



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH &

EDUCATION IN CANCER (ACTREC)
Kharghar, Navi Mumbai-410 20

(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)

Date: 03/07/2025

Tender No: TMC/ACTREC/ENGG/KS /SQ-40/AMC of CCTV Surveillance System/2025.

To,

Short Term Tender

Sealed Quotations are invited on behalf of the Director, ACTREC, for carrying out the work mentioned below, which will be received in the office of the undersigned i.e. Advanced Centre for Treatment Research and Education in Cancer, Tata Memorial Centre, Plot No 1 and 2, Sector-22, Kharghar, Navi Mumbai-410210, Maharashtra, India, from competent contractors who have carried out the work of similar kind and magnitude, **Schedule of quantities** is enclosed herewith.

Sr. No.	Name of work	Tender cost (Basic rate) (Rs.)	EMD (Rs.)	Tender Cost (Rs.)
1.	Non-Comprehensive Annual maintenance contract for CCTV Surveillance system at ACTREC.	1,61,250/-	3,225/-	NIL

Earnest Money deposit 2% of the Tender amount i.e. Rs. 3,225/-to be submitted in the form of Cash Receipt/BG/ Insurance Security Bond/ Fixed deposit /DD/ issued by Scheduled Bank in Favor of Account officer, TMC-ACTREC, payable at Navi Mumbai.

- 1) Rs. 3,225/- in the form of Cash Receipt/FDR/DD as prescribed above.
- 2) EMD in the form of a Cheque will not be accept
- 3) Agencies have to submit EMD in the prescribed format, failure to submit EMD before the closing date of the tender will lead to summary rejection of the bid.

The undersigned may be contacted between 10.00 a.m. to 5.00 p.m. on any working day.



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Submission of Tender:

The Quotation is to be submitted in a sealed envelope subscribed "Non-Comprehensive Annual maintenance contract for CCTV Surveillance system at ACTREC."

The agency shall deposit a Security Deposit at the rate of 2.5% of the (basic value) original work order or amended value therein or from each running account bill in the form of DD/FDR/BG with a validity period covering the defect liability of one year from date of completion. The running account bill will be processed only after receiving the security deposit. This amount will be refunded after the completion of the defect liability period of One Year without any interest from the date of actual completion of work. The validity period of the security deposit to be extended in case of an extension of the contractual period. 5% of Contract value (Excluding GST) of work will have to be submitted towards performance security after acceptance of tender. The same will be returned on satisfactory completion of work.

Tender No: TMC/ACTREC/ENGG/KS /SQ-40/AMC of CCTV Surveillance System/2025.

A sealed Quotation must be entered and endorsed at the main gate before due date and time. Envelopes received without endorsement at the main gate and or after the stipulated time will not be entertained.

Financial bids will be submitted in the given format only.

Variation in Financial bid format is not accepted and failing to do so will lead to disqualification and rejection of bid.

The tender document can be purchased from 2nd floor, KS-203 Engineering Services, Khanolkar Shodhika, ACTREC, Tata Memorial Centre, Kharghar, Navi Mumbai-410210 during working hours.

Purchase Date of tender: from 04/07/2025 to 11/07/2025 16:00 Hrs.

The last date of submission of hard copy of Tender is: 11/07/2025, 13:00 Hrs

Date of Opening of Tender: 11/07/2025, 15:30 Hrs in the presence of tenderers or their authorized representative present at the time of opening.

An authorized representative of the agency can visit the site to know the actual scope of work and to clarify any queries before quoting.



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The agency can contact on:

Phone No: 022-6873/ 2740 5700, 5010

Email- ksuthar@actrec.gov.in, tender.engg@actrec.gov.in

The rate shall be basic only and GST is applicable as per the Schedule of Quantity. In force and no extra will be paid over and above the quoted rates.

The entire work is to be completed within 3 Months from the date of issue of work order (including 15 days reckoned period) in accordance with the time schedule.

