



കേരള ഗ്രാമീൺ ബാങ്ക്  
**Kerala Gramin Bank**

(A Government owned bank sponsored by Canara Bank)

General Administration Wing,  
Head Office, Malappuram, Kerala 676 505  
email:gawing.kgb@keralagbank.com,  
Website:www.keralagbank.com  
Fax:0483-2736987, Phone:0483-2734847, 9400999066

**TENDER DOCUMENT**

## **KERALA GRAMIN BANK**

(Govt. owned scheduled Bank sponsored by Canara Bank)

**HEAD OFFICE: Malappuram**

**Pin-676505**

**Kerala, India**

**Fax:0483-2736987**

**PHONE NO:0483-2736987**

**Website:www.keralagbank.com**

# **Request for Proposal (RFP) for Supply, Installation & Commissioning of CC TV camera with accessories for Branches / Offices of Bank**

**RFP Reference No. 63/2015  
16-07-2015**



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## TENDER DOCUMENT

### [A] IMPORTANT DATES:

1.	Issuance of RFP Document on Bank web site <a href="http://www.keralagbank.com">www.keralagbank.com</a>	Date : 20-07-2015
2.	Last Date of Submission of Response by the Bidder	Date : 31-08-2015 by 16.00 Hrs

### [B] IMPORTANT CLARIFICATIONS:

Following terms are used in the document interchangeably to mean:

1. Bank, KGB means "Kerala Gramin Bank".
2. RFP means this "Request for Proposal" document.
3. Recipient, Respondent and Bidder means "Respondent to the RFP document".
4. OEM means "Original Equipment Manufacturers".
5. "RFP document" means RFP response documents prepared by the bidder and submitted to Kerala Gramin Bank.
6. 'LOI' means "Letter of Intent".
7. Term of the Contract / Agreement shall reckoned from the successful installation and commissioning of the last system

This document is meant for the specific use by the Company / person/s interested to participate in the current tendering process. Kerala Gramin Bank expects the bidders or any person acting on behalf of the bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information. The bidders will be held responsible for any misuse of the information contained in the document and liable to be prosecuted by the Bank in the event of such a circumstance is brought to the notice of the Bank. By downloading the document, the interested party is subject to confidentiality clauses.



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## TENDER DOCUMENT

### NOTICE INVITING RFP

To

All Eligible Venders

**Sub: Invitation of RFP for for Supply, Installation & Commissioning of CC TV Camera with Accessories for Kerala Gramin Bank to be carried out to various Branches in all the 14 districts of Kerala State, India.**

This Request for Proposal (RFP) is a part of an All India RFP for Supply, Installation & Commissioning of CC TV Camera with Accessories to the existing and to be newly opened Branches / Offices of Kerala Gramin Bank, Kerala.

The Bank may at its discretion, increase the requirement and place orders subsequently within the validity or the extended validity of the RFP up to 25%, or decrease the requirement up to 25%.

The bidders are requested to go through the RFP enquiry document carefully and submit the RFPs in separate sealed covers, duly signed super-scribed as follows:

Cover No -1	For keeping DD for Fee of RFP Document for Supply, Installation & Commissioning of CC TV Camera with Accessories.
Cover No -2	For keeping DD of EMD Amount for Supply, Installation & Commissioning and AMC of CC TV Camera with Accessories.
Cover No -3	Minimum Pre-Qualification criteria bid for Supply, Installation & Commissioning of CCTV Camera with Accessories in the given format.
Cover No -4	Technical Bid for Supply, Installation & Commissioning of CC TV Camera with Accessories in the given format.
Cover No -5	Commercial Indicative Price Bid for Supply, Installation & Commissioning, AMC of CC TV Camera with Accessories in the given format.
Cover No -6	All sealed covers from 1 to 5 as mentioned above.

The Minimum Pre-Qualification criteria bid (ANNEXURE -III) shall be opened at 11.00 hrs on 02-09-2015, Technical bid (Annexure-IV) shall be opened at 16.00 hrs on 02-09-2015 and Commercial indicative price bid (Annexure-V) shall be opened at 11.00 hrs on 03-09-2015 at the General Administration Wing, Head Office, Kerala Gramin Bank, Malappuram, Kerala.

The technical bid (ANNEXURE - IV) will be opened and evaluated of the bidders who will qualify for all minimum Pre-Qualification Criteria. The Technical Bid means this RFP document, excluding the Price Bids.

The bidders are expected to furnish all the information asked for, with sign all the pages and submit the RFP i.e. Technical Bid in a single envelope i.e. offer for Supply, Installation & Commissioning of CC TV Camera with Accessories.

All covers no 1 to 5 must be submitted in single envelopes (Cover No.6) i.e., "offer for Supply, Installation & Commissioning of CC TV Camera with Accessories" superscribing on the envelop. RFP enquiry document will be available on the website [www.keralagbank.com](http://www.keralagbank.com) from 20-07-2015 for downloading.

**GENERAL MANAGER,**  
Kerala Gramin Bank, General Administration Wing  
Head Office, Malappuram, Kerala State: 676 505



**DATA SHEET**

1	RFP Notice No.	<b>63/2015</b>
2	Name of the work	for Supply, Installation & Commissioning of CC TV Camera with Accessories
3	Location	Various Branches / Offices of the Bank.
4	Owner	Kerala Gramin Bank
5	Earnest Money Deposit.	<b>One lac</b> (Rupees one lac only) for Supply, Installation & Commissioning of CC TV Camera with Accessories by way of Demand Draft in favour of Kerala Gramin Bank payable at Malappuram.
6	Cost of RFP Documents	RFP form fee - 1000/- (Rupees One Thousand only) by DD in favour of KERALA Gramin Bank payable at Malappuram. RFP fee shall be submitted along with prequalification Bid cover in separate cover.
7	RFP Forms available from:	From dated <b>20-07-2015</b> Downloadable from the Bank's website www. keralagbank.com
8	Last date of submission of RFP	<b>31-08-2015 -16.00 Hrs</b>
9	RFP to be submitted to:	General Manager, Kerala Gramin Bank, General Administration Wing, Head Office, Malappuram, Kerala State: 676 505
10	Bid System	Cover No - 1 - RFP Fee Amount DD Cover No - 2 - EMD Amount DD COVER No. 3 Minimum Pre-Qualification criteria bid COVER No. 4 - Technical Bids COVER No. 5 -Price Bids Cover No.6All sealed covers from 1to 5.
11	Opening of Bids (Date &Time)	<b>1)Minimum qualification Criteria Bid - 02-09-2015,11.00 hrs</b> <b>2)Technical Bid- - 02-09-2015,16.00hrs</b> <b>3)Commercial indicative price bid- -03-09-2015,11.00 hrs</b>
12	Comprehensive Warranty	As per OEM / Manufacturing company <b>12 Months</b> .
13	Comprehensive AMC	Comprehensive AMC for <b>24 Months</b> after completion of warranty.
14	Mode of payment:	100% of the value after satisfactory completion of Supply, Installation & Commissioning of CC TV Camera with Accessories.
15	Liquidated damages for delayed supply	0.5% of the cost of work/s per week or part thereof for delayed completion subject to maximum of 10% of the cost of the work/s, for which there is delay.
16	Escalation of price	No escalation permitted. Prices shall be firm.
17	Fall Clause	If the selected Bidder reduces its price or sells or offers to sell the rate contracted goods under similar items and conditions as in the rate contract, at a price lower than the rate contracted price to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduced for all subsequent supplies under the rate contract, with effect from the date from which such offer or sale was made to the outsider and the rate contract will be amended accordingly.
18	RFP Validity	<b>2 years</b> from the date of Letter of Indent.
19	Delivery Period	<b>7 days</b> from the issue of order by Head Office.



## GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

This Request for proposal is a part of an RFP for Supply, Installation & Commissioning of CCTV Camera with Accessories at branches / Offices as per the specification given in Technical Bid (ANNEXURE - IV) attached herewith, who satisfy the Pre-Qualification Criteria.

This RFP is being issued for the Supply, Installation & Commissioning of CC TV Camera with Accessories at branches / Offices as per specifications given in Technical Bid (ANEXURE - IV) to the existing and to be newly opened Branches / Offices of the Kerala Gramin Bank as a rate contract for a period of 1 or 2 years from the date of letter of indent. The order for Supply, Installation & Commissioning of CC TV Camera with Accessories may be split at the sole discretion of the Bank between L1 and L2 vendors in the ratio of decided at the time of placement of order, provided L2 vendor match the L1 price. In case the L2 bidder does not / cannot match the prices with the L1 bidder, under the RFP there shall be an option to make an offer and negotiate with the L3 bidder and so on and so forth.

The Bank reserves the right to accept or reject any RFP in whole or in parts without assigning any reason thereof.

The Bank reserves the right to fix the period of rate contract and/or extend / cancel the period of rate contract for 2nd year after completion of 1st year.

The bank's decision will be final & bank will not entertain any correspondence in this regard.

### 1. Cost of RFP Document:

RFP document can be downloaded from our web site [www.keralagbank.com](http://www.keralagbank.com) and RFP document fee of Rs. 1000.00 (One Thousands) in the form of DD, favouring Kerala Gramin Bank payable at Malappuram, shall be enclosed in a separate cover and stapled to the cover containing Minimum Pre-Qualification criteria bid, from outside, otherwise the bid is liable for rejection.

### 2. Earnest Money Deposit (EMD):

The Earnest Money Deposit (EMD) of Rs. 1,00000.00 (One lac only) for Supply, Installation & Commissioning of CC TV Camera with Accessories will be made by way of Demand Draft favouring Kerala Gramin Bank, payable at Malappuram shall be enclosed in a separate cover and stapled to the cover containing Minimum Pre-Qualification criteria bid, from outside, otherwise the bid is liable for rejection.

The Bids without Earnest Money Deposit (EMD) shall not be considered.

The Bid security may be forfeited, If a Bidder withdraws its Bid during the period of Bid validity; or In case of a successful Bidder, if the Bidder fails to accept letter of Intent.

### 3. Authority to submit Bids:

- a) Only authorized personnel of the firm or organization shall sign the BID. The proposal must be accompanied with an undertaking letter of company/Firm (Bidder) as per format (ANNEXURE - II), duly signed by the designated personnel providing a Bid commitment. The letter should also indicate the complete name and designation of the designated personnel. Necessary resolutions / authority / Power of Attorney available shall be enclosed.



The certified photocopy of Resolutions/ Authority /Power of Attorney having authority to authorize the person to submit Bid documents on behalf of the company shall be enclosed. The proposal must be accompanied with an undertaking letter duly signed by the designated personnel providing a Bid commitment. The letter should also indicate the complete name and designation of the designated personnel.

- b) Either the Indian Agent on behalf of the foreign principal or the foreign principal directly could bid in a RFP but not both. Further, in cases where an agent participates in a RFP on behalf of one manufacturer, he will not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent / parallel RFP for the same item.

#### **4. Manufactures / Principal Authorization Letter :**

The bidder must submit the Manufactures / Principal Authorization Letter as per format (ANNEXURE -I) from manufacturer / principal vendors authorizing their business partners / authorised distributors / dealer/ sub dealer to bid or deal or market the material in India on their behalf, along with a commitment to fulfill the terms of RFP should be submitted. One bidder can quote for material of single manufacturing company items only. The quotation for multiple manufacturing materials will not be allowed and will be liable to reject.

#### **5. Minimum Pre-Qualification Criteria:**

The bidder must attach in a separate cover the details of Minimum Pre- Qualification Criteria with related documents to bid for Supply, Installation & Commissioning of CC TV Camera with Accessories as per format given ANNEXURE - III.

The criteria will be as under:

- a) The bidder should have at least Three years' experience for Supply, Installation & Commissioning of CC TV Camera with Accessories to Public Sector Banks / Scheduled Commercial Banks/ Reserve Bank of India (RBI) / Public Sector Units / Corporate sector in India as on 31.03.2015. (Related documents must be attached with annexure details) Feedback from the concerned Public Sector Banks / Scheduled Commercial Banks/ Reserve Bank of India (RBI) / Public Sector Units /Corporate sector regarding efficiency of the firm in delivering after sale service may be obtained. The Copy of relevant documents / certificates of experience must be submitted as proof in support of claims made.
- b) The OEM/suppliers have installed and maintained CCTV systems in other banks in the last five years. Feedback from the concerned commercial banks regarding efficiency of the firm in delivering after sale service will obtained. The proof of order must be attached with annexure details.
- c) The bidder should be a profit making company / firm for the last three financial years ending on 31.03.2013, 31.03.2014 and 31.03.2015 (FY 2012-13, FY 2013-14 and FY 2014-15) and the networth should be positive as on 31.03.2015 (Audited Balance Sheet and P&L Account for last three years and Certificate of networth from Chartered Accountant must be attached with annexure details).
- d) The bidder submitting the bid should be a Registered Company / Firm having minimum Average Annual Turn Over of Rs. 50 Lacs (Rupees Fifty Lacs), during the last two



- e) financial years as on 31.03.2015. (Turn Over Certificate from Chartered Accountant must be attached with annexure details).
- f) The bidder must submit the Manufactures / Principal Authorization Letter as per format (ANNEXURE -I) from manufacturer / principal vendors authorizing their business partners / authorised distributors / dealer/ sub dealer to bid or deal or market the material in India on their behalf.
- g) The OEM / suppliers should have at least authorized service center in the area of operation of the bank preferably in Kannur, Kozhikode, Ernakulam, Kottayam and Trivandrum for cover-up to our branches / offices. All the addresses of engineers and technicians with phone nos. and copy of identity cards duly attested by proprietor should be submitted along with technical bids.

The technical bid will be opened and evaluated of the bidders who will qualify for all minimum Pre-Qualification Criteria.

#### **6. Submission of Bids:**

Venders must quote for Supply, Installation & Commissioning of CC TV Camera with Accessories specifications with specified brand / quality as per the technical specifications.

Bids are to be submitted in separate sealed covers, duly signed and superscribed as :

Cover No -1	For keeping DD for Fee of RFP Document for Supply, Installation & Commissioning of CC TV Camera with Accessories.
Cover No -2	For keeping DD of EMD Amount for Supply, Installation & Commissioning of CC TV Camera with Accessories.
Cover No -3	Minimum Pre-Qualification criteria bid for Supply, Installation & Commissioning of CCTV Camera with Accessories in the given format.
Cover No -4	Technical Bid for Supply, Installation & Commissioning of CC TV Camera with Accessories in the given format.
Cover No -5	Commercial Indicative Price Bid for Supply, Installation & Commissioning of CC TV Camera with Accessories with AMC in the given format.
Cover No -6	All sealed covers from 1 to 5 as mentioned above.

The name and address of the bidder shall necessarily be written on all the covers. The sealed covers should be addressed and delivered to the General Manager, Kerala Gramin Bank, General Administration Wing, Head Office, Malappuram, Kerala State: 676 505 so as to reach him by 16 hrs on 31-08-2015. Late RFPs shall not be entertained. To avoid any possible delay in delivery by postal authorities/couriers, the bidders are advised to hand over the RFPs personally.

