



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

Central University of South Bihar Gaya invites Tender for “**Comprehensive Annual Maintenance Contract of CCTV System**” at its premises.

The last date for submission of tender documents is **11/11/2024 till 4:00 PM** on the below mentioned address **by registered post / speed post /in drop box (Tender Box)**.

To,

**The Registrar  
Central University of South Bihar  
NH-120, Gaya- Panchanpur Road,  
Village- Karhara, Post- Fatehpur  
P.S- Tekari, District- Gaya (Bihar) , PIN- 824 236  
Email- registrar@cub.ac.in  
Website – www.cusb.ac.in /  
CPP Portal web site: www.eprocure.gov.in/epublish/app  
Contact-0631-2229519**

## Index for Tender Form

Sr. No.	Items	Details
1	Tender Notice No.	CUSB/PSD/SECURITY/CAMC-CCTV/T/14/2024-25
2	Tender Date	14/10/2024
3	Name of work	Tender Document for <b>Comprehensive Annual Maintenance Contract of CCTV System</b> as per “Annexure -A” at CUSB, Gaya.
4	Tender Fee	Rs. 1,000/- non refundable
5	Earnest Money Deposit	Rs. 50,000/- refundable
6	Start of submission of Bids	14/10/2024
7	Pre-bid Meeting	17/10/2024
8	Last date and time for Receipt of Bids	11/11/2024 till 04:00 PM
9	Date and Time of opening of Bid	11/11/2024 till 04:30 PM
10	Place of opening of Bids	CUSB Permanent Campus Gaya

## Documents shall be kept as per below instructions

<b>Envelope - A</b>	Tender Fee and EMD in form of DD / MSME Certificate
<b>Envelope - B</b>	Technical Bid along with signed/sealed copy of Tender Document and all requisite documents with Un-priced Financial Bid
<b>Envelope - C</b>	Financial Bid
<b>Cover Envelope</b>	<b>Envelope A, B &amp; C</b> shall be kept in a big cover envelope mentioning Tender Number and Tender Name over it.



## Term and Conditions for Submission of Tender

1. Please mention following details super scribed on the envelop.
  - a) Last date and time of submission of the Tender: **11/11/2024**, till **04:00 PM**
  - b) Tender Reference No. **CUSB/PSD/SECURITY/CAMC-CCTV/T/14/2024-25** Date: **14/10/2024**.
2. Annual Estimated Value for the work : **Rs. 18,00,000/-** (Rs. Eighteen Lakh only).
3. Tender documents will be on **Two bid system** to examine the technical feasibility, financial credentials etc. and must be accompanied by the Tender Fee/ Bid Security Form/Earnest Money Deposit
4. The tender must be submitted in three separately sealed envelopes marked as “A”, “B”, & “C”. The language used shall be English. In case any information is given in foreign language, then translated (in English) copies of those pages must be enclosed, failing which the tender will be summarily rejected.
5. **ENVELOPE ‘A’ (Tender Fee & Earnest Money)**

The tender shall be accompanied with tender fee of **Rs. 1,000/- (Rs. One Thousand only)** in the form of Demand Draft in **favour of Central University of South Bihar, Payable at Gaya**, failing which the tender will not be accepted. Tender must also be accompanied with earnest money of **Rs. 50,000/- (Rs. Fifty Thousand only)** as mentioned, in the form of Demand Draft/Fixed Deposit/Bank Guarantee in **favour of Central University of South Bihar, payable at Gaya** issued by any Scheduled Bank
6. The Tender Fee and EMD are NOT required to be submitted by bidders who are exempted in terms of MSME, Govt. of India guidelines. However, they are required to furnish requisite valid certificate in this regard issued by the Competent Authority.
7. **ENVELOPE ‘B’ (Technical Bid Document)**
  - (i) This Envelope shall contain the Prequalification documents pertaining to financial eligibility and Physical completion of Work. Copy of Work Order with completion certificate is mandatory for similar works executed in past 3 financial year.
  - (ii) The credential of tenderer to be included for those, who authorized by the manufacturers for execution of this work if applicable and including the list of similar work executed in India with location, cost of work and period during which those works are executed.
  - (iii) **Checklist for envelope ‘B’:**
    - a) Copy of registration of GST No.
    - b) Copy of ITR of last three financial years.
    - c) Non-blacklisting Certificate must be submitted with the bid document.
    - d) Copy of ESI Registration Certificate.
    - e) Copy of EPF Registration Certificate
    - f) Copy of Small Scale Unit/ MSME/ NSIC Registration under relevant items for waving off from submission of EMD, if registered.
    - g) Tender Fee is required to be submitted by all the prospective bidders.



