

**INVITATION OF TENDERS
FOR SUPPLY, INSTALLATION,
COMMISSIONING & OPERATION AND MAINTENANCE
OF
CCTV System
RFP/AFNOE/CCTV/ 25-26**

AT

**AIR FORCE & NAVAL OFFICERS CGHS LTD
PLOT NO – 11, SECTOR- 7, DWARKA
NEW DELHI - 110075
PHONE NO 011- 45718577
E-MAIL afnoenclave@gmail.com**

Dear Sir/Madam,

1 Quotations are hereby invited for supply, installation, commissioning & operation and maintenance of CCTV System at Air Force & Naval Officers' CGHS Ltd., Plot no 11, Sector-7, Dwarka, New Delhi-110075. The details are as given in following paragraphs:

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2 **Scope of Work** Design, Supply, installation, testing, commissioning & operation and maintenance of CCTV system complete in all respects, with 2 years comprehensive maintenance contract / warantee on the complete system in the society namely **AIR FORCE & NAVAL OFFICER'S CGHS LTD, PLOT- 11 SECTOR -7 DWARKA NEW DELHI 110075.**

3 **Two years Comprehensive Maintenance Contract / warranty (Extendable Further)**

(a) The Comprehensive Maintenance contract / warranty shall include servicing and warranty of CCTV system for 02 years from the date of commissioning. The AMC will be extendable on mutually acceptable terms and conditions.

(b) The maintenance service provider shall ensure proper functioning of the CCTV system as a complete unit. All preventive /routine maintenance and break down / corrective maintenance required for ensuring maximum uptime shall have to be provided by the service provider. Accordingly, the comprehensive maintenance contract (CMC) shall have three distinct components as described below.

(i) **Preventive Maintenance** A comprehensive detailed preventive maintenance would be undertaken by the service provider on and as requirement basis, and should be at least once in three months. It shall include activities such as checking of the Operational / Functional health of the CCTV System, checking of all electrical connections and replacement of defective items if found unserviceable in the check-up. Further the company would also undertake all other activities required for the proper functioning of the CCTV as a whole.

(ii) **Routine Cleaning** The Company is required to train the society staff for monitoring and operations of CCTV system.

(iii) **Break Down / Corrective Maintenance** Whenever a complaint is lodged by the society, the company shall attend to such complaint within reasonable period, not exceeding 24 hrs. In case of major break down requiring equipment change /repair a period not exceeding 48 hrs. will be accepted by the company to undertake such repair on priority.

4 Warranty – All equipment provided and the CCTV system as a whole will be in two years warranty.

5. Eligible Suppliers

- (a) The Original Equipment Manufacturers (OEM) / their Authorized Dealers / vendors who have been undertaking such works at substantial scale in the preceding five years.
- (b) Manufacturer or their authorized dealer / vendor should have the experience for the supply and installation of CCTV Systems in Delhi NCR region during last three years.
- (c) The vendor should have an average turnover of more than Rs fifty lacs during the last **three** financial years. (2021- 22, 2022-23, 2023-24).
- (d) Must be a registered vendor on GeM.
- (e) Must have its own installation and maintenance team.
- (f) Work order must not be forwarded to any third party for execution.

6. Earnest Money Deposit

- (a) The tender should be accompanied with earnest money for the value of Rs 10,000/- (Rs Ten thousand only) in the form of demand draft in favor of "AFNO CGHS LTD" payable at New Delhi. If submitted online, the earnest money can be transferred online at Air Force and Naval Officers' CGHS Pvt Ltd, Union Bank of India Savings Bank Acct No. 210322010000500, IFSC – UBIN0921033 and the UTR number be forwarded along with the tender.
- (b) The Offer without EMD may-be rejected without assigning any reason as being non responsive.
- (c) EMD of unsuccessful bidders shall be returned after award of the Contract/Work Order and acceptance by successful bidder (within 7 days). No interest will be paid on the earnest money.
- (d) If the successful bidder fails to accept the contract by signing the contract agreement within three days of the offer (LOA) made by society, the management shall forfeit the EMD submitted by such bidder and AFNO CGHS management shall have the right to offer the contract to next eligible bidder.