#### **7. Documents to be submitted with bids:**

Bidder must provide indexing with page numbers in the beginning of RFP documents. Bidder must have signed with authenticate stamp / round stamp with written serial page number on all submitted pages of tender documents / RFP. Any complaint, after submitting RFP documents, will not be considered for submitted RFP documents without indexing and / or without signed with authenticate stamp / round stamp with written serial page no on all submitted pages of tender documents / RFP.

7.1. This RFP Document.



- 7.2. DD towards the cost of RFP document downloaded from website.
- 7.3. DD towards EMD for RFP.
- 7.4. Supporting documents in respect of Minimum pre-qualification criteria as mentioned in the RFP documents.
- 7.5. Any other document indicating the features of the product such as user manual, technical specifications sheets etc.
- 7.6. Authorisation letter to submit Bids.
- 7.7. Manufacture / Principal Authorization letter.
- 7.8. Last three years (2012-2013, 2013-14 & 2014-15) audited balance sheets and Profit & Loss A/c statement.
- 7.9. Certificate of Turn Over from Chartered Accountant.
- 7.10. Certificate of Networth from Chartered Accountant.

#### **8. Bid Opening and preliminary scrutiny:**

The Minimum Pre-Qualification Criteria bid will be opened at **11.00 hrs on 02-09-2015**, at Kerala Gramin Bank, Head Office, Malappuram in the presence of intending bidders or their Representatives who may be deputed to remain present at the time of RFP opening. Only one Authorised Representative will be allowed to witness the RFP opening upon submitting the authorization letter issued by the Vendor Company as well as Identity Card.

No offer can be modified or withdrawn by a Bidder after submission of Bid/s. If any of the Bidders or all the Bidders, who submitted Bids, are not present during the specified date and time of opening, the Bank will proceed further with opening of the Bids in their absence.

The Bank will scrutinize the Bid/s received to determine whether they are complete in all respects as per the requirement of RFP and subsequent clarifications, whether technical specifications as required to evaluate the offer has been submitted, whether the documents have been properly signed and whether items are offered as per this RFP requirements. Pre-Qualification Criteria, Technical Bid submitted by the Bidder will be evaluated based on the terms and conditions of the RFP and subsequent clarifications, if any.

The Bank may reject any proposal not containing all the requirements called for in various ANNEXURES. Technical Bid must contain required / relevant information on all the items including optional items, if any, without fail.

Bank has the right not to entertain any correspondence on any matter relating to this RFP like Technical responsiveness / non-responsiveness of the Bidders etc. Bank's decision will be final in this matter.

#### **9. Bid Validity:**

RFP validity period is 2 years from the date of LOI (Letter of Indent). The RFPs /offers submitted by the vendors including the rates quoted by them shall remain valid during the period of RFP validity.

#### **10. Bid Currency and Prices:**

The offer must be in Indian Rupees only and the price and taxes shall be firm and binding without any escalation whatsoever.

VAT, Service Tax, octroi will be payable on actuals on production of documentary evidence of payment, wherever applicable.





The vendor should clearly provide the goods / cost component on which VAT will be applicable and the service component on which Service Tax will be applicable. Both VAT and Service tax will not be payable for the same amount / component.

**11. Cost of Bidding:**

The bidder shall bear all the costs associated with the preparation and submission of its bid and the Bank will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

12. Bidders shall submit fully completed bids in respect of all relevant particulars with complete details. Incomplete bids are liable to be rejected.

13. The Bidder should produce a MANUFACTURER'S / Principal AUTHORISATION LETTER as per the format enclosed (ANNEXURE -I) that they have been duly authorized by the goods' manufacturer or principal of Structural Networking and Electrical wiring material to supply / use the goods and assuring full guarantee and warranty obligations should be enclosed along with the technical bid. Proposals received without the authorisation letter will summarily be rejected.

**14. Evaluation of RFP:**

The RFPs received within the due date and time only will be considered for evaluation.

The Minimum Pre-Qualification criteria bids shall be opened and the qualifications of the bidders will be evaluated to ensure meeting the minimum pre-qualification criteria.

The technical bid will be opened and evaluated of the bidders who will qualify for all minimum Pre-Qualification Criteria.

Price bids of the bidders with 12 months comprehensive warrantee and 24 months comprehensive AMC after warrantee, who satisfy the minimum Pre-Qualification Criteria and qualify the Technical bid will be evaluated for compliance of other terms and conditions and also compliance of the make / model offered to the technical specifications.

The RFP will be determined on the basis of the quality of product and Vendor's best offer for after sales service, 12 months comprehensive warrantee and 24 months comprehensive AMC after warrantee, not on the lowest price (Cost of material with warrantee) only. The orders may be split at the sole discretion of the Bank between L1 and L2. In case the L2 bidder does not / cannot match the prices with the L1 bidder, under the RFP there shall be an option to make an offer and negotiate with the L3 bidder and so on and so forth.

Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.

**15. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER**

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

**16. Notification of Award :**

Prior to expiration of the period of Bid validity, the Bank will notify the successful Bidders in writing or by e-mail that their Bids have been accepted. Upon notification of award to successful bidders Bank will promptly notify each unsuccessful Bidder and will discharge their Bid security.



After identification of the Bidders, the Bank will follow its internal procedure for necessary approvals and thereafter proceed with placing of letter of indent to the Bidders.

17. During the technical evaluation, Bank reserves the right for seeking clarifications / additional information / details from the responsive vendors. However, clarification / information from the vendors without the Bank seeking for the same during the process will not be entertained.
18. No change whatsoever will be permitted in the technical bid after opening the same.
19. The Vender shall agree that until a formal agreement on stamp paper is prepared and signed with the Bank, this RFP shall constitute a binding contract between the Vender and the Bank.
20. The Bank reserves the right to check each material, before delivery to the specified locations, through an independent Agency for compliance of stipulated parameters.
21. The applicable TDS will be deducted from the bill, before releasing the payment.
22. The Technical Bid submitted in response to this RFP and written clarifications submitted consequent, if any, till the date of acceptance of bid shall form part of the contract document. The successful bidder, on acceptance of his bid by the Bank, shall, within 15 days from the date of intimation of acceptance, sign an Agreement with the Bank on required stamp paper in the format available as per ANNEXURE VI in the RFP document.
- 23. Canvassing in connection with RFPs is strictly prohibited.**
24. Bank reserves the right to cancel this invitation to offer in part or full and also the entire procurement process at any stage without assigning any reason. No claims whatsoever shall be entertained on this account.
25. All the pages of RFP document shall be SEALED (STAMPED) AND SIGNED by Authorized signatory as token of having read the entire RFP document and understood the instructions, terms & conditions etc. No changes whatsoever be permitted in the RFP document and the RFP submitted by the bidder shall be strictly as per Bank's format.
26. The Bidder shall indemnify, protect and save the Bank against all claims, losses, damages, costs, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. by the Bidder. The Bidder shall always remain liable to the Bank for any losses suffered by the Bank due to any technical error and negligence or fault on the part of the Bidder and the Bidder also indemnifies the Bank for the same in respect of the hardware and software supplied by him by executing an instrument to the effect on a Non-Judicial stamp paper that Bank may sustain on account of violation of patent, trademarks etc. by the Bidders.
27. Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this RFP, the parties shall be subject to the jurisdiction of Courts of Law in the place of the Head Quarter (Malappuram, Kerala) of the Bank only.



28. Documents to be submitted with bids:

Bidder must provide Indexing with page numbers in the beginning of RFP documents. Bidder must have signed with authenticate stamp / round stamp with written serial page No. on all submitted pages of tender documents / RFP. Any complaint, after submitting RFP documents, will not be considered for submitted RFP documents without indexing and / or without signed with authenticate stamp / round stamp with written serial page no on all submitted pages of tender documents / RFP.