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

- h) Prospective bidder must have average turnover of Rs. 50 Lakh in last three years. Audited copy of turn over by registered C.A. should be submitted to comply financial eligibility criteria.
- i) Copy of Work Order and successful completion certificate of meeting minimum physical eligibility criteria. At least 03 copies of Work Order/ Completion Certificate/ Satisfactory Performance Report in related job should be submitted out of which one must be of at least 8 lakh rupees. Prospective bidder must having experience of least three years in same field.
- j) Copy of Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc
- k) Detail list of technical staffs, their qualification and experience in execution of operation and maintenance of works under tender reference.
- l) Detail list of available infrastructure, machine & tools should be provided.
- m) All pages of Tender document including various sections and Annexures, except priced bid. Un-priced copy of Bill of Quantity with “Quoted” written in Rate Column of each item.

## 8. Envelope ‘C’ (Financial Bid Document)

The Envelope ‘C’ shall contain the tender documents and information related to the schedule of services quoting the rates etc. of the item pertaining to the Financial Bid on the Financial Bid document, issued by CUSB, along with the tender document.

Price Bid: The AMC rate quoted should be inclusive of all taxes.

9. All the three envelopes shall be submitted together in another big envelope sealed and super-scribing thereon Tender for Providing the “**Comprehensive Annual Maintenance Contract of CCTV System**” along with tender number.

Envelope ‘A’ (Tender Fee & Earnest Money),

Envelope ‘B’ (Technical Bid Document), and

Envelope ‘C’ (Financial Bid Document)

shall be in separate sealed envelopes, each marked as Envelope - ‘A’, ‘B’ and ‘C’ respectively.

The envelope marked ‘Envelope ‘B’ of only those Tenderers shall be opened, whose earnest money & tender cost are placed in the ‘Envelope ‘A’ and found to be in order.

10. Sealed proposal should reach the office at following address by Registered Post / Speed Post or by Hand (to be deposited in Tender Box) before last date. Any proposal received after the last date and time shall not be entertained.

To,

**The Registrar  
Central University of South Bihar  
NH-120, Gaya- Panchanpur Road,  
Village- Karhara, Post- Fatehpur  
P.S- Tekari, District- Gaya (Bihar)  
PIN- 824 236**



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

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11. Attested photocopies of the following documents :
  - a) Copy of Income Tax return for the last 3 year.
  - b) Copy of GST/Sales Tax / VAT Assessment for the last 3 year.
  - c) Documentary evidence for the turnover average **Rs. 50,00,000/- (Rs. Fifty Lakh Only)** of last three consecutive years.
  - d) List of at least two clients where the firm is on Annual Maintenance Contracts of CCTV or similar jobs with their performance certificate and attested photocopies of AMC.
  - e) Satisfactory work completion certificate of at least three client (Govt. Dept. / Central Universities / IIT / NIT or similar) must be submitted of Computer or similar jobs.
  - f) At least three copies of Work Order in same field.
12. Financial Bid shall only be opened for technically qualified bidders and L-1 bidder shall be decided on the basis of lowest rate.
13. The rate offered should be quoted **F.O.R CUSB Gaya Campus**.
14. Quotation should have validity of at least 90 days from the date of opening.
15. **Scope of Services (Comprehensive)**
  - (a) **Comprehensive Annual Maintenance** - Comprehensive service contract includes any equipment, spare parts, labour, services, transportation and any job work to be done. It includes responsibility for up keeping the system in good and working conditions in all irrespective.

Contract services shall include providing routine maintenance services, maintenance services pertaining to complaints as and it must be resolve within 24-48 hrs. of complaint even by email. Contract services shall include providing **one resident (on site) technician, tools, transportation and replacement of all faulty parts, re-installation of software (System Software, Application Software, Antivirus etc.)**.

