

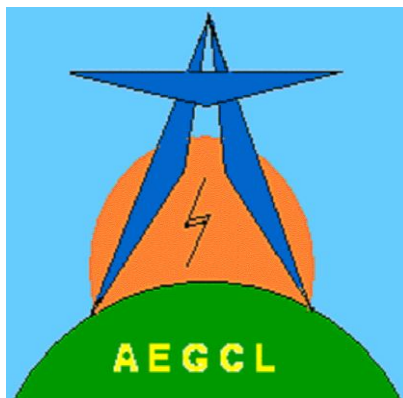
ASSAM ELECTRICITY GRID CORPORATION LIMITED

Regd. Office: 1st Floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001

CIN: U40101AS2003SGC007238

Ph:0361-2739520/Fax:0361-2739513 Web: www.aegcl.co.in

Email: dgm.bbmpr@aegcl.co.in



TENDER DOCUMENT

NAME OF WORK: Supply and Installation of CCTV system at Bijulee Bhawan building and premises, PaltanBazar, Guwahati-01.

NIT No: AEGCL/DGM ©/Tech-002/ BB/ Part -10/21-22/140 dated:15.11 .2025

Cost of Tender Document - ₹ 500/- (Non- Refundable)

**General Manager (M&PR)
AEGCL, Bijulee Bhawan**

INDEX

Sl.No.	Subject	Section	Page Nos.
1.	NOTICE INVITING TENDER		
2.	INSTRUCTIONS TO THE BIDDERS FOR BID SUBMISSION		
3.	ELIGIBILITY CRITERIA		
4.	SCOPE OF WORK /Technical Specifications/ Requirements		
5.	INSTRUCTIONS TO BIDDERS		
6.	PAYMENT TERMS		
7.	GENERAL CONDITIONS OF CONTRACT		
8.	SPECIFIC TERMS AND CONDITIONS		
9.	ANNEXURES		

2. INSTRUCTIONS TO BIDDERS FOR BID SUBMISSION

Sealed tenders comprising of Technical bid and Commercial bid are invited from reputed firms/experienced bidders having proven capabilities of Supply and Installation of CCTV system. The selected bidder is required to adhere to the terms of this TENDER document and any deviations to the same shall not to be acceptable to AEGCL.

Due Date & Time : Interested company/firms fulfilling all criteria may deposit their bids in a sealed cover envelope addressed to "The General Manager (M&PR), AEGCL, Bijulee Bhawan, Paltan Bazar, Guwahati -01 latest by 01:00 p.m., 15/12/2025 and the tender may be dropped in Tender Box placed at Bijulee Bhawan Maintenance Room, Ground Floor, Bijulee Bhawan building, Paltan Bazar, Guwahati-01 on or before the last date and time.

Two bid System: Each quotation shall submit the offer in 2 separate sealed envelopes marked as :

- Envelope no. 1 : Part A – Technical Bid
- Envelope no. 2: Part B – Financial Bid
- Separate Demand Draft for cost of Tender Document submitted and EMD

Both the sealed envelopes bearing no. 1 and 2 are to be put in the main envelop i.e. Envelope no. 3. Envelope no. 3 should be superscribed with the following information:

- Name of the Bidder
- Subject 'TENDER FOR SUPPLY AND INSTALLATION OF CCTV SYSTEM AT BIJULEE BHAWAN BUILDING AND PREMISES, PALTAN BAZAR, GUWAHATI -01'.
- Tender ref no.

Tender Fee: The cost of tender document is Rs. 500.00 (Rupees Five Hundred only)(Non-refundable). A complete set of tender documents can be obtained from Bijulee Bhawan Maintenance wing, AEGCL, Ground floor, Bijulee Bhawan, Paltan Bazar, Guwahati -01 during office hours on all working days by paying the fees through Demand Draft/Bankers Cheque drawn in favour of "The Managing Director, AEGCL payable at Guwahati". The cost of tender document shall be attached with Technical Bid in case the tender document is downloaded from the website. The Tender Document is not transferable to any other bidder.