**GENERAL TERMS & CONDITIONS**

**1. INTERPRETATION :**

In construing these conditions, the specifications, and Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires;

- i) "Bank" : The term shall denote Kerala Gramin Bank and any of its employees/ representative authorized on its behalf.
- ii) "Purchaser": The term shall denote the Bank, placing the letter of intent, and any of its employees / representative authorized on its behalf.
- iii) "Vender"/"Bidder"/"Supplier"/"Vendor": The term shall mean \_\_\_\_\_  
( Name & address of the Vender) and their heirs, legal representatives, assigns and successors.
- iv) "Supply"/ "Work" shall mean the work or works to be done under this contract, as detailed in the Scope of Work.
- v) "Material" shall mean the material used for CC TV CAMERA with Accessories, including all accessories, to be supplied / used under this contract.

**2. SCOPE OF WORK:**

The work is, as detailed elsewhere, with comprehensive all inclusive rate contract for a period of 12 and / or 24 months. The Supply, Installation & Commissioning of CC TV Camera with Accessories are to be done to various branches / offices of the Bank in various locations in all the 14 district of Kerala state of India.

**3. Documents submission with bids:**

Bidder must provide Indexing with page numbers in the beginning of RFP documents. Bidder must have signed with authenticate stamp / round stamp with written serial page no on all submitted pages of tender documents / RFP. Any complaint after submitting RFP documents, will not be considered for submitted RFP documents without indexing and / or without signed with authenticate stamp / round stamp with written serial page no on all submitted pages of tender documents / RFP.

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

The Vender will have to deposit earnest money to the extent and in the form detailed in the Notice Inviting RFP and General Information and Instructions to the Bidders. If a Vender withdraws or unilaterally modifies its RFP during the period of RFP validity, or in case a successful bidder fails to accept Letter of Intent (LOI) and sign the agreement within the time allowed, the Earnest Money Deposit will be forfeited .



EMD of successful Vender will be refunded after one month of completion of rate contract period. No interest shall be allowed on the Earnest Money. EMD of unsuccessful Venders will be refunded on finalization of the RFP or after one month after expiry of the validity of the offer.

The Bid security may be forfeited If a Bidder withdraws its Bid during the period of Bid validity; or In case of a successful Bidder, if the Bidder fails to accept LOI.

## 5. PRICE

- i) The Price Bid to be submitted in separate envelopes i.e., offer for superscribing on the envelop details of Supply, Installation & Commissioning of CC TV Camera with Accessories offered.
- ii) The Price Bids should mention the Basic Price of material including taxes (excluding Octroi / entry tax) for 1 and 2 year rate Contract.
- iii) The vendor must specify the rate of material and labor of installation for both years i.e. period of rate contract of 1 or 2 year.
- iv) The prices quoted shall be deemed to include all taxes and duties, local levies in the country of origin and shipment, packing, freight from the factory to the destination site, handling, clearing charges etc. and all taxes and duties in India (except Octroi / Entry tax, if any). If the Vender fails to include such taxes and duties in the RFP, no claim thereof will be entertained by the Bank afterwards.

The Octroi / Entry tax will be payable on actual on production of documentary evidence of payment, wherever applicable.

The vendor should clearly provide the goods / cost component on which VAT will be applicable and the service component on which Service Tax will be applicable. Both VAT and Service tax will not be payable for the same amount / component.

- v) The prices are inclusive of comprehensive warranty for the entire CCTV System shall be for a period of 12 months which starts from the date of installation of material at the respective branch / offices.
- vi) The prices are inclusive of comprehensive AMC for the entire CCTV System shall be for a period of 24 months after completion of 12 months warrantee, which starts from the date of installation of material at the respective branch / offices.
- vii) Price is not subject to fluctuation of the rupee against foreign currencies or for any other reason(s). The price shall remain firm throughout the period of this rate contract.
- viii) In case there is a change in the Government norms, taxes etc before installation or presentation of invoices on the Bank, whichever is later, the same shall be borne by the supplier.
- ix) Price quoted shall remain firm for acceptance during the validity period stated in the General Information and Instructions to Bidders.
- x) Fall Clause : If the selected Bidder reduces its price or sells or offers to sell the rate contracted goods under similar items and conditions as in the rate contract, at a price



- xi) lower than the rate contracted price to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduced for all subsequent supplies under the rate contract, with effect from the date from which such offer or sale was made to the outsider and the rate contract will be amended accordingly.

#### **6. DELIVERY, LIQUIDATED DAMAGES**

- i) On acceptance of RFP, the Bank shall issue a Letter of Indent (LOI) to the successful bidder. The Bidder shall give an unconditional letter of acceptance of LOI and enter into Service Level Agreement with the Bank as per the format (enclosed as ANNEXURE -V) within 15 days of the date of letter of indent failing which the Bank reserves the right to invoke the Earnest Money Deposit and cancel the purchase contract. The work order will be placed by the Bank either from Head Office , only after the successful bidder signs the Agreement.
- ii) Time is the essence of this contract. The Supply, Installation & Commissioning of CC TV Camera with Accessories shall be completed within the stipulated period of 15 days from the date of order placed.
- iii) In case the vendor fails to complete the Supply, Installation & Commissioning of CC TV Camera with Accessories within the above period, the Bank shall be at liberty to cancel the order for the uncompleted work ordered if any, besides de-listing the supplier from the vendors list and also denying any future entrustment by the Bank.
- iv) If the supplier fails to complete for Supply, Installation & Commissioning of CC TV Camera with Accessories as above and in the event of such cancellation, the EMD of the supplier shall stand forfeited and the supplier shall not be entitled to any compensation but the supplier shall continue to carry out all his obligations under this contract, including warranty, in respect of the completed Supply, Installation & Commissioning of CC TV Camera with Accessories that may have already been done before cancellation.
- v) The Bank, at its sole discretion, decides to accept the delayed completed Supply, Installation & Commissioning of CC TV Camera with Accessories of any branch / offices, liquidated damages @ 0.5% of cost of the total cost of work will be charged per week or part thereof, subject to a maximum of 10% of the cost of the work for each work which is delayed. The amount of damages so calculated shall be deducted at the time of making any payment after successful completion of the Supply, Installation & Commissioning of CC TV Camera with Accessories and the cost of transportation and other cost there on shall be borne by the supplier.
- vi) The decision of the Bank in regard to cancellation of the work Order, levy of liquidated damages and forfeiting the EMD shall be final.
- vii) In case of delivery of material to States where Road Permit is required for transportation of goods, it is the responsibility of supplier to procure the same by making all arrangements required well in advance. However, Bank will provide any letter, if required by the vendors for getting the permits. The Bank shall not be responsible for any delay on this account. However, the Bank may consider, in exceptional circumstances and purely at its sole discretion, granting additional time for completion of supply, if it is satisfied that the delay was on account of delay in issuing road permits by the concerned authorities and not on account of any delay or lapse on the part of the supplier. No correspondence shall be entertained from the bidders.



## 7. INSTALLATION

- i) The supplier shall arrange at its cost for the transportation and delivery of the material and accessories to the Bank's Branches / Offices situated at various locations in Kerala State and shall install and commission them at site as per the requirement of the Bank, as mentioned in this document.
- ii) The Supply, Installation & Commissioning of CC TV Camera with Accessories to the satisfaction of the Bank is the responsibility of the Vendor.
- iii) Any damage to existing structure, fixtures or fittings during the installation shall be made good by the supplier at his own cost.