Maintenance of the system includes supply and replacement of parts free of cost. The system parts replaced must be new and equivalent or higher in performance to the existing part. In event of obsolete and beyond repairable conditioning, items will be replaced by equivalent capacity at no extra cost.

During AMC, in lieu of replacement of faulty parts with new one, faulty (dead) parts may be return back to service provider on his request.

The AMC provider shall maintain a pool of various hardware spares / components as reserves to ensure issues to be resolved within time limit.
16. **General Term and Conditions for (Comprehensive)**
  - (a) Contract includes routine corrective and preventive maintenance of the system and its peripherals as specified in the inventory of equipment to be covered under AMC.



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

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- (b) Software installation, un-installation, configuration, virus removal, antivirus up-gradation and integrity maintenance to make the system / equipments network fully functional. For installing / upgrading software, the licensed software available in the University must be used.
- (c) Preventive maintenance for the all computer system shall be done on quarterly basis which shall include external / internal cleaning of the system, running the diagnostics tools to determine the existing or likelihood faults and their removal.
- (d) University may change the configuration of the system by way of adding / removing components as per the requirement, AMC provider shall continue to provide the service for the new configuration without any additional charge.
- (e) Repairing and maintenance work should not violate or infringe upon any patent, copyright of any other person / entity and confidentiality of the information in the computer system shall be maintained.
- (f) A health report should be maintained for all equipment under AMC for each incident of malfunctioning, complaint lodging and solving.
- (g) Subcontracting of AMC is not allowed.

## 17. Preventive Maintenance:-

- (a) The CAMC service provider shall carry out preventive maintenance regularly and shall plan the activities, in such a manner that maintenance is carried out for each equipment at least once in three months.
- (b) A separate log-book should be maintained to record the preventive maintenance carried out on each category of equipment and got signed by Security Officer of the University under the supervision of Proctor or her/his representative at the end of every month.
- (c) The Schedule of preventive maintenance shall be as follows:
  - i. Cleaning of all equipment using dry vacuum air, brush soft muslin clothes.
  - ii. Running of test programmes to ensure quality print/data reliability.
  - iii. Checking of power supply source for proper grounding and safety of equipment.
  - iv. Ensuring that the covers, screws, switches etc. are firmly fastened in respect of each equipment.
  - v. Shifting of equipment as and when required.
  - vi. Running of diagnostic software for system performance.
- (d) It shall be the responsibility of AMC service provider to make all the related accessories and peripherals are working satisfactorily till contract period and the CCTV System must be handed over in working condition. In case any damage/complaint is pending, it must be rectified or replaced.

- 18. The successful bidder has to depute **one technician onsite** to resolve the issue arises during **all working days from 9:00 am to 6.00 pm. Technician is liable to work on holidays (If so required)**. This shall be inclusive in the tender value (Financial Bid).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

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19. **The onsite Technician deployed under the contract must have minimum Graduation degree and One year computer hardware diploma or equivalent degree or one year's experience of handling the same work to this end, the service provider shall provide certification.**
20. The technician will execute the assignment under the direction of University Computer Centre for All Concerned Technical Work.
21. The service provider will not be allowed to change technician frequently. **Deputed technician will be employee of service provider and all employment related responsibilities will be carried by the service provider only.**
22. The maintenance technician will attend the complaint and continue in office till the problem is resolved. No hit and trial method will be allowed while attending the complaint.
23. **The penalty Rs. 500/- per working day subject to a maximum of 5% of the AMC cost per year for affected unit if service is not completed within stipulated period.**
24. Payment shall be released on quarterly/ half yearly/ yearly basis after satisfactory report.
25. The period of AMC may be extended for further period of two years on mutual understating on existing terms & conditions and satisfactory report by the user department.
26. The bid documents are not transferrable and the seal and signature of the authorised official of firms must appear on all the papers and envelops submitted.
27. The quotation should be completed in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
28. The quotations are liable to be rejected if the fore going conditions are not complied with.
29. All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Gaya, India only.
30. The successful bidder shall furnish an unconditional **performance Bank Guarantee (PBG) for 5% of quoted value within** 15 days of receiving of Annual Maintenance Contract Agreement in the form of Bank Guarantee/Fixed Deposit/Demand Draft etc. The performance security should remain valid for a period of Sixty days beyond the date of completion of all contractual obligations including warranty which is refundable without any interest. In case, the contract is further extended beyond the initial period of one year, the Performance Security Bank Guarantee shall have to be renewed accordingly and its extension shall be communicated at the time of award of addendum of contract. Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.
31. Conditional bids shall not be considered and will be rejected summarily.

