

**EXPRESSION OF INTEREST
FOR
SUPPLY & INSTALLATION OF CCTV CAMERAS
IN THE PREMISES OF
KALA-BHOOMI, ODISHA CRAFTS MUSEUM,
POKHARIPUT
BHUBANESWAR**

Implemented By:

State Institute for Development of Arts & Crafts (SIDAC)

Handicrafts Complex, Gandamunda, Bhubaneswar-30

Tel: (0674) 2350318, (0674) 2353210

e-mail: sidacorissa@gmail.com / info@odishacraftsmuseum.com

Expression on Interest

“Expression of Interest” in sealed cover is hereby invited for supply and installation of Outdoor Network IR Bullet Camera in the Premises of Kala Bhoomi-Odisha Crafts Museum, Pokhariput, Bhubaneswar.

For details of EOI and Terms and Conditions please visit the office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar Ph: 0674-2350318 or visit the website [www. sidacodisha.org.in](http://www.sidacodisha.org.in). The details of EOI will be available in the website w.e.f. 12.11.2019

Member Secretary



State Institute for Development of Arts & Crafts

Handlooms, Textiles & Department, Govt. of Odisha
Handicrafts Complex, Gandamunda, Bhubaneswar - 750030

Tel. No.+91(0)674 2350318, E-mail:sidacorissa@gmail.com, www.sidacodisha.org.in

**STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS (SIDAC)
HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT, GOVT. OF
ODISHA**

**EXPRESSION OF INTEREST CALL NOTICE FOR SUPPLY &
INSTALLATION OF CCTV CAMERAS IN THE PREMISES OF KALA
BHOO MI ODISHA CRAFTS MUSUEM**

No. : 2592

Date: 13/11/2019

Expression of Interest (EOI) in sealed cover are invited from interested & experienced agency having required eligibility and expertise in relevant field to provide end to end service for installation of CCTV camera in the premises of Odisha Crafts Musuem, Pokhariput, Bhubaenswar. The interested Agencies are to inspect the ground " Odisha Crafts Musuem " and collect required information regarding its location, size and available amenities to cater the requirement of the event. The EOI should be submitted in the prescribed format in two separate bids i.e. "Technical Bid" with requisite documents & "Financial Bid" towards the cost for the services to be rendered. The selection will be made strictly on the basis of **Quality cum Cost Based Selection (QCBS)** mode. The **EMD of Rs.10000/-** is to be deposited in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar. The Bid Document can be downloaded from the website: www.sidacodisha.org.in / www.odishacraftsmuseum.com . The bidder has to submit the cost of document i.e Rs. 500/- in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar with the Technical Bid. The last date of receipt of the sealed offer in the office at SIDAC is up to **5.00 P.M. on dtd 05.12.2019**. The "Technical Bids" will be opened at **11.30 AM. on dtd 06.12.2019** in presence of the tenderers or their authorized representatives. The "Financial Bids" of only qualifying agencies will be opened on suitable date and time with intimation to the selected bidders.

The authority reserves the right to reject any or all the offers without assigning any reason thereof.

**- Sd-
Member Secretary**

DATA SHEET

Sl No	Particulars	Details
1	Name of the Client	State Institute for Development of Arts & Crafts (SIDAC) Handlooms, Textiles & Handicrafts Dept. Govt of Odisha
2	Method of Selection & Proposal validity	QCBS 90 days
3	Date of Issue of EOI	14.11.2019
4	Pre proposal Meeting	29.11.2019 (11.30 AM)
5	Deadline for receipt of EOI Proposal	05.12.2019 (upto 5.00PM)
6	Date of opening of Technical Proposal	06.12.2019 (11.30AM)
7	Date of opening of Financial Proposal	Qualified agencies of technical bids will be intimated later
8	Expected date of commencement of Assignment	Qualified agency will be intimated start date later
9	Pre Proposal Meeting	A pre proposal meeting will be held on 26.11.2019 at 11.30 AM in the conference hall of SIDAC, Bhubaneswar. <i>The Nodal Officer for the purpose.</i> Name: Sri S.K.Sarangi Designation: Member Secretary Phone No: 9437014724 E mail ID: sidacorissa@gmail.com
10	Bid processing Fee (Non Refundable)	Rs 500 (Rupees Five Hundred only) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
11	Earnest Money Deposit (EMD) Refundable	Rs. 10000/- (Rupees Ten Thousand only) In shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar
12	Contact Person	Sri Sitikanta Sarangi Member Secretary, SIDAC Ph: 9437014724
13	Postal Address for submission of proposal	Member Secretary, State Institute for Development of Arts & Crafts Handicrafts Complex, Gandamunda Khandagiri, Bhubaneswar Odisha, 751030 Ph: 0674 2350318 E mail: sidacorissa@gmail.com
14	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 13 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
15	Place of opening of proposal	Conference hall, SIDAC, Bhubaneswar.
16	Website to visit for download of bid document.	www.sidacodisha.org.in / www.odishacraftsmuseum.com