7. Payment Terms

1. 15 % of the contract value at the time award of tender.
2. 45 % on supply of materials, as per design specifications.
3. 37 % on installation and operationalization of cameras and all equipment and commissioning of the CCTV system as required in Annexure 1.
4. 3 % will be held till submission of performance warranty BG/FDR.
5. Payments will be made inclusive of taxes of whole amount.
8. **Bank Guarantee** 3 % of the total value of the project cost will be provided by the company / vendor as performance bank guarantee in form of FDR / bank guarantee in favour of AFNO CGHS LTD DWARKA for the O&M phase of 2 years.

9. Other Terms and Conditions

- a. The make and serial no of all equipment used must be recorded by the manufacturer.
- b. A proper record in log books shall be maintained by the contractor for the progress of project which includes details of breakdown, nature of defects, reason of defect, etc. A complaint register with date of complaint and date of rectification of defects will also be maintained.
- c. All fittings, assemblies, accessories, hardware, civil & electrical work & safety devices as required shall be deemed to be included whether such items are specially mentioned in this tender or not.
- d. The company must submit a complete set of technical literature, proper diagrammatic layout of CCTV system, operational and maintenance manual in English.
- e. Quarterly performance reports must be submitted to the society office.
- f. **Fire Safety:** Adequate fire protection of the plant and building will be ensured by the vendor through installation of various firefighting devices and placing the required fire appliances at critical points and areas for each block.
- g. **Insurance:** The vendor shall ensure that all his manpower working on the project and the entire CCTV project including all the accessories are insured against all the damages during transit and installation, till commissioning of system.
- h. **Damage to the Property:** the vendor shall make good to the loss/damage to the society and individual owners' property during the course of installation

10. **Performance Security Deposit.** The EMD (earnest money deposit) of the successful bidder will be released after receipt of 3 % performance bank Guarantee as per clause 10 above valid for two years from the commissioning of the power plants.

13. **VALIDITY OF THE BID** The bids shall be valid for a period of at least 60 days from the date of opening of Tender /proposal for the acceptance by the society.

14. **Time Schedule, Penalty /Liquidated Damages**

(a) The systems are to be supplied, installed, commissioned, and operationalized within 60 days from the date of issue of Work Order. Any delays beyond this period will attract a penalty of Rs.2500/ per day.

(b) Over and above the penalty in para 14(a), the time for the date of delivery or dispatch stipulated in the supply order shall be deemed to be the essence of the contract and should the contractor fail to deliver or dispatch any consignment within the period prescribed for the delivery or dispatch stipulated in the supply order the delayed consignment shall be subject to 2% penalty per month recoverable on the value of the stores not supplied.

(c) On the failure of the suppliers to make supply within the extended period or otherwise risk purchase at the cost of the supplier will be made by the society within 30 days of the date of expiry of stipulated delivery period by inviting short term quotations from the registered and other known supplier. The difference of excess cost thus incurred will be recovered from the supplier from his pending bills, or security whichever is available. This procedure will be adopted after serving a registered notice to the supplier to supply stores within 15 days.

(d) The contractor shall not assign or sublet the contract without written approval of the society management sanctioning the contract or disclose details of the conditions governing this contract to any un-authorized person/party.

15. **Inspection of Materials.** The material/stores when received from the supplier will subject to inspection by the constituted sub- committee members on CCTV system as approved by the Management committee. The supplier shall provide without any extra charge assistance of every kind which the members may consider necessary for the test or examination which may require to be made on the supplier premises or site of the project. Testing charges if any charged by the approved testing center /lab for the checking of performance will be borne by the firm/ company/contractor.

16. **Submission Of Tender /Proposal**

(a) Sealed tender should be submitted only as **Financial Bid** as given in Annexure-I, in a sealed envelope along with covering letter on company/firm letter head. These envelopes should superscribed on top "Offer for Supply, Installation,

Commissioning and operation & maintenance of CCTV System at AFNO CGHS, DWARKA.