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**Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)) or Call - 0631-222519.**

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# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

## Bidder Information (Technical BID)

Following proforma should be filled in and duly signed by the firm and send alongwith the bid.

1.	Tender Ref. No.	CUSB/PSD/SECURITY/CAMC-CCTV/T/14/2024-25
	Tender date	14/10/2024
2.	Name of the Firm :	
3.	Postal Address of the Office of the Firm (Attach Proof)	
4.	Details of Demand Draft for Tender Fees in favour of <b>Central University of South Bihar, Payable at Gaya</b> (Non Refundable)	
	(i) Demand Draft No. :	
	(ii) Date of Issue :	
	(iii) Issuing Bank :	
5.	Details of Demand Draft for EMD in favour of <b>Central University of South Bihar, Payable at Gaya (Refundable).</b>	
	(i) Demand Draft No. :	
	(ii) Date of Issue :	
	(iii) Issuing Bank :	
6.	In case waiving off EMD, relevant Document No.-	
	<b>Contact Information :</b>	
	(a) Name of the contact person :	
	(b) Telephone Number :	
	(c) Mobile Number :	
	(d) Fax Number :	
(e) E-Mail :		
(f) Website address, if any :		
7.	Kind of Firm	
	Name and address of Directors/Managing Directors/Proprietor/Partners	



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

8.	Whether you are income tax payee? If yes, please submit a copy of Income tax return filed for last three consecutive years.	(i) 2023-24 (ii) 2022-23 (iii) 2021-22
9.	(a) Your Permanent Account No. (PAN): (b) Your Goods and Service Tax (GST) No.	(Certified copy enclosed)
10.	Bank Details (a) Name of the Bank : (b) Address : (c) Bank Account No. : (d) Name of the Account holder : (e) IFSC code : (f) MICR code : (g) Date of opening of Account : (h) Type of Account (Saving / Current):	
11.	Are you a distributor/dealer/stockiest/executive/Service provider/preferred agent of the manufacturer (Please tick) If so, please submit the most recent authority letters issued by the manufacturer.	
12.	Do you have direct import license. (If Yes, please attach a copy of the same)	
13.	Annual Turnover of the firm FOR THE LAST 3 CONSECUTIVE FINANCIAL YEARS : (a) 2023-24 : (b) 2022-23 : (c) 2021-22 : Please attach audited copy of Balance Sheet/Turnover Certificate issued by Chartered Account if applicable.	
14.	Have your firm ever been debarred / blacklisted for doing business from any Government Organization? <b>If No, Please furnish an affidavit raised on non – judicial stamp paper of Rs. 100 (Rupees hundred Only)</b>	





# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

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## Declarations:

1. I/We \_\_\_\_\_ (Names of Partners/Proprietors or Directors) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.
2. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
3. I/We accept all terms & conditions of the tender.

Place :

Signature of Partner/Proprietor/Director  
(Seal of the Firm)

Date :



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

## Client Details

To,

**The Registrar**

Central University of South Bihar

SH-7, Gaya Panchanpur Road,

Village – Karhara, Post. Office – Fatehpur,

Gaya – 824236, (Bihar)

**Sub:- Comprehensive Annual Maintenance Contract of CCTV System.**

Sir/Madam,

I /We hereby mention following list of our clients which mention 5 or more Rate Contracts with the Govt. Organization / Central Universities in the past three years for the similar items. Copies of such rate contracts must be enclosed with the offer.

S.No.	Name of the Client	Purchase Order/ Rate Contract Details	Amount of Order (₹)
1			
2			
3			
4			
5			

\*Note: No. of columns may be increased, as desired by bidder.