Earnest Money Deposit (EMD) : Bidder should submit along with the quotation an Earnest Money Deposit, failing which their bids will not be considered valid and will lead to outright rejection of the offer. The deposit of the said amount shall be carried out through the *Part A: Technical Bid* in the form of Demand Draft drawn in favour of the "Managing Director, AEGCL payable at Guwahati". EMD is returnable to unsuccessful bidder without any interest thereon on expiration of bid validity/finalization of successful bidder, whichever is earlier. The successful bidder's EMD will be discharged upon the bidders signing the contract and deduction of the performance security from final bill.

- ✚ The sealed quotations are to be submitted in the prescribed proforma on bidder's business letter head duly stamped, signed and dated on each page as their unconditional acceptance to the terms prescribed by AEGCL. Details/supporting documents wherever applicable, if attached with the quotation should be duly authenticated by the vendor/s. No overwriting shall be accepted unless authenticated with full signature of the vendor/s.
- ✚ **Period of validity of Bids** : Bids (Commercial bid) shall remain valid for a period of 180 days from the date of technical bid opening. The bidder must agree to work in the quoted rate till the bid validity period. In exceptional circumstances, AEGCL may solicit the Bidder's consent to an extension of the period of validity. The request and responses thereto shall be made in writing or by email. The EMD shall also be suitably extended. A bidder may refuse the request without forfeiting its EMD.
- ✚ **Rejection of the Bid:** The Bid is liable to be rejected summarily if :
 - Bids received after the stipulated date and time shall not be entertained. AEGCL will not be responsible for any postal holidays or delays, loss or non-receipt of bid documents in transit what so ever.
 - The bids received unsealed or incomplete i.e. the tender does not include the information required are liable to be rejected summarily without giving any reason.

3. BIDDERS QUALIFICATION FOR QUOTING:-

Sl No.	Eligibility Criteria	Supporting Documents
1.	The bidder must be any registered firm (proprietorship/partnership/LLP)	Registration certificate, copy of PAN (of all partners in case of Partnership)
2.	The bidder should be registered with GSTN	Signed and stamped photocopy of GSTIN certificate should be submitted
3.	The bidder should have posted net profit in atleast 2 years out of the last 3 financial years, i.e. 2024-25, 2023-24 and 2022-23	A certificate from a registered Chartered Accountant stating Net Worth, annual Turnover and Profit/Loss for immediate last 3 financial years of the company/firm And Balance Sheets for last 3 years, i.e., 2024-25, 2023-24 and 2022-23 (Audited/unaudited based on Turnover guidelines).
4.	The bidder should have a minimum yearly turnover of Rs. 3 lakh for last three financial years, i.e. 2024-25, 2023-24 and 2022-23	
6.	Bidder should have experience of supplying and installing the similar items to at least one Central or State Government department/Public Sector Companies or any Reputed Institution during the last 5 years as on the date of the Bid submission.	At least 1 copy of the purchase order with Satisfactory completion certificate of the relevant organization/copies of related invoices to be submitted.
7.	Declarations	Last year's return of Income Tax (F.Y. 2023-24) Proof of last return GST submitted for immediate last three quarters

4. SCOPE OF WORK :-

The scope of work that needs to be undertaken by the successful bidder for this work is given below and the work is to be performed as per the specification and conditions mentioned in BOQ and Bid document and as per any further amendments issued in this regard:

Supply, Installation, Testing and Commissioning of 78 Nos. CCTV Cameras at Bijulee Bhawan office premises. The work includes providing all materials, installation, cabling, accessories, recording unit, monitoring system and commissioning as per specification:

- a) Supply of 78 Nos. of CCTV cameras (mix of Dome & Bullet type as per site requirement).
- b) Supply and installation of DVR/NVR system with adequate storage (minimum 60 days backup).
- c) Cabling, conduiting, laying of networking cables, connectors, junction boxes etc.
- d) Testing, commissioning and integration of the CCTV system.
- e) Training to the designated officials of AEGCL.
- f) Warranty: Minimum 2 years onsite warranty for complete system.