## 8. WARRANTY

- i) The CC TV Camera System with Accessories shall be under supplier's comprehensive all inclusive 12 months warranty from the date of satisfactory installation and commissioning. During this period, the supplier shall ensure that the complete Supply, Installation & Commissioning of CC TV Camera with Accessories shall at all-time be kept in efficient and satisfactory. The comprehensive warranty will include free maintenance service, free provision of spare parts, kits, as and when necessary from the date of commissioning and acceptance. This condition shall also apply towards the system software delivery by vendor along with the system.
- ii) All the products will stand for at least a minimum of one year on site all Comprehensive warranty against all manufacturing defects.
- iii) During the warranty period the supplier shall, at his own cost, replace any defective parts, rectify/remove any defects in material components, workmanship and functioning that may occur under normal use and provide consumables free of cost to the Bank.
- iv) Any malfunctioning or breakdown of the material or shortfall in its performance will be intimated to the supplier by the Bank and supplier shall attend to the fault and rectify the same most expeditiously.

## 9. AMC :

- i) The CC TV Camera System with Accessories shall be under supplier's comprehensive all inclusive 24 months AMC from the date of completion of warrantee period of 12 months. During this period, the supplier shall ensure that the complete Supply, Installation & Commissioning of CC TV Camera with Accessories shall at all-time be kept in efficient and satisfactory. The comprehensive warrantee will include free maintenance service, free provision of spare parts, kits, as and when necessary from the date of commissioning and acceptance. This condition shall also apply towards the system software delivery by vendor along with the system.
- ii) All the products will stand for at least a minimum of 24 months AMC from the date of completion of warrantee period of 12 months against all manufacturing defects.
- iii) During the AMC period the supplier shall, at his own cost, replace any defective parts, rectify/remove any defects in material components, workmanship and functioning that may occur under normal use and provide consumables free of cost to the Bank.
- iv) Any malfunctioning or breakdown of the material or shortfall in its performance will be intimated to the supplier by the Bank and supplier shall attend to the fault and rectify the same most expeditiously.



#### 10. PAYMENT :

- (i) The Bank will not pay any advance for supply of the materials. All payments will be through e-payment mode only. The bills and invoices shall be prepared by the supplier and submitted to the Head Office of the Bank along with a certificate by the Manager of the Branch / location where completed Supply, Installation & Commissioning of CC TV Camera with Accessories for the satisfactory installation and working.
- (ii) 100% of the Invoice amount will be paid by the Bank within 30 (Thirty) working days from the date of submission of the bill, subject to compliance of the following:
  - a. Satisfactory installation and commissioning of the Supply, Installation & Commissioning of CC TV Camera with Accessories as per the parameters mentioned in the bid, general terms and conditions of the RFP.
  - b. Production of the following documents pertaining to the completed Supply, Installation & Commissioning of CC TV Camera with Accessories in original duly acknowledged by the Bank Official / Officer-in-charge of branch.

Original (Bidder's) Invoice along with certified copy of Invoice, showing Contract No, Goods description, quantity, unit price, total amount, etc.

Work completion Note (including confirmation on satisfactory completion of work) signed by Bank Officers with the name of the Official, designation and mobile number.

- (iii) In the event of any breach of terms and conditions and / or failure to complete Supply, Installation & Commissioning of CC TV Camera with Accessories by the vendor as per the terms and conditions, Bank shall have the right to invoke the EMD.
- (iv) Applicable Tax deduction at source (TDS), if any, as per relevant provisions of Finance Act from time to time, will be deducted at the time of releasing the payments. The payments will be released through NEFT / RGTS and the Selected Bidder has to provide necessary Bank Details like Account No., Bank's Name with Branch, IFS Code etc.

#### 11. DEDUCTION FROM PURCHASE PRICE

The Supplier shall reimburse the Bank all costs, charges, damages or expenses which the Bank may have paid or suffered and to the extent to which the Supplier is obliged and responsible under this Contract to do so, within 30 days upon written request of the Bank failing which such costs, charges, damages or expenses including statutory payments, if any, shall be deducted by the Bank from any money due or becoming due to the Supplier under this contract or any other Contract or may be recovered by encashment of EMD or by arbitration/action of law or otherwise from the Supplier.

#### 12. ENFORCEABILITY

The decision of the Bank in arriving at the conclusion of breach of conditions and/or default of supplier will be accepted by the supplier without any demur and the Bank will be at liberty to enforce these conditions/rights.

#### 13. TERMINATION

- (i) The Bank at its option without prejudice to its rights under the Contract, is entitled to terminate the Contract at any time by giving 30 days' written notice to the Contractor in the following circumstance:
  - a) in case the Bidder does not comply with any of his obligations / undertakings under this Contract.
  - b) if the design, specifications, functions or performance of the Supply, Installation & Commissioning of CC TV Camera with Accessories done by the Bidder do not conform to the approved technical specifications and other requirements specified in this contract or



agreed to by the bidder.

- c) if the Bidder refrains from implementing any of the instructions received from the Bank within the stipulation of this Contract.
- d) in case of any breach of the terms and conditions of this contract by the supplier.
  - (ii) If the Supplier becomes bankrupt or insolvent or causes or suffers any receiver to be appointed for its business or any assets thereof, compounded with its Creditors, or being a corporation, commence to be wound up for the purpose of amalgamation or reconstruction, or carry on its business under a Receiver for the benefit of its Creditors, the Bank shall be at liberty to terminate the contract forthwith upon coming to know of the happening of any such event as aforesaid by notice in writing to the Supplier or to the Receiver or Liquidator or to any person in whom the Contract may become vested or give such Receiver, Liquidator or other person the option of carrying out the Contract subject to his providing guarantee for amount to be specified by the Bank.
  - (iii) In the event of such termination, the EMD submitted by the supplier shall stand forfeited and the Bank shall have the right to terminate vendor ship and deny any future empanelment.

#### **14.ASSIGNMENT**

The whole work of the Supply, Installation & Commissioning of CC TV Camera with Accessories included in the contract shall be executed by the Vender and shall not directly or indirectly transfer, assign or sublet the contract or any part, share or interest therein without written consent of the Bank.

#### **15.INDEMNITY**

The supplier indemnifies to protect and save Bank against all claims, losses, costs, damages, expenses, action suits and other proceeding resulting from infringement of any patent, trademarks, copyrights etc, or such other statutory infringements in respect of all Supply, Installation & Commissioning of CC TV Camera with Accessories to the Bank.

#### **16. FORCE MAJEURE**

The Bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, and acts of the Bank either in fires, floods, strikes, lock-outs and freight embargoes.

If a Force Majeure situation arises, the Bidder shall promptly notify the Bank in writing of such conditions and the cause thereof immediately. Unless otherwise directed by the Bank in writing, the Bidder shall continue to perform it's obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the Bank and the Bidder shall hold consultations with each other in an endeavor to find a solution to the problem.

Notwithstanding the above, the decision of the Bank shall be final and binding on the Bidder.





## 17. INSPECTION

The Bank reserves the right to get the complete Supply, Installation & Commissioning of CC TV Camera with Accessories inspected by its own technical personnel and / or by any other organization / persons engaged for the purpose and the supplier shall have no objection and shall cooperate and provide necessary details/information required for such inspection.

## 18. SETTLEMENT OF DISPUTES

- Should any dispute or difference of any kind whatsoever arise between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such disputes or difference by mutual consultation.
- If after 30 days the parties fail to resolve their disputes or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute. No arbitration in respect of this matter may be commenced unless such notice is given.
- Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be settled in accordance with the Arbitration and Conciliation Act, 1996.
- Arbitration proceedings shall be held at the place of the Head Quarters of the Bank and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- In the event of a dispute or difference of any nature whatsoever between Bank and the Bidder during the course of the assignment arising as a result of this proposal, the same will be settled through the process of arbitration conducted by a sole Arbitrator appointed by the Bank. Arbitration will be carried out at Bank's office that placed the order. The provisions of Arbitration and Conciliation Act 1996 shall apply to the Arbitration proceeding.
- Notwithstanding any reference to arbitration herein,
  - a. the parties shall continue to perform their respective obligation under the contract unless they otherwise agree; and
  - b. the purchaser shall pay the supplier any monies due to the supplier unless the dispute is relating to such payment.

