



Guwahati Biotech Park
Technology Incubation Centre, Amingaon
Guwahati-781031
www.guwahatibiotechpark.com

NOTICE INVITING TENDER

NIT no: GBP/8.11.2/2025-26/6053 dated 20.8.2025

Sealed tenders in two bid system are invited for and on behalf of Guwahati Biotech Park from experienced Manufacturers / Dealers / Agency for the Supply, Installation & Commissioning of CCTV Surveillance Camera System at Guwahati Biotech Park, Amingaon. For further details, please visit our website www.guwahatibiotechpark.com under the Business /Tender Section. Any corrigendum in this regard will be uploaded on GBP Website only.

Sd/-

Chief Executive Officer



GUWAHATI BIOTECH PARK

NEAR SP OFFICE, AMINGAON, GUWAHATI-781031

TENDER DOCUMENT

FOR

**SUPPLY, INSTALLATION & COMMISSIONING OF CCTV
SURVEILLANCE CAMERA SYSTEM AT GUWAHATI BIOTECH
PARK, AMINGAON, ASSAM**

TECHNICAL BID

NIT NO: GBP/8.11.2/2025-26/6053 DTD.20.08.2025

**GUWAHATI BIOTECH PARK
NEAR SP OFFICE, AMINGAON, GUWHATI-781031**

NOTICE INVITING TENDER

NIT No: GBP/8.11.2 /2025-26/ 6053 DTD.20.08.2025

Sealed tenders in two bid system (Technical Bid & Price Bid) are invited for and on behalf of Guwahati Biotech Park near SP Office Amingaon from experienced Manufacturers / Dealers / Agency for the Supply, Installation & Commissioning of CCTV Surveillance Camera System at Guwahati Biotech Park , Amingaon. Kamrup Assam

Name of the work	Supply, Installation & Commissioning of CCTV Surveillance Camera System at Guwahati Biotech Park , Amingaon, Assam
Earnest money Deposit	Rs. 15,000.00 (Rupees Fifteen Thousand Only) in DD in favor of Guwahati Biotech Park payable at Guwahati. Or Credited to bank A/C as detailed below
Tender Fee(Non Refundable)	Rs. 1000.00 (Rupees one thousand Only) in DD in favor of Guwahati Biotech Park payable at Guwahati. Or Credited to bank A/C as detailed below
Date of sale of Tender Paper	20 th August , 2025, 10 a.m. onward
Last date and time for submission	9 th September , 2025 up to 2.30 pm
Date and Time of opening of bid	9 th September, 2025 at 3.00 pm
Time of Completion of work	15 days.
Place of Submission of bid	Office of Guwahati Biotech Park , Near SP Office, Amingaon, Guwahati-781031
Bank details for EMD & Tender Fees	Bank /AC Name: Technology Incubation Centre GBP Bank Name: Axis Bank Account No: 918010089862862 IFSC code :UTIB0003343

Bidder's Prequalification:

1. Bidders must be registered with Govt. /Semi Govt. Department or an Autonomous Body in appropriate class and have least 03 years of experience of working with similar nature of works.ie Supply, Installation & Commissioning of CCTV Surveillance Camera System.
2. The bidder should furnish the work order & completion certificate for satisfactory performance of similar nature of works of value not less than 5.00 Lakhs against single work order during last 3 years in Govt. /Semi Govt. Department / Autonomous Body/ PSU /other public Institutions of repute.
3. Average annual turnover should be not less than Rs.10,00,000.00 during last three years supported by audited balance sheet/ Turn over Certificate from registered CA Firm.
4. Application for Tender Document must accompany the copies of the qualifying documents as stated above along with applicable tax registration (PAN, GST etc.)

Sd/-
Chief Executive Officer
Guwahati Biotech Park

PROFORMA OF ACKNOWLEDGEMENT AND SUBMISSION OF BID
(TO BE SUBMITTED IN BIDDER'S OWN LETTER HEAD)

Ref no. Date:

To
The Chief Executive Officer
Guwahati Biotech Park
Amingaon Guwahati- 781039

Sub: Submission of Tender for Supply, Installation & Commissioning of CCTV surveillance camera system at Guwahati biotech Park, Amingaon, Assam

Ref: NIT No. GBP/8.11.2 /2025-26/6053 DTD.20.08.2025

Dear Sir,

We hereby acknowledge receipt of a complete bidding document along with all enclosures for the subject work for preparation and submission of the Bid.

We undertake that the contents of the above Bidding document shall be kept confidential, further that specifications and documents shall not be transferred, and that the said documents are to be used only for the purpose for which they are intended.

