and on such evidence of information as they think it sufficient & their decision, shall be final and conclusive.

NOTE: *In case any specific mention is made on the above clauses in special terms and conditions the same shall prevail over.*

**DGM (PURCHASE)
The Singareni Collieries Company Ltd
(A Govt. Company)
Purchase Cell, 1st Floor
SINGARENI BHAVAN
HYDERABAD – 500004**

SCCL Helpdesk Numbers: 040-23316964
EPABX Numbers: 040-23142 EXTN: 224 & 230

Format of Letter of Bid (LOB)

LETTER HEAD OF BIDDER

To
The Deputy General Manager (Purchase)
The Singareni Collieries Company Limited,
Singareni Bhavan,
Redhills, Lakdikapool,
Hyderabad – 500004

SUB: COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR CCTV
IP NETWORK CAMERAS FOR PERIOD OF TWO YEARS – REG.

REF: Enquiry No.HY124O0270, dt.17.12.2024.

Dear Sirs,

I/We offer to provide Service as per rate/price mentioned in NIT in accordance with the conditions of the NIT document.

This Bid and your subsequent Purchase Order shall constitute a binding contract between us.

I/We hereby confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

If any information furnished by me/us online towards eligibility in this tender is found to be incorrect at any time, penal action as deemed fit may be taken against me/us for which I/we shall have no claim against SCCL.

Yours faithfully,

(Signature of Bidder OR Authorized person of
bidder)

- 1.Name of Authorized Signatory :
- 2.Type of Authorization :
- 3.Name of the Bidder :
- 4.Address :
- 5.e-Mail Address :
- 6.Mobile/Telephone Number :
- 7.FAX Number :
- 8.Place :
- 9.Date :

**COPIES OF FOLLOWING DOCUMENTS TO BE ENCLOSED
ALONG WITH TENDER DOCUMENT**

1. **Experience**: The firm should have at least two years of experience as on date of submitting offer in providing comprehensive maintenance for CCTV Cameras & Network Video recorder in SCCL. The firm should submit relevant documents in proof to that effect.
2. **Earnest Money Deposit (EMD)**:
3. Submit e-invoice, if turnover exceeds ₹10.00 Crores in any of the financial years starting from 2021-22, 2022-23 & 2023-24.

If not exceeds, Firm has to give following undertaking.

PROFORMA

Our turnover is not exceeded ₹10.00 crores during Financial years from 2021-22, 2022-23 & 2023-24.

Name:

Designation:

Company Name:

GSTIN	E-invoicing applicability	SEZ Status (Yes/No)

Any loss of ITC or discharge of interest and penalty arising to SCCL due to any misinformation from us, we are liable to reimburse the same to SCCL on the basis of this declaration.

SIGNATURE OF OWNER WITH STAMP/SEAL

Authorised signature
Firm' Stamp