



## साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार का स्वायत्त संस्थान  
रवींद्र भवन, 35, फ़ीरोज़शाह मार्ग, नई दिल्ली-110 001  
दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428  
ईमेल : secretary@sahitya-akademi.gov.in  
वेबसाइट : http://www.sahitya-akademi.gov.in

## Sahitya Akademi

(National Academy of Letters)

An autonomous organization under Ministry of Culture, Govt. of India  
Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110 001  
Phone: +91-11-23386626-28, Fax +91-11-23382428  
E-mail: secretary@sahitya-akademi.gov.in  
Website: http://www.sahitya-akademi.gov.in

SA.37/HO/AMC/CCTV/ 1116

15 April 2024

### **TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF CCTV SURVEILLANCE SYSTEM**

Sahitya Akademi, an autonomous institution under Ministry of Culture, Government of India, New Delhi invites sealed tenders under two bid system on behalf of Secretary, Sahitya Akademi, New Delhi for comprehensive maintenance contract for CCTV SURVEILLANCE SYSTEM from duly registered or authorized supplier in Delhi /NCR.

1. Period of Contract initially for one year from the date of agreement, extendable further for one year subject to satisfactory service.
2. Time and last date of submission of Bid is 24 April 2024 upto 5 pm.
3. The Bids will be opened on 26 April 2024 at 11.30 am in the III Floor Conference Hall of the Sahitya Akademi.
4. The bidders or their authorised representative may attend the bid opening.
5. The interested Companies/ Firms/ Agencies may submit the tender document complete in all respects along with interest free Earnest Money Deposit (EMD) of Rs.5,000/- and other requisite documents.
6. The tender not accompanied by the requisite **Earnest Money Deposit or incomplete**, shall be summarily rejected.
7. The Secretary, Sahitya Akademi, New Delhi reserves the right to reject any or all tenders without assigning any reasons whatsoever.
8. The sealed tender superscribed TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE OF CCTV SURVEILLANCE SYSTEM containing the "Technical Bid" and "Financial Bid" should be sent to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001.
9. The tender submitted by tenderer will remain valid for acceptance for a period of 90 (ninety) days from the date of opening of the financial bid.
10. The Sahitya Akademi reserves the right to cancel the agreement executed without any compensation whatsoever to the contractor any time before the award of the work. The action of Sahitya Akademi under this clause shall not construe the breach of contract.
11. The Sahitya Akademi reserves the right to postpone the date of opening of tender or to cancel the tender notice without assigning any reasons thereof. Any request from tenderers to postpone or to change date of opening of the tender due to any reason, whatsoever, will not be considered.

Contd page-2



## साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार का स्वायत्त संस्थान  
रवींद्र भवन, 35, फ़ीरोज़शाह मार्ग, नई दिल्ली-110 001  
दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428  
ईमेल : secretary@sahitya-akademi.gov.in  
वेबसाइट : http://www.sahitya-akademi.gov.in

## Sahitya Akademi

(National Academy of Letters)

An autonomous organization under Ministry of Culture, Govt. of India  
Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110 001  
Phone: +91-11-23386626-28, Fax +91-11-23382428  
E-mail: secretary@sahitya-akademi.gov.in  
Website: http://www.sahitya-akademi.gov.in

-2-

12. These instructions in the Tender shall be deemed to form part of the Contract.
13. If any of the information furnished by the contractor is found to be incorrect, the contract is likely to be terminated.
14. The manpower deployed by the contractor shall be sole liability of the contractor.
15. The details of the CCTV in the Sahitya Akademi is as under:

S. No.	Location	TV	CCTV Endroid	DVR	UPS	Hard Disk
1	Head Office Rabindra Bhavan, New Delhi	2	26	1 (32 channel)	1	1 (2 TB)
2	Library at Head Office Rabindra Bhavan, New Delhi	2	32	2 (16 channel)	1	1 (2 TB)
3	Sales Section at Swati Working Women Hostel, Mandir Marg, New Delhi	1	15	1 (16 channel)	1	1 (2 TB)

16. The number of CCTV may increase or decrease during the period of contract.
17. Comprehensive annual maintenance contract of CCTV shall include the following:

i	During the period of contract, the vender should provide two weekly routine services.
ii	The comprehensive AMC shall include replacement of all spare parts/repairs/3+1 Pure Single Core Copper Wire/ BNC Connector/ DC Pin/ UPS/ DVR/ TV/ HDD/ CCTV.
iii	Every time a standby machine/parts will be provided without any delay till the faculty machine is repaired for re-use
iv	The vender will replace the parts of the same company as of the original machine.

18. If this Office feels/found that any of the machines under the contract has not been properly maintained / serviced by the company or does not function for reasonable period after repair or if the vender does not attend to the complaint a penalty of Rs.500/- (Rupees Five Hundred Only) will be imposed per day from the initial date of complaint which will be deducted from the AMC bill.
19. The rates quoted should be net inclusive of GST/Taxes.
20. The tenderer must read carefully all the terms, conditions and specifications before filling up the tender schedule and his quotation.





## साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार का स्वायत्त संस्थान  
रवींद्र भवन, 35, फ़ीरोज़शाह मार्ग, नई दिल्ली-110 001  
दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428  
ईमेल : secretary@sahitya-akademi.gov.in  
वेबसाइट : http://www.sahitya-akademi.gov.in

## Sahitya Akademi

(National Academy of Letters)

An autonomous organization under Ministry of Culture, Govt. of India  
Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110 001  
Phone: +91-11-23386626-28, Fax +91-11-23382428  
E-mail: secretary@sahitya-akademi.gov.in  
Website: http://www.sahitya-akademi.gov.in

-3-

21. Any tenderer participating in this tender should make sure that he is competent to carry out the work in the contract.
22. The tenderers who are confident of executing the contract in time by employing the required resources, men and materials should only participate in this tender offer.
23. The Contract may be extended on the same terms and conditions or with some addition / deletion /modification further for a period not exceeding one year without any change in the value of AMC.
24. The payment will be made on quarterly basis. The bill should be attached along with the satisfactory reports/ job cards for the work / complaints attended.
25. The Sahitya Akademi will maintain a complaint register and the service engineer shall sign the same before and after attending the complaints.
26. The tenderer shall certify and sign on each and every page of tender document at the bottom in the tender document in acceptance of each term and conditions of the contract. All signatures in the tender document shall be dated.
27. The Successful bidder would be required to deposit a Performance Security Deposit of Rs.10,000/- by way of demand draft in f/o Secretary, Sahitya Akademi, New Delhi. The EMD would be adjusted against the PSD.
28. The unsuccessful tenderer will be refunded the EMD/Bid Security without interest within reasonable time after award of the contract.
29. The CCTV SURVEILLANCE SYSTEM may be inspected between 4PM-5PM during the normal working days (except Saturday/Sunday/holidays).

(Baburajan S.)  
Deputy Secretary (i/c Admn.)

*Matter for placing on the website of the Sahitya Akademi*



## साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार का स्वायत्त संस्थान  
रवींद्र भवन, 35, फ़ीरोज़शाह मार्ग, नई दिल्ली-110 001  
दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428  
ईमेल : secretary@sahitya-akademi.gov.in  
वेबसाइट : http://www.sahitya-akademi.gov.in

## Sahitya Akademi

(National Academy of Letters)

An autonomous organization under Ministry of Culture, Govt. of India  
Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110 001  
Phone: +91-11-23386626-28, Fax +91-11-23382428  
E-mail: secretary@sahitya-akademi.gov.in  
Website: http://www.sahitya-akademi.gov.in

(on the company letter head)

ANNEXURE – I

To,  
The Secretary,  
Sahitya Akademi  
New Delhi – 110001

Subject: Technical Bid

Dear Sir,

In response to the Tender notice, I/We submit our Technical Bid for COMPREHENSIVE ANNUAL MAINTENANCE OF CCTV SURVEILLANCE SYSTEM and enclosed the following documents duly signed and stamped.

1	Tender has been submitted in the prescribed format duly signed/stamped on each page	Attached	Not Attached
2	Certified copy of PAN	Attached	Not Attached
3	Certified copy of GST Registration	Attached	Not Attached
4	Documentary evidence for exemption from deposit of tender cost/ EMD	Attached	Not Attached
6	Earnest Money Deposit by demand draft *	Attached	Not Attached
7	Income Tax Return for the last three financial Years.	Attached	Not Attached
8	List of Engineers and other technically qualified employees in the organization with years of experience.	Attached	Not Attached
9	Self-certificate showing total years of experience in providing Maintenance services for CCTV.	Attached	Not Attached
10	Certificate of firm not blacklisted	Attached	Not Attached
11	Certificate of rates validity period	Attached	Not Attached
12	Certificate of acceptance of terms & conditions	Attached	Not Attached
13	Certificate with regard to validity of service center by any CCTV/OEM manufacturing company, if any.	Attached	Not Attached
14	Name and e-mail /mobile number of the authorised person	Attached	Not Attached

Signature & Seal of the Tenderer





## साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार का स्वायत्त संस्थान  
रवींद्र भवन, 35, फ़ीरोज़शाह मार्ग, नई दिल्ली-110 001  
दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428  
ईमेल : secretary@sahitya-akademi.gov.in  
वेबसाइट : http://www.sahitya-akademi.gov.in

## Sahitya Akademi

(National Academy of Letters)

An autonomous organization under Ministry of Culture, Govt. of India  
Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110 001  
Phone: +91-11-23386626-28, Fax +91-11-23382428  
E-mail: secretary@sahitya-akademi.gov.in  
Website: http://www.sahitya-akademi.gov.in

(on the company letter head)

ANNEXURE – II

To,  
The Secretary,  
Sahitya Akademi  
New Delhi – 110001

Subject: Financial Bid

Dear Sir,

In response to the Tender notice, I/We submit our Financial Bid for  
COMPREHENSIVE ANNUAL MAINTENANCE OF CCTV SURVEILLANCE  
SYSTEM as under:-

S.No.	Item	Rate	Total
1	TV		
2	CCTV Endroid		
3	DVR		
4	UPS		
5	Hard Disk		
Grand Total			

Note: (1) Rates should be inclusive of Taxes/CGST/SGST.  
(2) No deviation/addition/deletion in this format is allowed.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

Signature \_\_\_\_\_