Site Visit:

Interested bidders will be allowed to visit and examine the site where the CCTV are to be installed and obtain for itself on their own responsibility of all information that may be necessary for preparing the Bid and entering into a contract. The costs of visiting the site shall be at the Bidder's own expense.

Pre-bid meeting:

The Bidder's designated representative is invited to attend a pre-bid meeting, if found essential to be held by the tender evaluation committee for CCTV system. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. The Bidder is requested to submit any questions in writing, to reach AEGCL not later than 1 week before the pre-bid meeting. Minutes of the pre-bid meeting, including the text of the questions raised, without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Bidders who have acquired the Bidding Document in accordance with SI no. 2 : Tender fee. Any modification to the Bidding Document that may become necessary as a result of the pre-bid meeting shall be made by AEGCL exclusively through the issue of an addendum/corrigendum and not through the minutes of the pre-bid meeting. Nonattendance at the pre-bid meeting will not be a cause for disqualification of a Bidder.

Technical Specifications / Requirements

Technical specifications/requirements will be as per BOQ of this NIT.

Post-Installation Support

The successful contractor shall provide comprehensive post-installation support for the CCTV system for the warranty period as given in clause 4(f), from the date of successful commissioning. Faulty components shall be repaired or replaced at no additional cost. The Contractor shall offer remote and on-site technical support to resolve operational issues, configuration errors, or system malfunctions within 24 hours of notification. At least **two** preventive maintenance visits shall be conducted during the support period to ensure optimal system performance, including camera calibration, firmware updates, and system diagnostics.

5. INSTRUCTIONS TO BIDDERS FOR BID OPENING:

5.1 : Opening & Evaluation of bids:

- Bid opening shall be done as per the date mentioned in NIT.
- The Tender Evaluation Committee would evaluate the Technical bid of the bidders. Commercial bid will be opened for those bidders whose bids shall meet all the technical criteria and qualify the Technical bid.
- Technical bid is to contain the supporting documents as mentioned in Sl no. 3 '*Bidders qualification for quoting.*' Price should not be quoted at any place in the Technical Bid.

5.2 : Awarding Of Contract and determination of L1 bidder :

AEGCL will determine the L1 bidder through the commercial bid submitted by the bidders. The L1 bidder will be determined based on the lowest price quoted provided the same is accepted by bid evaluation committee. If for any reason the work order given to L1 bidder does not get executed or the L1 bidder backs out, AEGCL reserves the right to award the work to the L2 bidder provided L2 bidder accepts the price quoted by the L1 bidder.

5.3 : Completion Timeline / Time of Delivery :

Expected time of completion of the work is within 45 days of issuing Work order.

6. PAYMENT TERMS

6.1:

- ✓ 100% payment will be made to successful bidder after successful completion of all works at Bijulee Bhawan as per the work order/ Bid document.
- ✓ For release of payment, successful bidder should issue correct GST compliant invoice in Triplicate Addressing "The General Manager (M&PR), AEGCL, Bijulee Bhawan, Guwahati-01" and bills along with successful installation report
- ✓ All payments will be made in Indian Rupees only through online transfer. Vendor has to furnish following necessary details for receiving payments through NEFT:
 - Banker's Name & Address
 - Permanent Account Number details
 - Bank Account Number
 - Bank Account type (Savings/ Cash credit)
 - Bank IFSC code (applicable for RTGS/NEFT)
 - Bank Swift code (applicable for Electronic Fund Transfer)
 - 9 digit code number of bank and branch appearing on MICR cheque issued by Bank.

6.2: Performance Security :

An amount equivalent to ten (10 %) per cent of the total contract value (exclusive of taxes), will be deducted after successful execution of the works from the successful bidder's final bill, as *Performance Guarantee* amount for the duration of the warranty period. Performance Security will be discharged to the successful bidder on completion of the warranty period, on completion of contractor's performance obligations under the contract and after deduction of any applicable penalty. No interest will be payable on performance security held by AEGCL.

