

**Expression of Interest (Eoi)**

**For**

**Technical Service Support / AMC /CAMC of  
Closed Circuit Surveillance Solution**

Dated: 23<sup>rd</sup> September 2017

**Centre for Development of Imaging Technology (C-DIT)**

Chithranjali Hills, Thiruvallam.P O, Thiruvananthapuram, Kerala - 695 027, India

**T.** 0091-471- 2380910, 2380912 **E-mail:** egov@cdit.org

## **INVITATION FOR EXPRESSION OF INTEREST**

No. CDIT/1/EOI-KPRD/001/17-18

Dated: 23<sup>rd</sup> September 2017

Centre for Development of Imaging Technology (C-DIT) invites Expression of Interest (EOI) from Firms/companies/ OEMs/ organizations/ agencies for empanelling agencies for Technical Support Service / AMC / CAMC of Closed Circuit Surveillance Solution.

The EOI Document contains the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc.

**Last date for submission of EOI is on or before 28-09-2017**

Envelopes may be marked to the captioned address given below mentioning “**EOI on Technical Support Service / AMC / CAMC of Closed Circuit Surveillance Solution.**” on the top cover.

The Registrar,  
Centre for Development of Imaging Technology (C-DIT),  
Chithranjali Hills, Thiruvallom PO,  
Thiruvananthapuram –695027

S/d  
**Registrar, C-DIT**

Note: C-DIT reserves the right to cancel this request for EOI and or invite a fresh one with or without amendments, without liability or any obligation for EOI and without assigning any reason. Information provided at this stage is indicative and CDIT reserves the right to amend/ add further details in the EOI.

## **Centre for Development of Imaging Technology (C-DIT)**

Chithranjali Hills, Thiruvallam.P O, Thiruvananthapuram, Kerala - 695 027, India  
T. 0091-471- 2380910, 2380912 E-mail: egov@cdit.org

### **ENGAGEMENT OF FIRMS/ ORGANIZATIONS/ INSTITUTIONS FOR PROVIDING TECHNICAL SUPPORT SERVICE/ AMC/ CAMC OF CLOSED CIRCUIT SURVEILLANCE SOLUTION.**

No. CDIT/1/EOI-KPRD/001/17-18

Dated: 23<sup>rd</sup> September 2017

EOI is invited from reputed agencies / organizations / institutions / firms for providing **Technical Support Service / Annual Maintenance Contract/Comprehensive Annual Maintenance Contract of Closed Circuit Surveillance Solution** for the projects to be undertaken and implemented by C-DIT. The objectives and technical requirements are given below:-

#### **Documents to be enclosed**

1. Documentary evidence for Firm/ Company registration
2. GST No./ registration details
3. Copy of PAN/TIN
4. Copies of work orders and work completion certificates.
5. Copy/ details of the annual turnover of the last three financial years in similar line of business

#### **Scope & Eligibility Criteria**

The agency shall have enough technical expertise, experience, manpower and OEM authorization to carry out the following tasks:

- Install, maintain a CCTV solution and repair/replace the CCTV solution fully or partly.
- Diagnose the fault and rectify the defects detected in reasonable time.
- Carry out the periodic (at least once in a month) preventive maintenance /service anywhere in Kerala.
- The agency shall provide hands on training to C-DIT's technical persons in installation / maintenance on CCTV solutions on agreeable rates.
- The agency should furnish documents, against proof, for involvement in minimum four similar assignments (AMC/CAMC) with government departments/PSUs, for the last three years, with an aggregate amount of Rs. 10 Lakhs or more.
- The empanelment of agencies by C-DIT will not give any right or privilege to claim the implementation of any project. The right to assign any projects to any agency or agencies is its sole discretion.

Sd/-  
Registrar, C-DIT

**PART – II**

**INSTRUCTIONS TO APPLICANTS**

1. **General Description of the Selection Process.** C-DIT invites responses to this request only from authorized agencies. Firms having proven credentials, technical expertise, credibility and with similar work handling experience will be shortlisted.
2. Prior submission of responses, vendors may visit the mentioned locations for on site assessment / clarifications after obtaining necessary clearance C-DIT.
3. This EoI is being issued with no financial commitment and C-DIT reserves the right to change or vary any part thereof at any stage. C-DIT also reserves the right to withdraw it, should it be so necessary at any stage. Interested consultants should confirm to the rules and conditions in accordance with the Kerala Store Purchase Manual.
4. **Checklist.** Please note that all the information as per the checklist below needs to be provided. Incomplete information may lead to non-evaluation / non- selection.

<b>SL. No</b>	<b>Compliance Required</b>	<b>Documents Required</b>
(a)	Incorporation of the company	Certificate of Incorporation
(b)	Authorization of signatory	Board resolution/ Power of Attorney
(c)	GST Registration and PAN Card	GST Certificate/ GST Provisional ID PAN Copy
(d)	Store Purchase registration	SPD certificate for CCTV
(e)	Previous Experience for each category	Work Order/ Completion Certificates for experience cited. Only AMC/CMC work orders will be considered
(f)	Format enclosed as Appendix c	Non-Disclosure Agreement (To be Provided on the Letterhead of the Company)

**SCOPE OF WORK**

1. **Objective.** The project envisages for providing **Technical Support Service / AMC/CAMC of Closed Circuit Surveillance Solution** for the projects to be undertaken and implemented by C-DIT at across Kerala. The selected agencies will be responsible for the complete scope of work starting from inception to commissioning of the solution.

2. **Broad Scope of Work.** The broad scope of work and services shall include but not limited to the following:-

(a) **Project Preparation Phase (Solution Conceptualization).**

(i) **Requirement Analysis.** Analysis of the information and requirements collected from the establishment for possibility, consistency and completeness.

(ii) **Analysis of Existing Systems and Infrastructure .** Study of existing security systems and error analysis of systems including

- (aa) Cameras
- (ab) NVR/ DVR
- (ac) Monitors/ Servers
- (ad) Air Conditioners
- (ae) UPS and Batteries

**Pre-Qualification Criteria (PQC)**

***(Please sign all pages of the completed form, including supporting documents)***

1. We would like to clearly state that we qualify for this work as our firm meets all the eligibility criteria indicated by you. The details are asunder:-

<b>Sl No</b>	<b>Item</b>	<b>Compliance (Yes/No)</b>	<b>Supporting Documents</b>
1	Name of bidding Organization		
2	Type of Registration		
3	In operation for a period of at least five years as on <b>15<sup>th</sup>September 2017</b>		
4	Consultant should have valid PAN and GST Registration		
5	Successfully completed, within the previous Five years, similar envisaged scope of work, in at least three projects in Security and Surveillance solution AMC/CMC in public sector undertaking /Central or State Government Organization.		

2. We understand that if the details given in support of claims made above are found to be untenable or unverifiable or both, then our bid may be rejected without any reference. We further clearly understand that C-DIT is not obliged to inform us of the reasons for rejection of ourbid.

Address and Contact Nos:-

Authorised Signatory

Name, designation, Postal, Email address and telephone no. of the authorised signatory

**Annexure - C**

(On Company Letter Head)

**NON-DISCLOSURE AGREEMENT**

It is certified that the company or any representative of the company or agents authorized by the company will not disclose any information gained by them or their representatives or agents, while interacting with the personnel of the C-DIT or any documents received by them or any study carried out by them, directly or indirectly to any company or institution or press.

Company Seal

(Authorised Signatory of Company)

Place:

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Date:-