EOI for Supply and Installation of CCTV cameras in the premises of Kala-Bhoomi, Odisha Crafts Museum, Pokharipput, Bhubaneswar.

Terms of Reference (ToR)

i. Introduction:

“State Institute for Development of Arts & Crafts” (SIDAC) is an organization under Handloom, Textiles & Handicrafts Department Government of Odisha, registered under societies registration Act XXI of 1860 bearing no 21959/137 of 2004-05 dated 15.10.2004 with its registered office at Handicrafts Complex, Gandamunda , Bhubaneswar. It has been created to function as an autonomous agency for all round development of Handicraft sector of the state.

ii. Objective:

The objective of the EOI is to select a professional agency to install outdoor CCTVs in the Kala-Bhoomi- Odisha Crafts Museum premises for better safety of the campus as well as the museum.

iii. General Terms & Conditions:

i. This Bid document will be received in sealed cover super scribed " **Supply and Installation of CCTV cameras in the premises of Kala-Bhoomi, Odisha Crafts Museum** " (containing sealed technical bid and financial bid in separate sealed covers) by the office at State Institute for Development of Arts & Crafts, (SIDAC), Gandamunda, Khandagiri, Bhubaneswar **up to 5.00 PM on dt 05.12.2019.**

ii. The bidder must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl. No 13 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl. No 5 of the DATA SHEET**. Submission of proposal through any other mode and late bid will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.

iii. The Firms/Dealers/Distributors/Authorised suppliers shall deposit earnest money as prescribed in the EOI call Notice as a guarantee in good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement in schedule time, the same will be forfeited. If the offer of the bidder is not accepted the earnest money will be refunded without any interest.

iv. The above deposit of Agency shall remain as security for the due rendering of completion of installation, the same will be refunded as per agreement.

v. The qualified bidder shall have to sign an agreement in Non Judicial Stamp paper of appropriate value with deposit of 10% of the contract value in shape of Bank Guarantee towards performance security within 3 days after acceptance of the EOI proposal.

vi. The Performance Security includes the amount deposited at EMD with the EOI document. Failure to comply with the requirement shall constitute sufficient ground

for the forfeiture of the PBG. No interest shall be paid on the PBG. The PBG shall be refunded after successful installation of CCTV Cameras and trail run.

- vii. **Contract Negotiation:**
Contract Negotiation, if required will be held at a date, time and address as intimated to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract.
- viii. The Agency must obtain for himself on his own responsibility and at his own expense all the information after visiting the site “Kala Bhoomi- Odisha Crafts Museum” and ascertaining for themselves the site condition, location, access to site, applicable laws and regulations or any other matter considered relevant for submission of the offer.
- ix. The bids will be opened by a designated committee and eligible shortlisted agencies will be called for interaction with the committee when they will be required to make a power point presentation on their capability/qualification/strategy/ past experience of executing similar assignments.
- x. **Mode of Payment:**
No advance will be paid to the agency for the work. The work has to be certified by the competent authority before release of final payment. The agency has to submit the final bills within 15 days of completion of the assignment positively.
- xi. No modification to the bid documents shall be allowed once it is received by the authority.
- xii. **Governing Law and Penalty Clause**
The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in deliver shall render the bidder liable for liquidate damages and thereafter the client holds the opinion for cancellation of the contract for pending activities and complete the same from any other agency. The client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract prevailing laws of Government of India/ Government of Odisha. Failure on bidder’s part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.
- xiii. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.
- xiv. Modifications to CCTV installation to be made as per the Technical specification and direction of Engineer in Charge as directed by Odisha Crafts Museum.
- xv. Activities of the selected agency should be confined to the premises allotted only.
- xvi. The supplier will have to make necessary arrangement to deploy staff for installation, testing & commissioning of the out door CCTVs.
- xvii. Only Samsung (Hanwa) made cameras and accessories to be installed.

