

TENDER DOCUMENT

**Notice Inviting Tender for Non-Comprehensive Annual Maintenance Contract For
Branches/Office Under Etawah Region for**

**Request for proposal: NON-COMPREHENSIVE AMC contract for maintenance and
service of CCTV & Alert Alarm System**

Sealed quotations are invited from the reputed manufactures/companies/firms for on-site maintenance of **CCTV & Alert Alarm System** installed at various branches/offices of our Bank located in Etawah & Auraiya District under control of Regional Office, Etawah.

Tender issuing Date: 11.08.2025

Last Date for submission of tender: 01.09.2025 at 05:00 pm

Date of opening of Tender: 02.09.2025 at 03:00 pm

Address for Communication: Uttar Pradesh Gramin Bank,

Regional Office Etawah, Manikpur Bisu, Lakhna Road

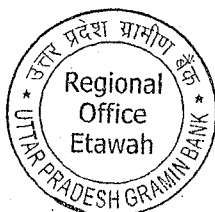
Near Gwalior bypass, Etawah 206003

Email address : pe.roetaw@barodauprrb.co.in

Contact Person : Suraj Nigam - 75090276596

Eligibility Criteria:

1. The bidder should have adequate turnover/facilities for services/maintenance of CCTV & Alert Alarm System.
2. The firms/companies should have minimum 3 years of experience in field of Annual Maintenance Contract in PSBs and Financial Institutions.
3. The firm should have been registered with Government Department and shall provide PAN/GSTIN No. with the bid.
4. The firm should have its support office at Etawah/Auraiya.
5. The firm/Company should not have been blacklisted by any Public Sector/Bank/PSU/ Government Department in the past.



Payment Terms: -

1. Non-Comprehensive Annual Maintenance Charges shall be paid on pro-rata basis at the end of each quarter after submission of satisfactory service report duly verified by branches.
2. No advance payment shall be made in any case.
3. TDS to be deducted as applicable.

Earnest Money Deposit (EMO):-

- Earnest Money Deposit of Rs. 5000.00 (Rupees Five Thousand Only) has to be submitted by the way of Demand Draft/Banker's cheque /pay order drawn in favor of "Uttar Pradesh Gramin Bank" payable at Etawah.
- Earnest Money Deposit will not carry any interest.
- The Earnest Money Deposit of the unsuccessful bidder will be refunded accordingly in due course.
- The Earnest Money Deposit of the successful bidder shall be refunded one month after successful completion of AMC tenure subject to renewal of AMC if any.
- Under the Government guidelines "Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2018" interested MSEs Firms may submit their quotation with all relevant documents and valid certificate for relaxation of EMO.

The Earnest Money Deposit will be forfeited if:-

- The successful bidder withdraws from the AMC without any notice to the bank before completion of AMC period/tenure. Bidder must inform the bank and would need to provide service for minimum period of 2 months from the date in case of withdrawing from AMC before date mentioned in contract.
- The bidder withdraws his tender after processing but before acceptance of "letter of appointment" to be issued by bank.
- The bidder violates any of the provisions of the terms and conditions of his TENDER specification.
- Earnest Money Deposit will be refunded for the unsuccessful bidders within one month from the date of opening bids.

Security Money /Retention Money: -

Security/Retention Money of 5% of total AMC value has to be submitted by the way of Demand Draft/banker's cheque/Pay Order drawn in favor of "Uttar Pradesh Gramin Bank" payable at Etawah. Security/Retention Money will not carry any interest. It will be released after completion of AMC period of One year from date of AMC agreement.

Other Terms and Conditions: -

1. The Rate Contract with the selected vendor will be valid up to a period of two Year from the date of acceptance of the rates.
2. The contract will be effective **for one year** and may be renewed on expiry for further period of one next year.