6.3 : Liquidated Damage:

In the event of failure of the successful bidder to execute the work as per Work Order within the stipulated time, deduction at the rate of 0.5% (Half percent) per week subject to a maximum of 10% (ten percent) of total contract value may be levied.

6.4 : Taxation

Any statutory tax/duty/levy as applicable at the time of the work shall be borne by the vendor and reflected in the invoice. TDS will be deducted as per applicable laws.

7. GENERAL CONDITIONS OF CONTRACT

 **Language of Bid:** The Bid prepared by the Bidder, supporting documents, all correspondence and documents relating to the Bid exchanged between the Bidder and AEGCL shall be in English/Assamese language.

 **Bid Currencies:** The prices shall be quoted in Indian Rupees only.

 **Assigning of Sub-Contracts:** The successful vendor shall be responsible for full execution of the contract and shall not assign or sublet to any other party in whole or in parts, its obligations to perform under the Contract which will otherwise attract blacklisting of the vendors.

 **Force Majeure :** For the purpose of this Bid, Force “Majeure” means any cause/event, which is beyond the control of the vendor/successful bidder or AEGCL as the case may be, which such party could not foresee or with a reasonable amount of diligence could not have foreseen and not involving the Bidder’s fault or negligence, and which substantially affect the performance of the Contract, such as: -

- War or Revolutions/Hostilities, acts of public enemies, blockage, terrorist attack, damage by aircraft;
- Riot or civil commotion, public unrest in work area, strikes, shutdowns, labor disputes which are not instigated for the purpose of avoiding obligations herein;
- Earth Quake, Flood, Fire, Tempest, Epidemics, Pandemics, Lightning, Cyclone, Explosion, droughts or other natural physical Disaster, Quarantine restrictions and Freight embargoes;
- Any law, order, proclamation, declared or undeclared priorities, ordinance or requirements of any Government/authority or representative, including restrictive trade practices or regulations imposed by the Government or other statutory bodies, which is beyond the control of the vendor, which prevent or delay the execution of the order by the vendor ;

In case of occurrence of the above-mentioned cases, the successful bidder’s right to an extension of the time limit for completion of the work is subject to the following procedures:

- That within 10 calendar days after the occurrence of a case of Force Majuere but before the stipulated date of completion, the bidder shall notify AEGCL in writing of full details of such conditions with the causes thereof and that the vendor considers himself entitled to an extension of the time limit;
- If force majeure situation applies, time extension will be for a period of time equal to the time lost due to any delay so caused;
- Unless otherwise directed by AEGCL in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practical;
- Apart from extension of time limit, Force Majuere does not entitle the successful bidder to any relaxation or to any compensation of damage or loss suffered.

If the event of Force Majuere shall continue for more than 30 days, AEGCL reserves for itself the right to cancel the order/contract, wholly or partly and all obligations expressed quantitatively shall be calculated as on date of termination.

 Arbitration:

In event of any question, disagreement or difference arising in connection with the execution of this contract, which both the parties are not able to resolve, such disputes shall be settled in accordance with the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. In case amicable settlement is not reached such claims/demands shall be referred to the sole arbitrator. The Sole Arbitrator should be appointed by mutual consent between AEGCL and Bidder. The arbitrators shall hold their sittings at Guwahati, Assam and arbitration proceedings shall be conducted in English/ Assamese language as may be decided by the

employer/purchaser/AEGCL. The cost of arbitration including fees and expenses of the arbitrators, cost of preparing and presenting its case shall be borne equally by the parties itself. In case the parties fail to appoint a sole arbitrator within 30 days, the arbitrator shall be appointed by the Hon'ble Gauhati High Court as per section 11 of Arbitration and Conciliation Act, 1996.

Any appeal will be subject to the exclusive jurisdiction of courts at Kamrup (Metro).