- xviii. Child labour is strictly prohibited in the campus of Kala Bhoomi.
- xix. The work should be completed within 90 days from the date of receipt of the work order.
- xx. Bidder has to abide by any other conditions / alterations as imposed by the authority time to time.
- xxi. The agency should not have been indicated or convicted by any court of law. No adverse orders should have been passed against the agency by any Government authorities. No investigation by any authority as stated above should be pending against the agency.
- xxii. The agency will nominate a coordinator who shall be responsible for immediate interaction with the office as and when required.

- xxiii. The agreement is liable to be terminated in case of non-performance, deviation of terms & conditions of contracts. If any loss or damage is caused the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
- xxiv. In case of breach of any terms & conditions, the performance security deposit of the Agency shall be liable to be forfeited besides annulment of the agreement.
- xxv. Income tax, if applicable, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
- xxvi. The agency shall not sublet the work to any other agency under any circumstances.

iv. Scope of the work:

The selected Agency would be required to provide end to end services for successful and timely installation of CCTV cameras in the premises of Kala Bhoomi-Odisha Crafts Museum at Pokhariput, Bhubaneswar.

The detailed scope of services, which inter alia includes but not limited to are as at **Annexure I**.

v. Eligibility Criteria:

- a. He should have minimum 2 (two) years of experience for Supply and Installation of CCTV cameras.
- b. The agency must have experience of supply & installation of CCTV cameras in minimum 3 (three) Govt/ Govt aided organization.
- c. The annual turnover of the firm must be Rs 40.00 Lakhs and above for the last two consecutive financial years. (2017-18, 2018-19) in form of certificates by Chartered Accountant.
- d. The agency must have minimum 05 (five) numbers of trained and experienced personnel for providing the service required.
- e. The agency must have authorization of supply and service of Samsung (Hanwa) products from original equipment manufacturer [Samsung (Hanwa)]

vi. Technical Bid

- vii.** The agency have to submit the Technical Bid in the prescribed format i.e Converting letter and other information as per the “**Annexure-V**” along with required documents fulfilling the eligibility Criteria.

(Documents to be submitted)

The Event Management Agency has to submit the following documents in the Technical Bid.

- i. Demand Draft of Rs. 500/- in favour of Member Secretary, SIDAC payable at Bhubaneswar towards bid document cost.
- ii. Earnest Money in form of a demand draft of Rs. 10,000/- (Rupees Ten Thousand Only) from scheduled commercial bank drawn in the name of Member Secretary, SIDAC.
- iii. Authorization Certificate of supply and service of Samsung (Hanwa) products from original equipment manufacturer [Samsung (Hanwa)
- iv. GSTIN Registration certificate. (September 2019).
- v. Copy of the PAN Card and up-to date return copy of income tax for the last two consecutive financial years.(2017-18, 2018-19)
- vi. Audited balance sheet of the firm for last two consecutive years (2017-18, 2018-19) with minimum annual turnover of Rs. 40.00 Lakhs & above.
- vii. Copy of completion certificates / work orders in support of experience of supply and installation of CCTV Cameras.
- viii. Documents in support of experience of executing two similar assignments/ projects with Govt./ Govt. aided organizations.
- ix. Undertaking that no criminal case is pending with the police at the time of submission of bid. (**Annexure-II**)
- x. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (**Annexure-III**)
- xi. Undertaking regarding trueness and correctness of the information submitted by the firm (**Annexure-IV**)

Anyone found guilty of furnishing false information shall be blacklisted by the HT&H department, Govt of Odisha and EMD or performance security deposit or both of such agencies shall be forfeited.

viii. The Financial Bid

The Financial Bid shall be the cost of supply & installation of CCTV cameras in Kala Bhoomi- odisha Crafts Museum as per the specifications at **Annexure-I** to be submitted with the prescribed Covering Letter at **Annexure-VI**. The cost will be excluding of GST but inclusive of transportation, wages, installation, etc.

ix. Selection of the Agency for the purpose.