Date:

Yours faithfully

Address:

(Signature of the Bidder)

Name:

Designation:

Seal

**Enclosure : As above**



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

## Undertaking for Check List

We hereby declare that the following requirements have been fulfilled by us –

### **Envelope - A**

01. Tender Fee in form of DD of **Rs. 1000/-** in favour of “Central University of South Bihar”, Payable at Gaya
02. Earnest Money Deposit (EMD) amount **Rs. 50,000/- (Rs. Fifty Thousand only)** to be submitted along with the Proposal in form of Demand Draft/Bank Guarantee/FDR in favour of “**Central University of South Bihar**”, **Payable at Gaya**.

### **Envelope - B**

03. List of clients where the firm is on Annual Maintenance Contracts with their performance certificate and attested photocopies of order of AMC of CCTV or similar jobs as required.
04. Documentary evidence for the turnover of last three consecutive years along with copy of the balance sheet as required.
05. Copy of Small Scale Unit/ MSME/ NSIC Registration under relevant items (if registered) for waiving of EMD.
06. Registration Certificate of Central Excise, wherever applicable.
07. Registration Certificate of GST/ C.S.T. and other Taxes of State Govts.
08. Copy of Income Tax Returns for 3 years.
09. EPF Certificate
10. ESIC Certificate
11. Non Blacklisting Certificate
12. Every page of the tender documents and the enclosed copies of the certificates must be signed with seal.

### **Envelope - C**

13. Bill of Quantity duly filled in rate quoted, as in Financial Bid Proforma.

We hereby agree that in the absence of any of the above documents / information, the Proposal may be summarily rejected without making any further reference to us.

**Date:**

**Signature with seal**



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

## Annexure –“A”

### List of equipment and allied accessories installed in the Campus.

Sl. No.	Equipment/accessories	UoM	Qty
1.	4MP fixed lens IP Bullet Camera	Nos.	46
2.	4MP fixed lens IP Dome Camera	Nos.	272
3.	High Speed IR IP PTZ Speed Dome Network Camera	Nos.	18
4.	ANPR Cam-eras for Main & Service Entrance-Exit with automatic conversion of image to text and OCR (optical character recognition)	Nos.	2
5.	Joystick Key-board for PTZ cameras (Network based for Central control room)	Nos.	1
6.	64 Ports NVR with 8 SATA HDD support and RAID 0, 1, 5 support, loaded with 20 TB surveil-lance grade HDD with central streaming support	Set	6
7.	Video Man-agement software Channel License with ANPR Support	Nos.	325
8.	Intel Xeon based Central management Server, 16GB DDR4 RAM, 64bit Windows OS, with 17” Monitor and Keyboard-Mouse Set and VGA cable loaded with Master Base license for Enterprise Video Man-agement Software with ANPR support	Set	1
9.	55” Display panel for 24x7 CCTV application	Nos.	2
10.	High-Performance Tower based client Work-Station for monitoring for 24x7 application performance, with Intel Core i7 processor, 8GB RAM, 1TB HDD, DVD writer, Nvidia Quadro 2GB graphics card with dual outputs for Video displays including DP to HDMI convertors	Set	2
11.	21” HD LED Display for operators	Nos.	1
12.	17” HD LED Display for NVRs with keyboard mouse set with 1 Mtr HDMI to HDMI cable	Set	3
13.	8 Port, Smart Web Managed Switch with Gigabit PoE Copper ports, with 2SFP ports loaded with SFP Gigabit Fiber modules as required	Nos.	1
14.	24 Port, Smart Web Managed Switch with Gigabit PoE Copper ports, with 2 SFP ports loaded with SFP Gigabit Fiber modules as required	Nos.	27
15.	24 Port switch with 4 x 10G SFP + ports, loaded with SFP Gigabit Fiber modules as required with 1 x 10G SFP + Module/ Stacking kit for switch up-linking with required 10G supported patch cords	Set	2
16.	1 KVA online UPS minimum 30 min backup including floor mount battery rack	Nos.	8
17.	2 KVA online UPS minimum 30 min backup including floor mount battery rack	Nos.	3
18.	5 KVA online UPS minimum 30 min backup including floor mount battery rack	Nos.	1
19.	Media Converter	Pair	4