## 19. WAIVER

Non-enforcement by either party of any of the provisions of this Contract shall not construe or constitute as a waiver of the provision itself or any subsequent breach thereof. The validity of the Contract shall not be affected, should one or more of its stipulations be or become legally invalid and such stipulation is severable from and not fundamental to the obligations of either party to this Contract. In such a case, the parties shall negotiate in good faith to replace the invalid clause by an agreed stipulation which is in accordance with the applicable Indian Law and which shall be as close as possible to the party's original indent.

## 20. STATUTORY AND OTHER REGULATIONS

The Supplier shall comply with all the statutory obligations of the Government of India / State Governments and local authorities applicable and the Bank shall not be liable for any action under the statutes applicable due to non-compliance of statutory obligations by the Supplier.



## **21.APPLICABLE LAW**

The Contract shall be interpreted in accordance with the laws of India. Any dispute arising out of this contract will be under the jurisdiction of Courts of Law in the place of the Head Quarters of the Bank i.e at MALAPPURAM, Kerala.

## **22.JURISDICTION**

This agreement shall be subject to the jurisdiction of the Courts in the place of the Head Quarters of the Bank i.e at MALAPPURAM, Kerala.

## **23.LIABILITY OF THE SUCCESSFUL BIDDER**

Bank shall hold the Successful Bidder, its Successors, Assignees and Administrators fully liable against loss or liability, claims, actions or proceedings, arising out of non-fulfillment of any obligations under the Contract and such liability of the Successful Bidder will be restricted to the actual amount of the Contract.

Successful Bidder shall be the principal employer of the employees, agents, contractors, subcontractors etc. engaged by Successful Bidder and shall be vicariously liable for all the acts, deeds or things done by its employees, agents, contractors, sub-contractors etc., whether the same is within the scope of power or outside the scope of power, vested or instructions issued by the Bank under the Contract to be issued for this RFP.

However, the Successful Bidder would be given an opportunity to be heard by the Bank prior to making of a decision in respect of such loss or damage.

## **24.NEGLIGENCE**

In connection with the work or contravenes the provisions of General Terms, if the Successful Bidder neglects to execute the work with due diligence or expedition or refuses or neglects to comply with any reasonable order given to him in writing by the Bank, in such eventuality, the Bank may after giving notice in writing to the Successful bidder calling upon him to make good the failure, neglect or contravention complained of, within such times as may be deemed reasonable and in default of the said notice, the Bank shall have the right to cancel the Contract holding the Successful bidder liable for the damages that the Bank may sustain in this behalf. Thereafter, the Bank is to be compensated for good the failure at the risk and cost of the Successful Bidder.

## **25.DRAWINGS**

1. The supplier shall supply all necessary drawings and documents to the Bank's branches without any additional cost. These drawings and documents shall be in English.
2. The drawings and documents to be furnished shall be as follows:
  - a) All general arrangement and installation drawings inclusive of installation instructions.
  - b) Electrical schematic drawings indicating consumption points.

**26.The Bank reserves the right to cancel the bid with out assigning any reasons.**

**27. The Vendors shall inform the Bank in case of Transfer of Ownership of the Company.**



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email:gawing.kgb@keralagbank.com,  
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**TENDER DOCUMENT**

## 28. RATES TO BE IN FIGURES AND WORDS

The Vender should quote in English both in figures as well as in words the rates and amount RFPed by him in the schedule of Rates for each item and in such a way that interpolation is not possible. The amount for each item should be worked out and entered and requisite totals given of all items both in figures and in words. The RFPed amount for the work shall be entered in the RFP and duly signed by the Vender.

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**TENDER DOCUMENT**

(On Company's Letter Head)

To

The General Manager  
Kerala Gramin Bank  
Head Office  
Malappuram.

Dear Sir,

**Re: R F P - O F F E R**

We have read and examined the RFP document for Supply, Installation & Commissioning of CC TV Camera with Accessories. We hereby RFP for the execution of the work specified by the Bank within the time to be specified at the rates to be finalized in this bidding process, in accordance with the Technical Specifications, and instructions in writing referred to in the General Rules and Instructions, and in all respects and in accordance with, such conditions so far as applicable for the Supply, Installation & Commissioning of CC TV Camera with Accessories.

We agree to keep the RFP open for 2 years from the date of letter of indent and not to make any modifications in its terms and conditions.

A sum of Rs. 1,000/- (Rupees One Thousand only) by way of Demand Draft issued by ..... (Name of the issuing Bank) bearing no ..... and date ..... is hereby enclosed as Cost of RFP document.

We enclose, as Earnest Money Deposit, the following \*Demand Drafts issued by ..... (Name of the issuing Bank):

\*DD No.....dated..... for Rs.100000 (Rupees one lakh only) for Supply, Installation & Commissioning of CC TV Camera with Accessories.

\*(strikeout whichever is not applicable)

In the event of our withdrawing, or unilaterally modifying, this offer during the period of RFP validity or failure to accept Letter of Indent (LOI) within 15 days of its issue, or to sign the agreement when called upon to do so, we agree that the Bank shall without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely.

We hereby declare that we shall treat the RFP documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any persons other than a person to whom we are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State / the Bank.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

Commissions or gratuities, if any paid or to be paid by us to agents relating to this Bid, and contract execution if we are awarded the contract, are listed below:

Name and address of agent Amount & Currency ... Purpose of commission or gratuity

(If none, state none)



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We are aware that RFP will be evaluated on quality of material, quality of work experience and lastly prices and that the Bank may place the purchase order with successful bidder for Supply, Installation & Commissioning of CC TV Camera with Accessories.

We fully understand that you are not bound to accept the RFP merely for the reason that the same is the lowest.

Shri. \_\_\_\_\_, authorized representative of the Company, is the person authorized to negotiate commercial, technical terms & conditions & sign on behalf of the firm any Agreement, Bills & receipts for this work.

We agree that until a formal agreement on requisite value stamp paper is prepared and signed, this RFP with your written acceptance thereof shall constitute a binding contract between us.

Dated :

Signature of Contractor/Bidder/Vendor

Witness, Name & address:  
Full Postal Address including 1). 2).  
Pin Code No.

Telephone No & Mobile No :



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**TENDER DOCUMENT**

**DETAILS OF THE BIDDER  
( on the letter head of vendor)**

1. Name of the Company:
2. Constitution of the Company:  
(Proprietorship / Partnership / Pvt. Ltd. / Public Ltd. and year of establishment)
3. Annual Turnover:  
2013-14 and 2014-15 Please enclose audited balance sheets and Profit and Loss Statement of the Company for the above 2 years.
4. Local Address of Vendor
5. Whether the work has been done in RBI and if yes, the details:
6. Complete details of vendor service network in India Particularly in Kerala viz. Branches/offices, Number of personnel engaged and their cell phone Number.
7. Sales Tax Number / PAN / TAN Service Tax Registration No.:  
(Enclose photocopies)
8. Details of similar work made during last 3 Financial years ending 31.03.2015.  
( Give name of Bank/ institute, total amount of work done, experience in period for Supply, Installation & Commissioning of CC TV Camera with Accessories. Enclose copies of satisfactory completion of work certificates.)
9. Details of the trained qualified engineers with Degree / Diploma for Supply, Installation & Commissioning of CC TV Camera with Accessories:
10. Undertaking as below:
11. Empanelment with any other Bank (Pl. specify):
12. Have your Company and/or Associates have undertaken any work for the Kerala Gramin Bank (Pl. specify with details)
13. Have you ever been disqualified or levied penalty by Kerala Gramin Bank or any other Bank in India for non-fulfillment of contractual obligations. If yes, please provide details in brief.
14. Have you ever been put on a holiday list or banned by any Public Sector Unit, if yes, please provide details.