- (a) The last date for the submission of the complete tender will be 27.12.2025 1700hrs. Tender documents in sealed envelope will be dropped by the vendor in a sealed box placed at society main guard room or Society Office
- (b) The Offer should be addressed to **President Air Force Naval Officers CGHS Ltd, Plot No. 11, Sector -7, Dwarka, New Delhi-110075.**
- (c) The society shall assume no responsibility for misplacement or premature opening of any part of the tender, in case of above instructions are not complied with the tender.
- (d) Any Offer received after the deadline date for submission of the offers shall be rejected and returned unopened to the tenderer.
- (e) All the pages of the tender documents, technical specifications, bids, supporting documents etc., shall be indexed, numbered and duly signed by the authorized signatory of the company with the company seal affixed on each page.

17. **Documents to be enclosed with the offer**

The tender should comprise the following documents: -

1. Forwarding letter as per Proforma-I (Annexure II)
2. Photocopy of partnership deed in case of partnership firm.
3. Power of attorney for authorized signatory in case of companies.
4. Details of past experience against supply made to Central govt dept / organization, different state nodal agencies or private parties in Proforma-II (Annexure III).
5. Earnest money deposit – Kindly give details in covering letter.
6. Letter from Chartered accountant stating the average turnover in last three financial years is above 50 lacs.
7. Details of the project completed and User's satisfaction certificates.
8. Attested photocopy of Pan Card, GST No of the company.
9. The price of CCTV system in full and complete set including all parts inclusive of supply, installation, commissioning with GST should be quoted in the attachment as per **Annexure- 1**.
10. Price shall remain firm and fixed. Price variation clause is not acceptable.
11. Any conditional discounts on the prices offered may not be entertained.
12. Offers should be quoted in lump sum inclusive of all taxes till the execution of the project. Any conditional offers with taxes will be rejected out rightly.

18. Opening And Evaluation Offers

Quotations will be opened at 1700 hrs. on 28.12.2025 by the authorized members of the Society at the Society premises in the presence of tenderers or their authorized representative who choose to attend the meeting.

The Society, if required, may at its discretion obtain clarifications on offer by requesting such clarifications from any or all the tenderers. Such requests for clarification and the response shall be in writing.

Vendors may visit AFNO CGHS Ltd at 1100 h on 21.12 2025 for site inspection and interaction and briefing by the sub-committee .

Other Terms And Conditions

- i. The offer not accompanied by EMD shall not be accepted.
- ii. The rates quoted should be FOR destination inclusive of GST as applicable etc.
- iii. All columns of the bid shall be duly filled and the rates shall not be overwritten and be both in figures and words.
- iv. All corrections must be signed by the tenderers.
- v. The quotations shall be opened in the presence of the bidders who wish to be present at the time of opening of bids.
- vi. Material shall be strictly as per specifications. If there is any left-out specification, the same shall be considered as per the ISI Specification.
- vii. The make of equipment should be strictly as per the make mentioned in the BOQs.
- viii. The Society will have the right of rejecting all or any of the quotation without assigning reason thereof. The society may not accept the lowest tender without assigning the reasons.

19. Brand /Make of each equipment, cables, wiring etc.to be used Must be specified in your bid /Tender Document. Vendors are free to give equipment guarantee and warranties over and above the stipulated two years period.

Read And Accepted

I/ We hereby quote to supply the goods and materials specified in the underwritten schedule in the manner in which and within the time specified as set forth in the conditions of contract at the rates given in the financial bid.