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

Sl. No.	Equipment/accessories	UoM	Qty
20.	POE Injector	Nos.	2
21.	Fiber Patch Cord SC-LC & SC-SC, HDMI Cable	Nos.	As required
22.	UTP Patch Cord	Nos.	As required
23.	CAT6 UTP Cable, Fibre Cable, Power Cable, MCB, Connectors	-	As required
24.	8 CH NVR+ 1 TB	-	1
25.	16 CH NVR+ 2 TB	-	1
26.	8 Port Poe Switch	-	1
27.	4 Port Poe Switch	-	5
28.	4 CH DVR + 1 TB	-	2
29.	SMPS	-	2
30.	2.4 MP Analog Camera	-	5

**Note:** Contract services shall include providing **one resident (on site) technician, tools, transportation and replacement of all faulty parts, re-installation of software (System Software, Application Software, Antivirus etc).** No extra charges shall be paid, beyond the separately quoted price.



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

## Draft MOU

### MEMORANDUM OF UNDERSTANDING BETWEEN CENTRAL UNIVERSITY OF SOUTH BIHAR, GAYA AND .....

Whereas, the Central University of South Bihar published an open Tender vide **CUSB/PSD/SECURITY/CAMC-CCTV/T/14/2024-25**, dated: **14/10/2024** for **Comprehensive Annual Maintenance Contract of CCTV System**.

And whereas, the **Central University of South Bihar** also uploaded the said Tender on the University website ([www.cusb.ac.in](http://www.cusb.ac.in)) as well as CPP Portal [www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app) with last date of submission as **11/11/2024 till 4:00 PM**.

And whereas, **Vendor Name** ..... duly submitted their proposal accepting all the Terms and Conditions of the bid documents as published by the University as mentioned above.

And Now, thereof this Memorandum of Understanding, hereinafter referred as MOU signed between **Central University of South Bihar**, hereinafter called **CUSB** (represented by the Registrar, Central University of South Bihar, Gaya) on the one part and **M/s** ..... (**Vendor**) **Address**, .....(represented by ..... ) on the other part, on this day of .....at Gaya, and has been made effective from the date of issue of Work order vide University letter no. **CUSB/PSD/SECURITY/CAMC-CCTV/2023-24/.....**, dated \_\_\_\_/\_\_\_\_/2024..

Whereas, **Vendor M/s** ..... has agreed to “**Comprehensive Annual Maintenance Contract of CCTV System**” and accordingly now therefore, it is agreed between the two parties the following:

#### 1. Scope of Services

- (a) **Comprehensive Annual Maintenance** - Comprehensive service contract includes spare parts, labour, services, transportation and any job work to be done. It includes responsibility for up keeping the system in good and working conditions in all irrespective.

Contract services shall include providing routine maintenance services, maintenance services pertaining to complaints as and it must be resolve within 72 hrs of complaint even by email. Contract services shall include providing **one resident (on site) technician, tools, transportation and replacement of all faulty parts, re-installation of software (System Software, Application Software, Antivirus etc.)**.

Maintenance of the system includes supply and replacement of parts free of cost. The system parts replaced must be new and equivalent or higher in performance to the existing part. In event of obsolete and beyond repairable conditioning, items will be replaced by equivalent capacity at no extra cost.

The AMC provider shall maintain a pool of various hardware spares / components as reserves to ensure issues to be resolved within time limit.

2. Even if no call is made by any of our offices covered under AMC, the firm is required to undertake preventive maintenance by checking all the CCTV, Workstation & Server at least once in every two months and servicing in every three months and confirm that the systems are in the best working conditions.



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

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## 3. Rates & Price

The payment for AMC or parts will be made as per approved rate as per offer rate.

Payment would be done on quarterly/half yearly basis after submission of bill in triplicates with supporting the Visits reports duly signed and verified by the Security Officer followed by the Proctor or her/his representative.

4. The successful bidder has to depute **one maintenance technician onsite** to resolve the issue arises during **all working days from 9:00 am to 6.00 pm. Technician is liable to work on holidays (If so required)**. This shall be inclusive in the tender value (Financial Bid).