I/We hereby tender to execute the work of *Supply, Installation & Commissioning of CCTV surveillance camera system at Guwahati Biotech park, Amingaon, Assam* as per tender document within the time schedule mentioned herein and accepted by me/ us, at the schedule rates quoted by me/us for the whole work in accordance with terms and conditions, specifications as detailed in tender document.

It has been explained to me/us that the time stipulated for job and completion of the work in all respects and signed and accepted by me/us is the essence of the contract.

I/We agree to pay the earnest money, security deposit and accept the terms and conditions laid down in the memorandum below in this respect.

MEMORENDUM

- a. General description of work:
- b. Earnest Money: Rs.....
(Rupees..... only)
- c. Security Deposit: 10% of contract amount will be deducted as Security Deposit from and shall be refunded after a period of 6 months from the date of completion of work. No interest will be paid on Security Deposit. Any damage or defect in the work during this period shall be made good by contractor at their own expense. Otherwise same will be made good by the engaging other workman and the expenses incurred will be deducted from their Security Deposit.

- d. Should this tender be accepted I /We hereby agree to abide by and fulfill all terms and conditions referred to above and in default thereof, to forfeit and pay to GBP or its successors or its authorized nominees such sums of money as are stipulated in conditions contained in Notice Inviting Tender and other tender documents
- e. I/We hereby pay the earnest money of Rs..... (Rupees.....) in the form of Banker's Cheque/Demand Draft/..... (Name and Office of the State Bank of India or any Schedule 'A' Bank) in favor of Chief Executive Officer, Guwahati Biotech Park. Payable at Guwahati.
- f. If I/We fail to commence the work specified in the NIT document, I/We agree that the said **Owner** and its successors without prejudice to any other right or remedy be at liberty to forfeit the said earnest money in full.
- g. I/We enclose herewith evidence of my/our experience of execution of work of similar nature and magnitude carried out by me/us and also the Income Tax return and GST Registration Certificate. We intend to bid as requested for the subject works and furnish following details with respect to our quoting office

(i) POSTAL ADDRESS:

(ii) TELEPHONE NUMBER:

(iii) MOBILE NO.:

(iv) CONTACT PERSON :

(v) DESIGNATION:

(vi) EMAIL ADDRESS:

(vii) REGISTERED OFFICE:

BIDDER'S NAME:

SIGNATURE:

DESIGNATION:

DATE:

Bidders Seal with Signature

TERMS AND CONDITION OF CONTRACT

1. The Manufacturers/ Bidders may submit their offer for their established brands only.
2. **Delivery Period:** As these CCTV items are required on emergent basis therefore entire quantity to be delivered and installed within 15 days from the date of issue of the work order.
3. **Guarantee/Warranty:** The bidder shall offer on-site comprehensive warranty of Equipment(s) for at least One year & after sale Support for Servicing, Maintenance of Equipments for another one (1) year from the date of successful commissioning of Equipments. The purchaser is not liable to pay any extra charges on any account during warranty period.
4. **Site Inspection:** Before submitting the offer, vendors may visit GBP site where these CCTV Camera items are to be installed. No extra payment will be made by GBP towards extra material required for installation purpose after submitting the offer.
5. **Door Delivery:** The offer of the vendor should also include the cost of transportation of goods to installation site of Guwahati Biotech Park, Amingaon
6. **Payment Terms:** -
 - a. 90% of the total cost will be paid against after successful Supply, Installation, commissioning of Surveillance CCTV camera system.
 - b. 10% payment will be retaining as security deposit towards performance guarantee and defect liability period and will be released after 6 months from the date of completion and on submission of Indemnity bond by the successful bidder for rendering services during warranty period.
7. **Earnest money deposit (EMD):**
 - a. The tender should be accompanied with specified EMD of Rs.15000.00 should be submitted either by means of a crossed Demand Draft or Banker's Cheque from Scheduled Bank drawn in favor of The Chief Executive Officer, Guwahati Biotech Park, payable at Guwahati or shall directly credited in the Bank A/C as d detailed in the tender schedule
 - b. EMD of the successful vendor will be retained till the work is completed and the EMD of other vendors will be returned after placing of the order to the successful bidder.
8. **Validity of the Offer:** The offers which will be submitted by the vendors should be valid at least for a period of 120 days from the date of opening of the bids and rates shall be remain firm till the completion of the work.
9. **Taxes and Duties:** The offers which will be submitted by the vendors should clearly indicate rate of Sales Tax/GST and other government levies, payable extra at the quoted prices
10. **Technical & Price Bids:**
 - a. Technical bids: (Envelop-1): The envelope-1 containing technical bids should contain the details of the eligibility condition varying from SL. No. 1 to 4 along with Tender Fees & EMD. The technical bid will be opened at the first instance and the price bid will be opened only of the successful vendors. The proof regarding eligibility criteria along with details of work of similar type and magnitude should be enclosed in Technical Bid. Every page of the Technical bid should be signed and stamped at the lower right hand Corner.