The **Agency** will be selected on the basis of **Quality cum Cost Based Selection (QCBS)** mode with **weightage ratio 70:30** assessed by the designated Committee.

x. Evaluation of Technical Bids

In the first stage, the technical Bid will be evaluated on the basis of Technical Bid submitted by the Agencies considering all aspects of eligibility criteria and experience and power point presentation. The **Technical Bid scoring (TBs)** of the Agencies shall be as per the mark scoring methodology on the basis of QCBS method. The Committee members/ Technical Team shall access the technical parameter and assign marks.

i. Scoring Method:

Description of components for marking	Max. Marks
Annual Turn Over	20
Past experience of the agency towards supply and installation of CCTV cameras	20
Past experience of the agency towards supply and installation of CCTV cameras in Govt/ Govt aided organizations	20
Manpower	10
Power point Presentation	30
Total	100

ii. Bench Mark Score

The Agency is required to achieve a **minimum score of 70 marks (Bench Mark Score)**. The Agency securing less than the Bench Mark score will be rejected outright. The Agency that have achieved at least the Bench Mark Score in "Technical Bid" evaluation will be qualified for opening of their Financial Bid.

The date and time of opening of the Financial Bid shall be intimated to the selected agencies after evaluation of the Technical Bid which shall be based on **Quality cum Cost Based Selection (QCBS) mode in the weightage ratio of 70:30**

12. Evaluation of Financial Bids

The Financial Bids in respect of the selected agencies in achieving the bench mark score of 70 mark in "Technical Bid" would be opened on the scheduled date and time. The lowest financial bid will be given a **Financial Bid score (FBs)** of 100 Marks. The final score of other FBs will be computed as follows

$$FBsl = \frac{100 \times FBs}{F1}$$

F1

(F1 = amount of financial bid of corresponding participant)

16. Combined and Final Evaluation

The offers of the agencies will be finally ranked according to their combined Technical Bid Scores and financial Bid Score as follows:

$$CS = TBs \times Tw + FBs \times Fw$$

Where CS is the combined score and Tw & Fw are weightages assigned to Technical Bid and Financial Bid score that shall be 0.70 & 0.30 respectively i.e in the weightage ratio of 70:30. **Selection of agencies will be made by the committee basing on the highest combined score (CS).**

19. The authority reserves the right to reject any or all the offers without assigning any reason thereof.

20. Any dispute arising out of the EOI, the decision of the Commissioner- cum- Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final & binding.

Annexure-I

Supply installation, Testing & Commissioning of outdoor CCTV camera in Kala-Bhoomi premises. (Excluding GST as applicable)

Sl. No.	Description of the work	Qty	Unit price(Rs)	Amount (Rs)
1	Supply, Installation, Testing and Commissioning of Outdoor NetWork IR Bullet Samsung (Hanwa) made Camera 2MP H.265, Max. 2M (1920 x 1080) resolution, 2.8 ~ 12mm (4.3x) varifocal lens, Max. 30fps@2M all resolutions (H.265/H.264), H.265, H.264, MJPEG codec supported, Multiple streaming, Motion detection, Tampering, Defocus detection, micro SD (128GB) memory slot, IR Viewable length 30mtr, True WDR (120dB), Edge storage, IP66/IK10 for Outdoor cameras, PoE / 12V DC, Halfway view support, Lens Distortion Correction as per the Technical specification and direction of EIC.	22nos		
2	Supply, Installation, Testing and Commissioning of RJ45 /DC Connector as per the Technical specification and direction of EIC.	44nos		
3	Supply, Installation, Testing and Commissioning of Power Supply for CCTV Camera, 12VDC, 2Amp as per the Technical specification and direction of EIC.	22nos		
4	Supply, Installation, Testing and Commissioning of Network POE Switch 4port as per the Technical specification and direction of EIC.	2nos		
5	Supply, Installation, Testing and Commissioning of 5-Port Ethernet Switch 10/100 Mbps as per the Technical specification and direction of EIC.	12nos		
6	Supply, Installation, Testing and Commissioning of external equipment Rack with PDU as per the Technical specification and direction of EIC.	12nos		
7	Supply, Installation, Testing and Commissioning of Optic Fibre Cable 6 core with Laying inside 20mm dia HDPE Pipe, 1.5ft below ground level and filling the trench with sand and soil, including cost of Materials, Labour, T&P and Transportation etc. as per the Technical specification and direction of Engineer-in-Charge.	1000mtrs.		
8	Supply, Installation, Testing and Commissioning of 1port media Converter with pigtail and splicing etc as per the Technical specification and direction of EIC.	21nos		
9	Supply and laying of Cat6 Cable inside PVC conduit as per the Technical specification and direction of EIC.	350		
10	Supply and laying of Power cable 3core 1.0sq mm as per the Technical specification and direction of EIC.	1000mtrs		
11	Supply, Installation, Testing and Commissioning of Patch cord 2mtr as per the Technical specification and direction of EIC.	22nos		
12	Supply, Installation, Testing and Commissioning of LIU junction Box as per the Technical specification and direction of EIC.	14nos		