The conditions will be binding upon me / us in the event of acceptance of my / our tender. I / We herewith enclose Earnest Money deposit of Rs.10,000/- (Rupees Ten thousand only) and should I / We fail to execute the work order released by Society in case our bid is accepted, I / We hereby agree that the above sum of earnest money shall be forfeited by the Society, **M/s AFNO CGHS LTD, PLOT NO-11, SECTOR-7, DWARKA, NEW DELHI-110075**

(Signature of the authorized signatory)

Name:

Designation & Company seal:

Annexure-I

Attached – KINDLY FILL ALL RATES IN THE ATTACHMENT EXCEL SHEET, SIGN, STAMP THE SAME AND SEND EITHER ONLINE OR SUBMIT AT THE GUARD ROOM OF SOCIETY IN A SEALED ENVELOPE. IF SUBMITTED ONLINE, THE HARD COPY WILL STILL BE REQUIRED TO BE SUBMITTED AT SOCIETY GATE BY 27 DEC 25. **THESE SHOULD BE ON THE LETTER HEADS OF TENDERER DULY STAMPED AND SIGNED.**

ALTERNATELY YOU CAN FILL THE ITEMS GIVEN IN THE ATTACHMENT AS FOLLOWING

TENDER FOR SUPPLY, INSTALLATION & COMMISSIONING OF CCTV System AT AFNO C. G. H.S. LTD, PLOT-11, SECTOR-7, DWARKA, NEW DELHI-110075

Date: _____

From: M/s.

To,
 The President
 M/s AFNOE CGHS Ltd
 Plot-11, Sector-7, Dwarka, New Delhi-110075
 Sir,

With reference to your Tender Notice dated _____ we offer our rates for the Supply, Installation & Commissioning of CCTV system as per the BOQs at Annexure 1.

S.No	Name & description of item	Make & Model Type of equip etc.	Qty.	Unit Rate Rs.	Total Cost Rs.
9	Page				

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N.B: If required, separate sheet may be added to give more technical details of equipment. These should be on the letter heads of tenderer duly stamped and signed.

Annexure-II**PROFORMA-I**

**Specimen Format for forwarding letter
(To be submitted by tenderers on the official letterhead of the company)**

No. Dated:

To

The President
M/s Air Force Naval Officers CGHS Ltd
Plot No-11, Sector-7, Dwarka
New Delhi-110075

Subject: - Offer in response to Notice Inviting Tender No. _____ for supply, installation & commissioning of CCTV System.

Sir,

We are hereby submitting our offer in compliance with terms and conditions of the Notice Inviting Tender No._____. As specified, the offer is being submitted an envelope duly marked and sealed.

We also further declare:

- a) That we are submitting this offer under the above-mentioned notice after having fully read and understood the nature of the work and having carefully noted all the specifications, terms and conditions laid down in the tender document.
- b) That we have never been debarred from executing similar type of work by any central/state/public sector undertakings/departments.
- c) That we shall execute the offer work as per specifications, terms and conditions of the tender document.
- d) That our offer shall remain valid for placement of purchase order up to 60 days from the opening of bids.
- e) The draft for earnest Money worth Rs.10000/ is attached / The UTR number of electronic transfer to AFNO CGHS Pvt Ltd is _____

Yours faithfully,

(Authorized signatory)
Name:
Designation:
Company seal:

**Annexure III
PROFORMA-II**

Information in Support of Meeting Eligibility Conditions

Details of orders received and executed by manufacturer /supplier for supply of CCTV systems to different govt. organizations/state nodal agencies/others in the past: three years.

Sr. No.	Name of agency/organization	P.O. No./date ordered Qty.	Capacity and no's of systems supplied	Year in which the systems were commissioned

Note: (1) Attach photocopies of Purchase orders

(2) Attach photocopies of certificate of satisfactory performance issued by Concerned Agency/Organization

Signature of Authorized Signatory

Name _____

Designation _____

Company seal _____

List of enclosures:-

- 1.
- 1.
- 2.
- 3.

(Authorized Signature)
With Full name Designation & seal

IMPORTANT DATES

SL NO	PARTICULARS	DATE AND TIME
1	LAST DATE FOR SUBMISSION OF PROPOSAL	27 .12.2025 1700 hrs
2	OPENING OF BIDS	28 .12. 2025 1700 hrs
3.	DISCUSSION ON BIDS	29.12. 2025 As per mutually decided time.