I/We confirm that to the best of my / our knowledge the information provided above is correct and I/we understand that any concealment of facts will lead to my/our disqualification at any stage by the Bank.

Date:

Place: SIGNATURE OF BIDDER

Authorized Signatory

(With Seal)

(All details are mandatory. Wherever the space is insufficient, separate sheet may be used to furnish the details)



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**TENDER DOCUMENT**

**ANNEXURE -I**

**MANUFACTURER'S / Principal AUTHORISATION LETTER**

No. ....

Dated: / 06 /2015

The General Manager  
Kerala Gramin Bank,  
Head Office  
Malappuram.

Dear Sir,

**Sub: Invitation to bid for Supply, Installation & Commissioning of CC TV Camera with Accessories for Branches / Offices all over Kerala State, India.**

We ..... are established and reputable Manufacturers / Principal of CC TV Camera / Accessories / Materials (strikeout whichever is not applicable) having manufacturing facility / office at ..... and ..... do hereby authorize M/s. .... (Name and Address of Agents) to submit a bid, and sign the contract with you for the goods manufactured by us against the above RFP for Supply, Installation & Commissioning of CC TV Camera with Accessories.

We hereby extend our full guarantee and warranty as per Clauses of Contract for the goods and services offered for supply by the above firm against this RFP.

Yours faithfully,

(NAME)  
(Name of Manufacturers / Principal)

Note:

This letter of authority should be on the letterhead of the Manufacturer / Principal and should be signed by a person competent. It should be included by the Bidder in its bid.



**ANNEXURE -II**

**LETTER OF AUTHORISATION TO BID**

No. ....

Dated: / / 2015

The General Manager  
Kerala Gramin Bank,  
Head Office  
Malappuram.

Dear Sir,

Sub: Letter of Authorisation to bid for Supply, Installation & Commissioning of CC TV Camera with Accessories (strike out whichever is not applicable) for offices & Branches all over Kerala State, India.

We M/s ..... (Name and address of the principal) hereby authorize Mr. .... (Name and Address of Employee), our employee to submit a bid, and sign the contract (LOI) on behalf of us for all the systems / goods required by the bank as called for vide the bank's request for proposal reference no .....

We hereby extend our full authority to Mr. .... to commit, discuss, negotiate etc. as per Clauses of Contract for the goods and services offered for Supply, Installation & Commissioning of CC TV Camera with Accessories and our company is responsible for any decision given / taken by him for this RFP.

Yours faithfully,

(NAME)  
(Name of principal vendor on whose behalf the proposal is submitted)

**Note:**

This letter of authority should be on the letterhead of the bidder on whose behalf the proposal is submitted and should be signed by a person competent. It should be included by the Bidder in its bid.





**ANNEXURE - III**

**Minimum Pre-Qualification Criteria**

**To bid for Supply, Installation & Commissioning of CC TV Camera with Accessories**

Sl. No.	Details	Compliance YES / NO	Remarks by Bidder for Deviation if any
1	The bidder should have at least Three years' experience for Supply, Installation & Commissioning of CC TV Camera with Accessories to Public Sector Banks / Scheduled Commercial Banks/ Reserve Bank of India (RBI) / Public Sector Units / Corporate sector in India as on 31.03.2015. (related documents must be attached with annexure details) Feedback from the concerned Public Sector Banks / Scheduled Commercial Banks/ Reserve Bank of India (RBI) / Public Sector Units / Corporate sector regarding efficiency of the firm in delivering after sale service may be obtained. The Copy of relevant documents / certificates of experience must be submitted as proof in support of claims made.		
2	The OEM/suppliers have installed and maintained CCTV systems in other banks in the last five years. Feedback from the concerned commercial banks regarding efficiency of the firm in delivering after sale service will obtained. The proof of order must be attached with annexure details.		
3	The bidder should be a profit making company / firm for the last three financial years ending on 31.03.2013, 31.03.2014 and 31.03.2015 (FY 2012-13, FY 2013-14 and FY 2014-15) and the networth should be positive as on 31.03.2015(Audited Balance Sheet and P&L Account for last three year and Certificate of networth from Chartered Accountant must be attached with annexure details).		
4	The bidder submitting the bid should be a Registered Company / Firm having minimum Average Annual Turn Over of Rs. 50 Lacs (Rupees Fifty Lacs), during the last two financial years as on 31.03.2015. (Turn Over Certificate from Chartered Accountant must be attached with annexure details).		
5	The bidder must submit the Manufactures / Principal Authorization Letter as per format (ANNEXURE -I) from manufacturer / principal vendors authorizing their business partners / authorised distributors / dealer/ sub dealer to bid or deal or market the material in India on their behalf.		
6	The OEM / suppliers should have at least authorized service center in our area of operation preferably in Trivandrum, Kottayam, Ernakulam, Trisur, Kozhikode, Malappuram, Kannur, Kasaragode for cover-up to our branches / offices. All the addresses of engineers and technicians with phone nos. and copy of identity cards duly attested by proprietor should be submitted along with technical bids.		

The related documents must be attached with cover no 1 containing statement of Minimum Pre- Qualification Criteria.



**ANNEXURE VI**

**AGREEMENT FORMAT**

This agreement made on this.....day of.....2015 at Malappuram BETWEEN Kerala Gramin Bank a body Corporate constituted and functioning under the Regional Rural Banks Act 1976 as notified on 08-07-2013 having its Head Office at Malappuram represented by its duly constituted attorney Sri....., (name and designation), hereinafter referred to as "BANK", which expression shall unless exclude by or repugnant to the context mean and include its successors in interest and assignees , on the one part and

(Name of the vendor), a company registered under Companies Act, 1956/ a firm registered under Partnership Act 1932 having its registered office at ..... represented by its (director) Sri ..... hereinafter referred to as the 'SUPPLIER/BIDDER or VENDER' on the other part;

WHEREAS the Bank having agreed to give rate contract for Supply, Installation & Commissioning of CC TV Camera with Accessories (strike out whichever is not applicable), hereinafter called ' CC TV CAMERA with Accessories from the supplier who agrees to complete the said Supply, Installation & Commissioning of CC TV Camera with Accessories, as per the specifications and the terms and conditions finalized between the supplier and the Bank,

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz;
  - 2.1. The RFP document with all ANNEXUREs and Price Bids.
  - 2.2. The RFP, Letter of Acceptance, Letters from & to the Vender, if any, leading to and prior to acceptance letter.
  - 2.3. Technical Specifications, Special Conditions, Questionnaire, RFP drawings if any, etc.
  - 2.4. The details submitted in technical bid, design, and such other documents.

In consideration of the payments to be made by the Bank to the Vendor, the Vendor hereby covenants and agrees with the Bank to complete the works in conformity with and subject to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents which shall form part of this agreement.



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**TENDER DOCUMENT**

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said Vender, \_\_\_\_\_ to  
..... (name of the Bank) \_\_\_\_\_ in the presence of:

Signature of Vender (with seal)

Signature of Authorized representative of the Bank / Accepting Authority.