3. Maintenance charges include all taxes and government levies as applicable (Other than GST) or becoming applicable later due to operation of or under any existing or new laws. The taxes & govt. levies whatsoever (Other than GST) be borne by the vendor.
4. The contract will be on non-comprehensive onsite maintenance.
5. The maintenance service includes preventive and corrective maintenance of the CCTV & Alert alarm, System. Preventive maintenance should be carried out on quarterly basis. Preventative maintenance Include cleaning of internal circuit board and all other measures necessary for proper functioning of the machine. Corrective maintenance includes repairing/replacement of the machine spares parts.
6. The vendor should provide dedicated resident engineer, who will act as single point contact over phone, He will be responsible for point contact over Phone, Email and/or Web portal for managing all requests for services, logged by our Branches on all bank working days during the office hours i.e. from 10:00 AM to 05:30 PM.
7. All the calls lodged should be attended within 48 hours.
8. The vendor shall be responsible for any loss or damage caused to any of the machines owing to negligence on his part.
9. It shall be the responsibility of the vendor to make all the CCTV & Alert Alarm, System work satisfactorily throughout the contract period and to hand over the systems in working condition to the Bank after expiry of the contract.
10. Bank may decide to add or remove certain CCTV & Alarm System from the AMC at any point of time during the contract. Payment for any Inclusion/deletion of System during the AMC period will be calculated on pro-rata basis. No advance payment of AMC charges will be made in any case.
11. The payment will be released on quarterly basis, subject to the vendor submitting to our office, 'Satisfactory Service Reports' from all branches.
12. The Bank reserves the right to claim as damages from the vendor to the extent of the loss suffered by it, if it is found that due to any commission or omissions of the vendor, damage has been caused to equipment covered by the AMC or to any property of the Bank even if it is not covered by the AMC.
13. The Bank reserves the right to terminate the agreement of AMC, if the vendor fails to carry out any of its obligations/duties in terms of the agreement.
14. The Bank shall not consider any request in change of rates of AMC due to any reason whatsoever, during the period of the contract.
15. The Bank is fully empowered to change any of these conditions, if wanted, at any point of time.
16. Bank reserves the right to accept or reject any quotation without assigning any reason whatsoever.
17. Bank is not bound to accept lowest or any proposal received.
18. Final decision will be taken after analyzing cost.
19. Any dispute will be under Etawah jurisdiction.
20. The Bank reserves the right to terminate the agreement of AMC at any time after one month notice, if vender fails to carry out any of its obligations/duties in terms of the agreement.



- **Bids must be submitted either through registered post or by hand at Regional Office, Etawah.**
- **The bid must contain two Envelopes as per procedure given below.**

FIRST ENVELOPE SHALL CONTAIN THE DOCUMENTS GIVEN BELOW:

Annexure - A (1), A (2) and A (3) duly filled with all details.

1. Details of infrastructure in order to provide proper services.
 2. Attested photocopy of document w.r.t. registration of firm along with GST No.
 3. Photo copy of duly attested PAN.
 4. Photo copy of duly attested GSTIN.
 5. Income tax Return and balance sheet for the last three years.
 6. Certificate/document w.r.t. Experience.
 7. The entire tender document shall be duly signed by the vender as a mark of acceptance of terms and condition of the tender document.
 8. All the documents should be self-attested along with stamp of the Firm.
 9. A self-declaration on company letterhead confirming the firm has not been blacklisted is attached.
- **IF ANY OF THE ABOVE DOCUMENTS IS/ARE EITHER NOT SUBMITTED OR SUBMITTED BUT NOT DULY ATTESTED, THE BID WILL BE REJECTED & PRICE BID WILL NOT BE OPENED.**
 - **IT MUST BE MENTIONED ON ENVELOPE "DOCUMENT SUBMITTED FOR BID OF NON-Comprehensive CCTV & AMC OF Alert Alarm System".**

Second envelope must contain only bid with below mentioned documents.

The price must be submitted on the prescribed format (Annexure-B & C) along with document.

Price bid will not be accepted on any other format or document.

IT MUST BE MENTIONED ON SECOND ENVELOPE "PRICE BID OF Non-Comprehensive AMC OF CCTV & Alert Alarm System".

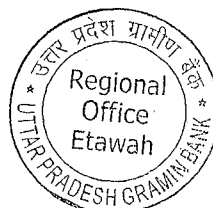
BOTH TWO ENVELOPES MUST BE KEPT IN THIRD SEALED ENVELOPE AND SUPERSCRIBED

For Non-Comprehensive AMC OF C C T V & Alert Alarm System "



**(Sanjeev Singh Tomar)
Regional Manager**





Annexure-A(I)

Pre-Qualification Profile

1	Name of the Firm/Company	
2	Address (Head Office)	
3	Phone No.	
4	Year of Establishment	
5	Name of Proprietor or Name of Partner/Director/Associates	1. 2. 3. 4.
6	Details and Value of major AMC taken up during the last 03 years with reputed financial organisations/banks	
7	List of other major customers (Work Order/ Experience/ Service certificate to the effect from the customers are to be enclosed)	
8	PAN Number (for TDS)	
9	GSTIN No. (Certificate attached)	
10	Annual Turnover/Net Profit/Loss per year	
11	Any other relevant information with documents	

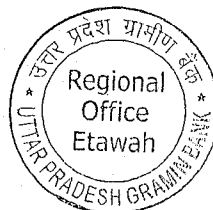
Annexure- A (2)

ESCALATION MATRIX

Delivery/Service-related Issue:

First Level				
SN.	Name	Designation	Mobile No.	Email- Address
1.				
2.				
Second Level				
SN.	Name	Designation	Mobile No.	Email- Address
1.				
Third Level				
SN.	Name	Designation	Mobile No.	Email- Address
1.				

Any change in designation will be informed by us immediately.



TERMS AND CONDITION FOR NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT AT VARIOUS BRANCHES.