13	Supply and Laying of 3.0 mtrs Long 50mm dia Medium Gauge GI Pole, 150 x 150 x 6mm size MS Base Plate and Clamp with Base Concreting for Mounting of Camera including cost of Materials, Labour, T&P and Transportation etc. complete as per direction of the EIC.	13nos		
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Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

UNDERTAKING

(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offence)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Authorised Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

UNDERTAKING

(on the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorised Signature

(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

Annexure-IV

UNDERTAKING

(On the Bidder's Letter Head regarding trueness of the submitted information)

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

Authorised Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

TECHNICAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of
Tender Inviting Authority]
(Office Address and Location]

**Sub:- Expression of Interest for supply & installation of CCTV cameras in
the premises of Kala-bhoomi , Odisha Crafts Museum (Technical
Proposal)**

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (*Expression of Interest for supply & installation of CCTV cameras in the premises of Kala-bhoomi , Odisha Crafts Museum*) in accordance with your Tender Notice No.:----- Dated----- . We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorised Signatory
with Date and Seal

Name and Designation: _____

Address of the Bidder: _____

1	Name of the Bidder	
2	Details of Bid Processing Cost (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.)
		Drawn on Bank.
3	Details of EMD: (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.)
		Drawn on Bank.
4	Name of the Director/Proprietor	
5	Full Address of Registered Office	Postal Address:
		Telephone No.
		FAX No.
		E-Mail Address
6	Name & telephone number of the authorised person signing the bid	
7	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8	PAN No. (Attach self attested copy)	
9	GSTIN (Attach self attested copy)	
10	Acceptance to all the terms & conditions of the tender(Yes/No)	
11	Power of Attorney/authorisation letter for signing of the bid documents (submitted/ not submitted)	
12	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document.	

14. Financial Turnover of the bidder for the last 2 financial years.

Financial Year	Turn over Amount(in INR)	Average Turnover (in INR)
FY1		
FY2		

15. Details of the similar type service provided by the bidder in last 2 years:

Sl. No	Period	Name of Authority with complete address & Phone No.	Type of services provided with details of manpower/machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						
5						

16. Declaration

I, ShriSon/Daughter/Wife of Shri _____ Proprietor/Director/Authorised signatory of _____(Name of the Service Provider), competent to sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place: _____

Date _____

Enclosures:

- i. Bid processing Fee in the form of Demand Draft in original.
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed and sealed)
- iv. Duly filled Technical Bid and Financial Bid
- v. List of Documents as applicable.

FINANCIAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of
Tender Inviting Authority]
(Office Address and Location]

Sub:- **Expression of Interest for supply & installation of CCTV cameras in the premises of Kala-bhoomi , Odisha Crafts Museum** [Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for (*Expression of Interest for supply & installation of CCTV cameras in the premises of Kala-bhoomi , Odisha Crafts Museum*) in accordance with your Tender No.:----- Dated-----
----. Our attached financial price is *{insert amount(s) in words and figures} for the proposed service}*. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal:_____

Address of the Bidder:_____

Annexure-VII

BID SUBMISSION CHECK LIST

SL.NO	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head.		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Copy of Incorporation/Registration Certificate/ profile Copy along with Staff Structure		
5	Authorization Certificate of supply and service of Samsung (Hanwa) products from original equipment manufacturer [Samsung (Hanwa)]		
6	GSTIN Registration certificate and up-to date return 2018-19 (September 2019).		
7	Copy of the PAN Card and up-to date return copy of income tax for the last two consecutive financial years.(2017-18, 2018-19)		
8	Audited balance sheet of the firm for last two consecutive years (2017-18, 2018-19) with minimum annual turnover of Rs. 40.00 Lakhs & above		
9	Copy of completion certificates / work orders in support of two years of experience of supply and installation of CCTV Cameras		
10	Documents in support of experience of executing two similar assignments/ projects with Govt./ Govt. aided organizations.		
11	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
12	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
13	Undertaking for not having any police case pending against the bidder.		
14	Undertaking regarding trueness of information submitted.		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

It is to be ensured that:

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorised representative.

Authorised Signatory (in full and initials): _____

Name and Designation with Date and Seal: _____