Witness (Signature, Name & Address ):

- 1)
- 2)



**ANNEXURE - IV**  
**Technical specification for**  
**Supply, Installation & Commissioning of CC TV Camera with Accessories**

Sl No	Particulars	Minimum required Technical specifications	Compliance	Remarks
I	DVR-8 /4 Channel			
1	Video compression format	H. 264		
2	Video system	PAL/NTSC		
3	Video input	8 Channel /4 Channel composite BNC		
4	Video Resolution	Format NTSC PAL D1(4CIF) 704X480 704X 576		
5	Main processor	Embedded XP OS/ Linux OS		
6	System resources	Pentaplex function: Live, recording, playback, backup & remote access		
7	User interface	User friendly GUI		
8	Display & Recording resolution	Real time for all channels @ 25 fps per channel D1 quality real time on every channel		
9	Hard disk	Video surveillance HDDs to support storage of video images for a minimum period of 90 days should be supplied with 2X2000 GB Hard Disk with provision for additional minimum two more free slots to support two more SATA HDD		
10	Recording mode	Automatic, Continuous, video detection alarm(motion detection, camera blank, video loss)		
11	Motion detection	Should support multi-zone motion detection		
12	USB interface	Minimum 2 ports.		
13	Software upgradation	Should have facility for software upgradation		
14	Remote viewing	Remote viewing through network & WEB		
15	Password protection	Multiple password protection		
16	Indication of faults	Should give visual indication of local faults, disk full, malfunction etc. along with alarm through Audio, SMS & e-mail.		
17	Backup mode	Flash disk/USB HDD/USB built in CD/DVD-RW/built in SATA burner.		
18	Monitor	Should support 2 monitors (Spot & VGA)		
19	Net work	Should be supplied along with all Net Accessories (Hub/Switch & LAN cables)		
20	Quality certification	UL		
	Make	Pelco, Bosch, Honeywell, Dahua, Hikvision		



<b>II</b>	<b>Fixed C S Mount colour camera with outdoor housing</b>			
1	Picture format	PAL/NTSC		
2	Imaging device	1/3" Colour CCD		
3	Horizontal resolution	540 TV lines or better		
4	Effective elements	752 X 582 appx.(440 000 pixels)		
5	Minimum illumination	0.5 lux or better in colour mode		
6	Signal to noise ratio	46 db or better		
7	Variable focal length	4 to 9 mm		
8	Iris Control	Auto		
9	Gain control	Auto		
10	B L C	Auto		
11	Mount	CS Mount		
12	Resolution	540 TVL		
13	Operating voltage	12 volt DC/r 220 volt AC		
14	Certification	UL		
15	Acceptable make.	Samsung, Honeywell, Bosch, Dahua, Pelco, Panasonic, Siemens.		
<b>11I</b>	<b>Fixed Dome Day/Night Colour Camera.</b>			
1	Picture format	PAL/NTSC		
2	Imaging device	1/3" colour CCD		
3	Horizontal resolution	540 TV lines or better		
4	Effective elements	752X 582 appx.(440,000 pixels)		
5	Minimum illumination	0.5 lux or better in colour mode		
6	Signal to noise ratio	48 db or better		
7	Variable focal	3.6 -8 mm		
8	Iris control	Auto		
9	B L C	Auto		
10	Mount	Auto		
11	Resolution	540 TVL		
12	Operating voltage	12 volts DC/or 220 volt AC		
13	Certification	U L		
14	Acceptable make	Samsung, Honeywell, Bosch, Dahua, Pelco, Panasonic, Siemens.		
<b>IV</b>	<b>Infrared Cameras</b>			
1	Image Sensor	1/3" CCD		
2	Effective pixels	752 (H) X 582 (V) appx.(440,000 pixels)		
3	Resolution	540 TV lines or better		
4	Lens	Built in 6 mm		
5	Minimum illumination	IR-ON-O Lux		
6	S/N Ratio	More than 48 db		
7	Electronic shutter	1/50 to 1/110000 sec		
8	Gamma	0.45		
9	B L C	Auto		
10	White balance	3200 k to 9200 k		
11	Gain control	Auto		
12	LED spectrum	Min 20 LEDs		
13	Sync System	Internal		
14	Video output	Composite video 1.0 vp-p/75 ohm		
15	Power supply	12 v		



16	Certification	UL		
17	Acceptable make	Samsung, Honeywell, Bosch, Dahua, Pelco, Panasonic, Siemens.		
<b>V</b>	<b>Pinhole Cameras</b>			
	Image Sensor	1/3" CCD		
	Resolution	540 TV lines or better		
	Lens	Built in 3.6 mm pinhole lens.		
	Minimum illumination	0.05 Lux		
	S/N Ratio	More than 48 db		
	Electronic shutter	1/50 to 1/110000 sec		
	Gamma	0.45		
	B L C	Auto		
	White balance	3200 k to 9200 k		
	Gain control	Auto		
	Day and Night	Auto		
	Sync System	Internal		
	Dimension	Not more than 30 (L)X 20 (W) X 36 (H)		
	Video output	Composite video 1.0 vp-p/75 ohm		
	Power supply	12v		
	Certification	CE/FCC		
	Acceptable make	Samsung, Honeywell, Bosch, Dahua, Pelco, Panasonic, Siemens.		
<b>VI</b>	<b>Monitor LCD 20" /21 " Monitor</b>			
	Aspect ratio	4:3- 20"/21" Viewable diagonal area		
	Active area/Pixel pitch	408.24 (H) x 306.18 (V)		
	Native resolution/Colour	1400 (H) X 1050 (V)		
	Brightness/contrast	300 gd/m		
	Type	1000:01:00		
	Response time	Lesser than millisecond		
	Viewing angle (Typical)	H 170 V 160		
	Video input	NTSC/ PAL		
	PC system	Signal analog RGB(0.7/1.0 vp-p 75 ohm)		
	Acceptable make	Reputed make.		
<b>VII</b>	<b>Other Accessories</b>			
	Video cable	RG 6 Co-axial un-armoured video cable reputed brand (with ISI certification) that should be acceptable to bank		
	Power cable	2 core copper conductor, 2X 1.0 sq.mm power cable of ISI make for cameras		
	SMPS Power supply for cameras	7.5 AMPR / 12 VOLT DC Power Supply. With plastic covered body With individual led light on the top of each connection. Switch to on and off of power supply. Battery backup option should be available.		
	PVC pipe (ISI make )			



**Annexure -V**

**Format for noting price bid**

**Table-1**

Sl No.	Description of the items	Qty	Rate
	(Refer Table-1 for specs)		
1(a)	DVR-8 Channel as per the Technical Specifications	1 No	
(b)	DVR-4 Channel as per the Technical specifications	1 No	
2	Fixed C S Mount colour camera with outdoor housing	1 No	
3	Fixed Dome Day/Night Colour camera	1 No	
4	Infrared Cameras	1 No	
5	Pin Hole Camera	1 No	
6	Monitor-LCD 20"/21" Monitor	1 No	
7	RG 6 Co-axial un armored video cable reputed brand(with ISI certification) that should be acceptable to bank	Per meter	
8	2 Core copper conductor,2X1.0 sq.mm Power cable of ISI make for cameras	Per meter	
9	SMPS Power supply for cameras	For 8 cameras	
10	PVC pipe (ISI make)	Per meter	

**AMC Tender should be as per Schedule and the price in rupees need to be filed in below Table 3 format.**



**TABLE-2**

	Year 1	Year 2	Year 3	Year 4
<b>For each Branch</b>				
<b>For each ATM</b>				

(To be placed in sealed cover No: 5)

**Kerala Gramin Bank**

General Administration Wing

Head Office

Malappuram

Kerala State

676 505

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