## 5. Confidentiality

- a) The parties hereby undertake to each other to keep confidential all information (written, including without limitation information contained in electronic format, or oral) concerning the business and affairs of the other that it shall have obtained or received from the other party.
- b) The parties hereby undertake to each other to use the confidential information solely in connection with the implementation of this Agreement and not for its own or the benefit of any third party.

## 6. Performance Security Deposit

Earnest Money Deposit by the Agency shall be considered as Security Deposit Money. The Performance Guarantee will have to be valid up to sixty days (60 days) beyond the expiry of the contract i.e. 38 months. The Demand Draft submitted as EMD may be adjusted against performance security deposit.

The security money so deposited by the agency shall be retained by the University till completion of the contract and shall be released thereafter on claim, subject to adjustment if any, by the University arising out of terms and conditions pertaining to the tender.

## 7. Validity of the Contract

The contract shall be valid for a **period of one year with effect from date of issuance Letter of Award** and on satisfactory performance it may be extended for another two years at the same rate, terms & conditions on mutual consent.

## 8. Other Terms & Conditions

- a) Units taken out of the office premises for service at the workshop shall be returned at the earliest and in any case, within seven day time and in case more time is required, permission shall be obtained in writing from the Security Officer followed by the Proctor or her/his representative.
- b) Parallel rate contract for similar items can be placed at any time during the period of the AMC.
- c) All service request/ calls for repair work must be attended within 24 hours of the complaint being lodged with the AMC Provider. If the AMC provider firm failed to attend the calls within 12 hours, this office reserves the right to get the work done by other firms and deduct such expenses from the AMC charges. In the case of exceptional and repeated delays, poor services, fault, break down, etc. this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the AMC unilaterally.



- d) At the end of period / termination of Comprehensive AMC, the contractor shall demonstrate satisfactory testing and operation of the entire Computer, Workstation & Server.
- e) Details of CCTV, Workstation & Server to be covered under **Comprehensive/AMC** along with the location of Installation and Approved rates are given in **Financial Bid**.
- f) Income Tax in any shall be deducted from the second party's bills.
- g) Any term and condition of floated tender document which is not included in this agreement will be the part of contract and binding for both of the parties.

## 9. Termination of Contract

Post award of the contract, it can be terminated in any of the following contingencies:-

- a) On the expiry of the contract period, without any notice.

**OR**

- b) On giving thirty days' notice at any time during the currency of services, by either of the University or service provider.

**OR**

- c) Provided that during the notice period for termination of contract, in the situation contemplated above, the contracted agency shall keep on discharging his duties as before till the expiry of notice period.

**OR**

- d) By the University without any notice, if the second party violates any of the above terms and condition of the contract.

## 10. Billing and Payment

- a) The second party has to submit the complete bill quarterly/half yearly with all the supporting papers like call reports, service report etc. till 10<sup>th</sup> of the next month. The payment will be made after due verification within 30 days of submission of complete bill.
- b) Necessary deductions like GST/TDS/VAT etc. will be done at source as applicable under various acts.

## 11. Preventive Maintenance

- (a) The AMC service provider shall carry out preventive maintenance regularly and shall plan the activities, in such a manner that maintenance is carried out for each equipment at least once in three months.
- (b) A separate logbook should be maintained to recorded the preventive maintenance carried out on each category of equipment and got signed by Security Officer followed by the Proctor or her/his representative at the end of every month.
- (c) The Schedule of preventive maintenance shall be as follows:
  - i. Cleaning of all equipment using dry vacuum air, brush soft muslin clothes.
  - ii. Running of test programmes to ensure quality print/data reliability.
  - iii. Checking of power supply source for proper grounding and safety of equipment.
  - iv. Ensuring that the covers, screws, switches etc. are firmly fastened in respect of each equipment.
  - v. Shifting of equipment as and when required.
  - vi. Running of diagnostic software for system performance.





# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

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- d) It shall be the responsibility of AMC service provider to make all the CCTV and peripherals work satisfactorily till contract period and it must handed over the systems in working condition. In case any damage/complaint is pending, it must be rectified or replaced.
- e) Maximum Time of repair/replacement of items will be 10 days for UPS & battery. In case of camera, Switch, Video recorders (NVR & DVR) must be kept at spare and changed within 3 days. For Monitor repair/replacement maximum period may be one (01) month.