- Quantity mentioned are indicative in Annexure - B & C and the exact quantity (Branch/Office wise) will be given in Work Order as per requirement time to time. The AMC charges of CCTV & Alert Alarm System will be paid on pro-rata basis as and when the System will be included in the AMC.
- The quantity is estimated and may vary.
- Machine which is under warranty at present may be given into AMC after expiry of warranty of such machine. AMC Charge will be calculated on pro-rata basis for remaining AMC Period.
- AMC rates should include service charge of engineer inclusive of all charges. No extra charge will be payable for travelling, boarding and any other expenses.
- **Preventive measures should be carried out once in a quarter.** (Visit Certificate to be countersigned by Branch Heads is Compulsory).
- **GST Extra as Govt. Norms.**
- **Warranty on spare parts to be mentioned.**

Signature of Authorized Signatory

Annexure- A (3)
Eligibility Profile-

Bid support criteria	Yes/No
Firm/Company must have its own office/branch/support set-up within Etawah/Auraiya. In case the vender does not have its own set-up, at least two dedicated staff should be resident in the region for providing support. Details of which should be mentioned clearly in a separate letter being provided in the BID.	
Strong support of technical staff to resolve call within 24 hours	
DD/Cheque No.....of Rs..... Date to wards EMO.	

Signature of Authorized Signatory



Financial Bid Annexure-B

AMC Charges of CCTV

		Price per unit excl. GST	Average Quantity required in year	Total cost	Warranty (Min. 01 Year)
1	4 Channel / 8 Channel / 16 Channel		54		

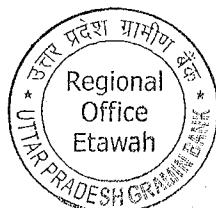
Components/accessories Price

1	4 Channel DVR		2		
2	8 Channel DVR with double SATA		10		
3	16 Channel DVR with double SATA		1		
4	Varifocal HD WDR & IR Dome Camera		10		
5	Varifocal HD WDR & IR Bullet Camera		5		
6	Fixed HD IR Bullet Camera		15		
7	21" Full HD Monitor		3		
8	RG 59 Video Cable in PVC Conduit Pipe		800		
9	2 Core Power Cable in PVC Conduit Pipe		800		
	Hard Disk				
10	Surveillance Hard Disk Drive 2TB		2		03 Year
	Surveillance Hard Disk Drive 4TB		8		03 Year
11	SMPS for SDVR		20		
12	Power Supply of Camera 4 amp		20		
13	Re wiring charges		8		
14	BNC Connector		60		
15	Backup recording writing service charge		5		
	Total				

Other Terms & Condition

- GST Extra as per Govt. Norms
- Warranty on Spare Parts to mentioned
- L1 will be consider as per total cost of the year in given quantity

Sign and stamp of firm



Financial Bid Annexure-C

AMC Charges of Alert Alarm System

		Price per unit excl. GST	Average Quantity required in year	Total cost	Warranty (Min. 01 Year)
1	AMC Charges of Alert Alarm System for 01 Year		53		

Components/accessories Price

1	Control Panel 4 ZONE <ul style="list-style-type: none"> • Microprocessor Based • 4 ZONE Integrated System • 24 Hour/Panic/Day/Night Mode Switch • Auto Dialer card supply • Manual Auto Day/Night Mode switch. • Built in PS and Battery. Charger 12V/7Ah. • 2 no. of Hooter with temper monitoring. • MS Fabrication, Powder coated with battery space. 		15		
2	GSM Auto Dialer		1		
3	Battery 12V/7ah		20		
4	Hand/Panic Switch		20		
5	PIR Motion Detector with Pet Immunity up to 25kg		20		
6	Magnetic Sensor/Door Sensor		10		
7	Vibration Sensor- Adjustable Dual Sensitivity Range <ul style="list-style-type: none"> • High False Alarm Immunity • Selectable LED Indication • Surface Mount Technology 		1		
8	Shutter Sensor- Heavy Duty Roller Shutter Contact <ul style="list-style-type: none"> • Sturdy Polished Aluminum Die-cast Housing • Wide Operating Gap 2" min. (50mm) • 3' Long Stainless-Steel Armored Cable 		1		
9	Smoke Detector Flashing LED		1		
10	Heat Detector Flashing LED		1		
11	Manual Call Point		2		
12	1 sq. mm Single Core FRLES Wire for Smoke Sensor in PVC conduit Pipe with Accessories		8		
13	1.5 sq. mm 2 Core Wire for Alarm System in PVC conduit Pipe with Accessories		20		
14	External Speaker/Hooter		20		
15	Transformer/SMPS		8		
16	Main PCB		60		
17	Internal Speaker		5		
18	Re-Installation/Re-Wiring/Shifting Charges etc.				
Total					

Other Terms & Condition

- GST Extra as per Govt. Norms
- Warranty on Spare Parts to mentioned
- L1 will be consider as per total cost of the year in given quantity

Sign and stamp of firm

