



**Meghalaya
Information Technology Society**

NIC Building, Secretariat Hill, Shillong 793 001

No.MITS.03/2024/02

Dated Shillong, the 13th March, 2024

SHORT NOTICE INVITING QUOTATION

Sealed quotations are invited from experienced Firms/Dealers/Bidders of Meghalaya for providing Annual Maintenance Contract (AMC) of the CCTV and Access Control system at the Shillong Technology Park for a period of 3 (three) year. Details are available at the website <https://ditmeghalaya.gov.in>. Quotations shall reach the undersigned upto **3.00 PM of 27th March 2024** and will be opened on the same day at **3.45 PM** in presence of the bidders.

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(K. L. Nongbri)

Joint Secretary to the Govt. of Meghalaya
Information Technology & Communications Department
&

Member Secretary
Meghalaya IT Society

Memo No.MITS.03/2024/02-A

Dated Shillong, the 13th March, 2024

Copy forwarded to:-

1. The Director, Information and Public Relations, Govt. of Meghalaya with a request to publish the '**Short Notice Inviting Quotation**' in one issue of Khasi, Garo and English local daily on **14th March 2024** positively.

By Order, etc.

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(K. L. Nongbri)

Joint Secretary to the Govt. of Meghalaya
Information Technology & Communications Department
&

Member Secretary
Meghalaya IT Society

A.SCOPE OF WORK

The scope of work for CCTV Surveillance System includes:

- (a) All the equipment installed in the STP building and its Guest House like IP Dome Camera, Bullet Camera, PTZ Cameras, Power Supply unit Central Management Master Server etc. related to CCTV systems shall be maintained by the contractor with preventive maintenance i.e. once every month to ensure proper functioning of the CCTV surveillance system. Breakdown maintenance which has to be attended within 24 hours of the breakdown coming to notice.
- (b) A monthly maintenance chart should be maintained and be approved and signed by concerned authorities of the Institute.
- (c) The contract shall cover spot breakdown maintenance, preventive maintenance, servicing and repairing of machines.
- (d) The firm shall maintain sufficient inventory of spares. In case of failure of any items the same should be replaced by item in spare to ensure that the system is operational and available.

The scope of work for Access Control System includes:

- (a) All the Access control equipment installed in the buildings shall be maintained by the contractor with preventive maintenance i.e. once every month to ensure proper functioning of the Access control system. Breakdown maintenance has to be attended within 24 hours of the breakdown coming to notice.
- (b) A monthly maintenance chart should be maintained and be approved and signed by concerned authorities of the Institute.
- (c) The contract shall cover spot breakdown maintenance, preventive maintenance, servicing and repairing of machines.
- (d) The firm shall maintain sufficient inventory of spares. In case of failure of any items the same should be replaced by item in spare to ensure that the system is operational and available.

A maintenance schedule mutually agreed upon will be prepared before commencement of the Preventive Maintenance. Any delay beyond the agreed schedule will attract penalty of 1% of Rate Contract value per day of delay.

Note:For Replacement of any component of air conditioners (Outdoor and indoor units, inlet and outlet Pipelines, electrical connections, etc.) if found defective, after the above checks and tests and which does not fall upon the above scope of work, such estimates of cost to be incurred must be shared with the Office (MITS) for further necessary action.

B. TERMS AND CONDITIONS:

1. Rate quoted the item in the quotation should be written clearly both in figures and in words any overwriting should be duly attested.
2. Quotation should be addressed to the undersigned by designation, sealed envelope containing the tender must be super scribed by words “**Quotation for Annual Maintenance Contract of CCTV and Access Control system at Shillong Technology Park**” and be sent the office of the Member Secretary, Meghalaya Information Technology Society, Meghalaya, Shillong.
3. Every machine/equipment shall be serviced at least once every three month or as required
4. Record of maintenance, failure and corrective actions taken, shall be jointly kept by both Customer and the Vendor.
5. The firms/bidders should have a functional service centre and support team at Shillong.
6. The firms/bidders should have past experience of such servicing works for CCTV and Access Control system to be substantiated by document proof.
7. The firms/bidders should check and confirms the as-is condition of the CCTV and Access Control system sets before submission of the quotations.
8. The Firms/bidders should be the authorized dealers/partners with OEMs
9. MITS will not entertain for any request of increase of price after received of the quotation. If such cases arise, the firm/bidder has to bear the additional cost incurred from their side.
10. MITS have the rights to terminate the contract at any time, if the vendor is found to be in-competent/unsatisfactory in execution of the maintenance work
11. Of the total number of 58 cameras, 14 Cameras are to be relocated/rewired/reinstalled at the different locations in the office premises. Hence, a site visit is mandatory before submission of quotations.
12. For any clarification, firms/bidders are requested to contact to
 - a. Email: nongbrik@gmail.com , shelter.war@nic.in , ga.lyngdoh@meghalaya.gov.in
 - b. Phone: 9436993844/ 9856050830 / 9810163080

C. SUBMISSION OF QUOTATION

Quotation should be submitted in two separate envelopes for-

- a. Technical Documents (as prescribed at Annexure-B)

- b. Financial Quote

D. PAYMENT TERMS:

- a. Payment will be made on quarterly basis after completion of the quarter.
- b. Payment shall be made upon submission of following documents:
 - i. Invoice
 - ii. Service Report – duly signed by the Estate Manager, Shillong Technology Park.

E. VALIDITY:

This contract will be in effect for a period of 3 (three) years w.e.f. the date of issuing of work order.

F. TERMINATION:

Each party has got right to terminate this contract by giving written notice of not less than 30 days.

G. FORCE MAJEURE:

Neither party will be held liable for delays or other failure to perform its obligations which are due to any factor or event outside its reasonable control. Such factors or events dispute, civil commotion, fire or other accident, governmental act or regulation, embargo, not, armed conflict, war, terrorism (Including any threat of not, armed conflict, war and terrorism), act of God, Court order, inclement weather, natural catastrophe, epidemic, respondent non-cooperation, virus/hacker attack, delay or interruption in public communication service, and utility outage

H. GOVERNING LAWS AND JURISDICTION

a. Any dispute or complaint should be addressed in the first instance to the persons mentioned in the work order.

b. All Disputes arising out of this agreement shall be subject to Jurisdiction of the High Court of Meghalaya only.

I. Location:

Shillong Technology Park
Umsawli, New Shillong
Adjacent to NIFT New Campus
Meghalaya -793012

Annexure-A

Details of the Equipment:

Sl. No	Particulars
1	Access Control (HIK vision) – 3 unit and all accessories included in the system
2	PC (Frontech) – 1 No and all accessories included in the system
3	CCTV cameras(HIK vision) – 58Nos (including 14 numbers of camera for relocations/reinstallation/rewiring)and all accessories included in the system

Annexure-B

Sl. No	Descriptions	(Yes/No) Supporting Document to be attached	Remarks
1	The firms/bidders should have support team in Shillong with experienced service engineers.		
2	Past experience of such servicing works for HVAC to be substantiated by document proof.		
3	The firms/bidders should check and confirms the as-is condition of the CCTV and Access Control system sets before submission of the quotations		
4	Firms/bidders should be the authorized dealers/partners with OEMs		
5	Confirm that the set Terms and Condition and Scope of Work is agreed		

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(K. L. Nongbri)

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