12. The penalty ₹ 500/- per working day subject to a maximum of 5% of the AMC cost per year for affected unit if service is not completed within stipulated period.

13. **Resolution of Disputes**

- a) The Vice-Chancellor shall have the authority to interpret any of the clauses, whose decision shall be final.
- b) Any disputes arise out of this contract shall be within the jurisdiction of Gaya.

We the above said Parties have signed this Deed of Agreement, after duly understanding the contents of this Deed on the date and place mentioned above.

(For ..... Vendor)

(For Central University of South Bihar, Gaya)

**Signature with Seal**

**Signature with Seal**

Witness: Name with Signature and Date

Witness: Name with Signature and Date



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SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

## VENDOR DETAILS FORM

1.	Do you have a PFMS Unique ID (please tick)	NO	YES	UID No.-
2.	Name of the Firm			
3.	Address with City Name & Pin Code			
4.	Contact No.			
5.	Email ID			
6.	GST No. ( Yes / No )	<b>GST No. -</b>		
		If YES, a copy of <b>GST CERTIFICATE</b> must be attached.	If NO, duly signed/sealed attached <b>DECLARATION OF GST NON-ENROLMENT</b> must be submitted.	
7.	PAN No.			
8.	TIN No.			
9.	ADHAR No.			
10.	Name of the Contact Person With Mobile No. & E-mail ID	Name :		
		Mobile :	E-mail ID :	
11.	<b>Bank Account Details</b>			
	Beneficiary Name			
	Bank Name & Branch			
	Bank Account Number			
	IFSC Code			
	MICR Code			
	Type of Bank Account	Saving Account	Current Account	Cash Credit
Telephone no. and E-mail of Bank Branch	Telephone			
	Email ID			
12.	Vendor Type (please tick)	Manufacturer	Distributor	Reseller
		Service Provider	Stockiest	Indian Agency

**Signature of Vendor with Seal**

Name: \_\_\_\_\_

Date: \_\_\_\_\_



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## DECLARATION OF GST NON-ENROLMENT

DECLARATION OF GST NON-ENROLMENT

Dear Sir/Madam,

Sub: Declaration of non-requirement of registration under the Central/State/UT/Integrated Goods and Services Tax Act, 2017

I/We.....(Name of the service provider/business entity), do hereby declare that I/we am/are not registered under the Goods and Services Tax Act, 2017 as (select and fill below for the relevant reason)

-I/We deal in/supply the category of goods or services

.....(Describe the nature of the services/goods) which are exempted under the Goods and Service Tax Act, 2017.

-I/We have the annual aggregate turnover below the taxable limit as specified under the Goods and Services Tax Act, 2017.

-I/We are yet to register ourselves under the Goods and Services Tax Act, 2017.

I/We hereby also confirm that if anytime during any financial year I/we decide or require or become liable to register under the GST, I/we undertake to provide all the requisite documents and information.

I/We request you to consider this communication as a declaration for not requiring to be registered under the Goods and Service Tax Act, 2017.

I/We hereby also confirm that .....(Name of the service recipient) shall not be liable for any loss accrued to me/us, due to any registration default with the GST.

Signature of Authorised Signatory:

Name of the Authorised Signatory:

Name of Business:

Date:

Stamp/Seal of the business entity:



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SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

## FINANCIAL BID PROFORMA

Tender Notice No. : CUSB/PSD/SECURITY/CAMC-CCTV/T/14/2024-25, dated: 14/10/2024

Subject : Comprehensive Annual Maintenance Contract of CCTV System

Name of the Bidder: \_\_\_\_\_

S.No	Description Of Item	Unit Rate	Total Amount without GST
1.	<b>“Comprehensive Annual Maintenance Contract of CCTV System”</b> at Central University of South Bihar, Panchanpur, Gaya (Bihar)  <b>(Detail mentioned in Scope Of Work and Annexure-A)</b>	<b>Annual Charges</b> (Inclusive all charges except GST)	
Total Cost			
Add Applicable GST@ .....%			
Grand Total			
In work Rupees			

- No overwriting or using of fluid is permitted. If used, it will be rejected.
- No other charges than quoted price shall be paid extra.

Date:

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation & seal