Compliances :

❖ Legal Compliances :

The Bidder confirms to AEGCL that its personnel/employees/staff are covered under the provisions of various Acts enacted for the protection and benefits of workmen /employees /staff or otherwise such as Employees State Insurance Act and Employees Provident Fund and Miscellaneous Provision Act 1952 etc. and that Bidder is duly registered under the provisions of the said Acts and is complying with the provisions of the Acts. The bidder has to ensure that the payment towards its services is in consonance with Central Minimum Wages Act & Labour Laws any other laws, Rules, Regulations for the time being in force.

❖ Compliance to Government and applicable local Laws

The bidder confirms to AEGCL that it complies with all Central, State, Municipal laws and local laws and rules and regulations including Information Technology Act 2000. The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this contract under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of this contract and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate AEGCL and its employees/officers/staff/personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

Confidentiality or IP Rights

All drawings, documents, and technical information shared shall remain confidential and shall not be disclosed to third parties without prior written consent from the Employer/AEGCL.

8. SPECIFIC TERMS AND CONDITIONS

8.1 : Withdrawal/Cancellation/Termination of the tender process by Tendering Authority:

- The tendering authority reserves the right to withdraw any item from the tender at any stage without assigning any reason whatsoever. The selection of such item, if already made in favor of any Tenderer, shall be treated as cancelled.
- AEGCL reserves the right to reject any/all tenders fully or partially or annul the bidding process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for AEGCL's actions.
- AEGCL also reserves the right to re-issue the Tender without the Bidders having the right to object to such re-issue.

8.2 : Insolvency and Breach of Contract :

AEGCL at any time may summarily terminate the contract by giving written notice to bidder, if bidder becomes bankrupt or insolvent as declared by the competent court. In this event, termination will be without compensation to Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to AEGCL.

The clauses which are not appearing in this Bid document will be as per The General Condition of Supply and Erection 2009 of AEGCL. The General Condition of Supply and Erection 2009 of AEGCL is available in the AEGCL's website <https://www.aegcl.co.in/rules-regulations/>

9. ANNEXURES :

OFFER COVERING LETTER

Date:

The bidder must prepare this letter of quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final product.

To,

The General Manager (M&PR)
Assam Electricity Grid Corporation Limited
Bijulee Bhawan, Paltanbazar, Guwahati-01.

Sub: Supply, Installation and Commissioning CCTV Cameras at Bijulee Bhawan building and premises, Paltan Bazar, Guwahati-01.

Ref: NIT No:-AEGCL/DGM©/Tech-002/BB/2020/Part-10/21-22/140 Dated:- 15/ 11/ 2025

Dear Sir,

With reference to the above NIT, having examined and understood the instructions, terms and conditions, technical specifications etc. forming part of the Notice Inviting Tender/Bid Document, we hereby enclose herewith the complete technical bid as detailed in your referred Bid document along with our offer completed in all respects in accordance with the conditions applicable.

We hereby agree to comply with all the terms and conditions as contained in the TENDER and related addendums and other documents including the changes made to the original tender documents if any, issued by AEGCL. AEGCL is not bound by any other extraneous matters or deviations, even if mentioned by us elsewhere either in our proposal or any subsequent deviations sought by us, whether orally or in writing, and AEGCL's decision not to accept any such extraneous conditions and deviations will be final and binding on us.

We meet the eligibility requirements and have no conflict of interest, we are not participating in more than 1 quotation in this bidding process.

I /We also clearly understand that in the event of acceptance/approval of my/our tender, the work shall have to be executed strictly as per specifications and the same shall have to be completed in all respects within the stipulated time failing which I am/We are liable to be penalized as per rules laid down in Tender document as well as agreement thereof.

We furnish hereunder the details of Demand draft submitted towards Tender Document fees and Earnest Money Deposit:

Description	Amount in INR	Demand draft/Bankers Cheque No.	Date of issue	Name of issuing Bank & Branch
Cost of Bid document	500			
Earnest Money Deposit	10,226.00			

Yours faithfully,

Authorized signature with seal :

Full name of Bidder with designation:

Address :

Nationality :