The agency shall deposit a Security Deposit at the rate of 2.5% of the (basic value) original work order or amended value therein or from each running account bill in the form of DD/FDR/BG with a validity period covering the defect liability of one year from date of completion. The running account bill will be processed only after receiving the security deposit. This amount will be refunded after the completion of the defect liability period of One Year without any interest from the date of actual completion of work. The validity period of the security deposit to be extended in case of an extension of the contractual period.

5% of Contract value (Excluding GST) of work will have to be submitted towards performance security after acceptance of tender. The same will be returned on satisfactory completion of work.

Scope of work:

Details Of Preventive Maintenance Activities

Broadly speaking the objective of the proposed AMC is to keep the equipment's in up to date condition at all times , regular functional testing of the system and to repair all the defects/faults immediately as and when they arise. All parts, components, modules, sub-assemblies and assemblies etc. of the system are part of the AMC scope. The maintenance shall consist of Routine Maintenance (Preventive Maintenance), Servicing, Breakdown maintenance.

Preventive & Routine Maintenance & Servicing:

BIDDER shall regularly keep the system neat & clean, examine, lubricate and adjust the equipment and carry out planned maintenance in a systematic & controlled manner using manufacturer's techniques, & expertise and as recommended by original manufacturer on each system. The frequency of routine maintenance will be monthly A report in form of check list will be submitted by the agency after carrying out every routine maintenance to the Engineer-in-charge, ACTREC as per the format mutually agreed to.

Servicing:

Servicing shall be carried out using manufacturer's techniques, and expertise as recommended by original manufacturer. The necessary consumables spares like RJ 45 , BNC Connectors , and other consumables required for servicing shall be supplied by BIDDER at no extra payment. The



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details of Preventive Maintenance for some of the critical systems are described in the following sections.

Breakdown Maintenance:

Whenever, any complaint is given to BIDDER to rectify any break-down on any system, it shall be rectified within Maximum 02 days.

The contract covers Preventive and Breakdown maintenance of the CCTV consist of DVR, NVR, IP and Analog Cameras, JB's, Data Cables, Power Cables & Network Rack.

- Thorough dust cleaning of Cameras, DVR, NVR, PC & its Monitor, JB's N/W Rack etc.
- Re-fixing of all Connectors, loose contacts & JB's etc.
- Checking of CCTV system as per PM sheet & correcting the fault observed & maintaining its PM record.
- Checking of all connectors (RJ45 & BNC) & JB's IP66 rating & ensure its compliance along with its mechanical fittings.
- Supply and Replacement of faulty RJ 45 connectors and BNC in the scope of AMC.
- Tightening of nut & bolts.
- Testing and checking of all functions/settings of PTZ Cameras & BC, PC & its Monitor and all other checks and/or repairs as may be necessary for smooth functioning of CCTV.
- The Systems Display shall be replicated at Security Post. The functionality of the same shall be ensured.
- The Workstation installed for the same shall also be maintained.
- Establish or repair faulty RJ45 connectors from NVR to Cameras.
- Establish or repair faulty BNC and Power connectors from DVR to Cameras.
- Identify faulty HDD, Cameras, NVR's, DVR's.
- Hardware Maintenance & Servicing for all CCTV gadgets & its associated equipment's
- NVR/DVR Software /VMS Technical Support & Maintenance.
- To attend networking issue and provide solution , trouble shooting in networks.
- Inspection of all major CCTV components including cabling connections
- Check Connectors and clean cameras, lenses and housings as necessary.
- Check lenses for correct field of view and adjust as necessary
- Check pictures for correct field of view and adjust as necessary.
- Check recording and playback quality.
- Check the satisfactory transmission of images via LAN.
- NVR Recording Test, NVR Settings Verification
- Disk Error Check, password reset
- Data backup in case of requirement.
- Data Retrieval from failed hard disk.
- Programming and configuration, integration of the cameras / NVRS of different makes.
- AMC Services and consumable spares like Connectors , RJ 45 , are the part of AMC
- Any breakdown call should be attended in 24 Hr of reporting



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- Agency to provide their 24 x 7 contact number.
- Coordination with OEM to get services for NVR for up keeping.
- Up keep of OFC including connectors. - Maintain and submission of service report
- Agency to arrange own instruments and testing kits , manpowers for AMC

The scope of work covered in this Tender shall be as per the Bill of Quantities, Specifications, Drawings, Instructions, Orders issued to the Contractor from time to time during the pendency of work.

The quantities of various items as entered in the “BILL OF QUANTITIES” are indicative only and may vary depending upon the actual measurement. The Contractor shall be bound to carry out joint measurement for bills.

Breakdown calls: Monthly visit and unlimited breakdown calls as and when required.

The System details are as below:

CRI, CRC, Animal House, Ward Block Building, D Block Building, Main Gate with
Hikvision 64 Channel NVR - 2 Nos.
Hikvision IP Camera – 60 Nos.
System work station 02 Nos

CRI Building and CRC Kitchen Area
HiFocus 64 Channel NVR – 2 Nos.
HiFocus IP Camera – 37 Nos.
LED display 02 Nos

Hadron Building:
Honeywell 32 Channel NVR - 2 Nos.
Honeywell Mini Dome Camera – 36 Nos.
PTZ Camera – 12 Nos.
System Work station 01 Nos

Hadron Building – Gantry Camera Setup
Honeywell 04 Channel NVR – 3 Nos.
Honeywell 16 Channel NVR – 1 No.
Honeywell IP Camera Impact Series – 17 Nos.

Animal House:
Hikvision 4 Channel DVR – 1 No.
Hikvision Analogue Camera – 2 Nos.



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Ewit Make IP camera 10 Nos.

Retreat

Hikvision 4 Channel DVR – 1 No.

Hikvision Analogue Camera – 4 Nos.

Library

Hikvision 8 Channel DVR – 1 No.

Hikvision Analogue Camera – 4 Nos.

This Qty are approx. and may be variable.

Qualification Criteria Requirement for Bidders.

1. The bidder must be a registered company in accordance to the various company formation acts of Government of India. Necessary proof should be submitted.
2. The Bidder should submit a Self-Declaration Certificate, clearly stating that the company is not blacklisted / debarred - as on the date of submission of the quotation - by any Government Department/Financial Institution/ Public Sector Units/Scheduled Commercial Bank in India on bidder's Letter Head.
3. The bidder should furnish copies of GST registration, PAN/TIN of the firm.
4. Bidder must submit a valid Professional tax registration certificate.
5. The bidder must have successfully executed and completed similar Services (for CCTV) over the last three years i.e., the current financial year and the last three financial years (ending month of March prior to the bid opening) with either one of the 3 following conditions. Bidder shall submit documents in the bid for the following criteria:
 - a) Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 - b) Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 - c) One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.
6. Bidders should have a local office available in Mumbai/Navi Mumbai/Thane/Raigad/ Palghar district, ACTREC official may visit Bidder's premises to carry out evaluation, without prior intimation if required. A copy of registration certificate, deed document, rental agreement or lease deed agreement, or any other relevant proof in the name of bidder firm should be submitted to substantiate this claim.

Payment Terms:

1. Payment shall be given for the work actually executed by the agency and the executed quantities items wise will billed after taking joint measurement between contractor and Engineer-in charge. Payment term other than above mention will not be accepted.



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2. Payment will have released after completion of each quarter and submission of service reports, bills.

Safety:

All the contractor's personnel working in ACTREC campus must follow safety norms and shall be complete with approved safety devices wherever a potential hazard, electrical hazards to personnel exists and with provision for safe access of personnel to and around equipment for operational and maintenance functions. It shall be the responsibility of the contractor that all necessary safety measures and precautions are invariably ensured while performance of the contract work and CLIENT shall not be responsible for any injuries / accidents suffered by contract labour. The agency is required to provide First Aid Box with all accessories at suitable location during contract period.

General Conditions:

Agency has to carry out Police verification (Character and antecedent verification) of all the labors and supervisor those are to be engaged for the execution and work completion.

Documents to be submitted:

1. PAN card
2. GST registration certificate.
3. Proof of contractor registration (firm/company registration)
4. **Copy of similar work order/completion certificate such as agency should have experience in such as Agency should have carried out the AMC / CMC for CCTV surveillance system (IP cameras) with reputed makes and have handled maintenance minimum 60 cameras.**
5. Agency must have minimum 3 years of experience for servicing.
6. Agency must submit work order for AMC / CMC of CCTV surveillance with work completion certificate.
7. All required documents to be submitted along with the Tender duly signed & stamp
8. Self-declaration Make in India as given below:

Canvassing in connection with tender/quotation is strictly prohibited.

Lowest bidder will be decided on quoted basic value only.

The Director, ACTREC reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any thereto.

Encl: 1} Blank Schedule of Quantities separately



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NOTE:

- 1) Agency should visit the site to know actual scope of work before quoting.
- 2) Material brought to the site shall be endorsed at security gate and copy of this same shall be given to engineering department.
- 3) Rate shall be quoted Basic only and GST as applicable will be extra.
- 4) Material required at site should be assessed by the agency and bill will not be settled for excess/supplied items. AMC to be done as per contract schedule & whenever required
- 5) The agency will be in charge of overseeing the right behavior of any personnel they hire to carry out this work.
- 6) All applicable labour laws must be followed by the agency while they are in effect.
- 7) Bill will be settled as per actual measurement/satisfactory service
- 8) If any of the quantities of the products exceed the necessary quantities, the agency must notify the engineer in charge of the work in writing and get permission in advance to execute the excess quantities. Rates for any additional items, if any, shall be agreed upon prior to the execution of such things.
- 9) The contractor shall be liable to pay a compensation for delay of work, equal to 1.0% of the work order value or the amount determined by the Director, ACTREC per month of delay, to be computed on a daily basis on the said estimated cost of the entire work, if the work is not started or completed within the stipulated period as mentioned in the tender. As long as the entire amount of compensation for delays paid under this condition does not exceed 10% of the value of the work or of the item or group of items for which a distinct time of completion was initially specified, as applicable.
- 10) ACTREC reserves the right to terminate the contract immediately and without notice if the agency's work is deemed unacceptable. Any remaining work will be done at the agency's expense and risk. Before terminating the contract by ACTREC, one month's written notice will be given if it is no longer necessary. Contract termination by any party will result in forfeiture of the EMD, Security Deposit, etc., which will be credited to ACTREC.
- 11) The Agency's considerate attention is necessary for the income tax recovery. A recovery of income tax at 2% and any other rate, etc., as prescribed by the Ministry of Finance from time to time, will be made from all bills in respect of the mentioned work, and the amount so deducted will be credited to income tax authorities. An official certificate for the amount so credited will be issued by the accounts officer, ACTREC, in accordance with the Ministry of Finance's instructions. Any additional taxes will be withheld at source in accordance with government regulations, and the Accounts Officer, ACTREC, will issue you a certificate for those additional taxes.

Date

Contractor
Seal & Signature



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**Make in India Status
(To be executed on letter head of bidder)**

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

Self-certification for the category of suppliers:

(Provide a certificate from statutory auditors/ cost accountant in case of Tenders above Rs 10 Crore for Class-I or Class-II Local Suppliers OR for below 10 Cr. Self-declaration certificate).

Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

- ☐ Class-I Local Supplier/
☐ Class-II Local Supplier/
☐ Non-Local Supplier.

We also declare that.

- ☐ There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Services, or
☐ We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Services.

Rates quoted in the tender shall be valid for 60 days.

Canvassing in connection with tender/quotation is strictly prohibited.

Lowest bidder will be decided on quoted basic value only.

The Director, ACTREC reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any thereto.



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Bid Security Declaration
(To be executed on letter head of bidder)

(Ref ITB-clause 9.2)

Note: Submit as Form 7 as part of Technical bid, a Bid Securing Declaration In lieu of in the following format.

Bid Securing Declaration

(on Company Letter-head)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____

Date.....

To

Officer in charge, Engineering Services

ACTREC-TMC

Ref: Tender Document No. TMC/ACTREC/ENGG/KS /SQ-40/AMC of CCTV Surveillance System/2025.

Tender Title: "Non-Comprehensive Annual maintenance contract for CCTV Surveillance system at ACTREC."

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration instead of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand we shall stand automatically suspended from being eligible for bidding in any tender in ACTREC-TMC for 2 years from the date of opening of this bid and the Earnest money deposit will be forfeited, if we breach our obligation(s) under the tender conditions if we:

withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity;
or being notified within the bid validity of the acceptance of our bid by the ACTREC:



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- (a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
- (b) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
 - (a) of cancellation of the entire tender process or rejection of all bids or
 - (b) of the name of the successful bidder or
- 2) Forty-five days after the expiration of bid validity any extension to it.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on day of [insert date of signing]

Place..... [insert place of signing]

DA:.....



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VENDOR DATA SHEET			
S. NO	PARTICULARS	DATA TO BE FILLED UP	REMARKS
DETAIL OF THE AGENCY:			
1	Name of the Agency		
2	Type of Firm Proprietorship/ Partnership/Limited Company/ any other		
3	Registration details with PWD/CPWD and any other Govt. Dept.		
4	Year of establishment		
5	Postal address		
6	Contact No. with STD code		
7	Name of Contact person		
8	Mobile No.		
9	E-mail ID		
10	Name of Bank		
11	IFSC code		
12	Account No.		
13	PAN Card		
14	GST No.		

Compliance form-1



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NIT: TMC/ACTREC/ENGG/KS /SQ-40/AMC of CCTV Surveillance System/2025.

Sr.No	Description of Item	Unit	Quantity	Compliance from agency (Yes/No)
1.	AMC for CCTV system as per tender specification and scope of work for CRI, CRC, Animal House, Ward Block Building, D Block Building, Main Gate with Hikvision 64 Channel NVR - 2 Nos. Hikvision IP Camera – 60 Nos. System work station 02 Nos	1	set	
2.	AMC for CCTV system as per tender specification and scope of work for CRI Building and CRC Kitchen Area HiFocus 64 Channel NVR – 2 Nos. HiFocus IP Camera – 37 Nos. LED display 02 Nos	1	set	
3.	AMC for CCTV system as per tender specification and scope of work for Hadron Building: Honeywell 32 Channel NVR - 2 Nos. Honeywell Mini Dome Camera – 36 Nos. PTZ Camera – 12 Nos. System Work station 01 Nos	1	set	
4.	AMC for CCTV system as per tender specification and scope of work for Hadron Building – Gantry Camera Setup Honeywell 04 Channel NVR – 3 Nos. Honeywell 16 Channel NVR – 1 No. Honeywell IP Camera Impact Series – 17 Nos.	1	set	
5.	AMC for CCTV system as per tender specification and scope of work for DVR system Retreat, Animal House Library. - Hikvision make. Animal House: Hikvision 4 Channel DVR – 1 No. Hikvision Analogue Camera – 2 Nos. Ewit Make IP camera 10 Nos. Retreat Hikvision 4 Channel DVR – 1 No.	1	set	



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	Hikvision Analogue Camera – 4 Nos. Library Hikvision 8 Channel DVR – 1 No. Hikvision Analogue Camera – 4 Nos.			
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Compliance form-2

NIT: TMC/ACTREC/ENGG/KS /SQ-40/AMC of CCTV Surveillance System/2025.

Name of the Vendor		
Sr. No	Description	Compliance from agency(Yes/No)
1	We have understood technical requirements and understood the same in right perspective.	
2	We have quoted for all the items in Financial Bid in the prescribed format of the tender documents.	
3	We have read the financial bid thoroughly before filling it and understood the same in right perspective	
4	We understood that partial/incomplete/vague offers are liable for rejection.	
5	We have understood the eligibility criteria as well as criteria for identifying lowest bidder.	
6	Are there any deviations from (bidder) side	
7	If yes, deviations have been mentioned on separate page and attached with technical bid in detail. Deviation is supported with necessary documents, catalogues etc.	
8	We have noted that accepting or rejecting the deviation and consequently rights to qualify and disqualify the agency remains with competent authority of TMC-ACTREC.	
9	We have understood and accepted that accepting the tender & issuing order in full or in part will be decided by the TMC-ACTREC competent authority as per policy of the center.	



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**Officer-in-Charge,
Engineering Services,
ACTREC**