- b. Price Bid: (Envelop-2): The envelope-2 containing price bid should contain price only along with the taxes, duties as per Price Bid Form. Envelope No.2 shall not contain any conditions whatsoever and any conditional bids shall be rejected
11. Both the bids should be sealed separately duly marked Technical bid or Price bid and kept in another envelop duly sealed, super-scribed and properly identified and mentioning name of the item and tender inquiry number and date and due date should be addressed and forwarded to The Chief Executive Officer, Guwahati Biotech Park, at the address given in the tender inquiry or should be dropped personally in the tender box placed in the Office of Guwahati Biotech Park , Near SP Office Amingaon .
 12. GBP reserves the right to delete or alter any or some of the items depending on prevailing requirement.
 13. The acceptance of the Tender rests with The Chief Executive Officer, Guwahati Biotech Park who does not bind himself to accept the lowest Tender and reserves the Right with himself to accept or reject any or all the Bids without assigning any reasons thereof.
 14. The Tender should be complete in all respects and should be duly signed. Late & delayed tenders due to any reasons including Postal delays shall not be considered. Incomplete, unsigned & Tenders without prescribed E.M.D &Tender Fees shall not be considered.
 15. Time of completion: The work shall be completed on or before 15 days from the date of issue of work order.
 16. GBP reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons for doing so.

17. Signing of the Agreement

The successful bidder shall be required to execute an agreement within 10 days from the date of issue of the work order. In the event of failure on the part of the successful tenderer to sign the agreement within the above stipulated period, the earnest money shall be forfeited and the acceptance of the tender shall be considered as cancelled.

18. **Termination of contract:** GBP may, without prejudice to any other remedy for breach of Contract, terminate the contract in whole or in parts, if
 - a. the Contractor fails to provide service within the period (s) specified in the contract or any extension thereof granted by GBP.
 - b. the Contractor fails to perform any other obligation(s) under the contract.

19. Applicable law and jurisdiction

All matters connected with this shall be governed by the Indian law both substantive and Procedural, for the time being in force and shall be subject to the exclusive jurisdiction of the Courts at Guwahati.

20. Conciliation / arbitration

If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable solution and settlement through a committee appointed by CEO, GBP.

21. Disclaimer

- a. This BID DOCUMENT does not purport to contain all the information that each Bidder may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the bidding process for the selection of the Successful Bidder for the proposed contract. Each Bidder should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
- b. Neither the bid document nor anything contained herein shall form a basis of any contract or commitment whatsoever. Successful Bidder will be required to acknowledge in the Contract Agreement that he has not relied on or been induced to enter such agreements by any representation or warranty, save as expressly set out in such an agreement.
- c. While the Bid document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by GBP & its employees or advisors or agents as to or in relation to the accuracy or completeness of the bid document or any other oral or written information made available to any Bidder or its advisors at any time and any liability thereof is hereby expressly disclaimed.
- d. Neither GBP nor their employees shall be liable to any Bidder or any other person under any law including the law of contract, distort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this bid document, or any matter that may be deemed to form part of this bid document, or the award of the contract, or any other information supplied by or on behalf of GBP or their employees or bidders or otherwise arising in any way from the selection process for the award of the contract for the Consultancy.
- e. No extension of time will be granted under any circumstances to any Bidder for submission of its bid on the grounds that the Bidder did not obtain a complete set of the bid document.
- f. GBP is not bound to accept any or all the Proposals & reserves the right to reject any or all the bids received without assigning any reasons. No Bidder shall have any cause for action or claim against GBP or its officers, employees, successors or assignees for rejection of his bid.

- g. Failure to provide information that is essential to evaluate the Bidder's qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Bidder.
- h. GBP or its authorized officers / representatives / consultants / advisors reserve the right, without prior notice, to change or modified the procedure for the selection of the Successful Bidder or terminate discussions and the delivery of information at any time before the signing of any Agreement for the contract, without assigning reasons thereof.
- i. This bid document is not transferable.

23. Qualification criteria and marking

SI No	Qualifying Criteria	Maximum Marks	Evaluation
1	The bidder should have experience in execution of similar nature of works i.e. Supply, Installation & Commissioning of CCTV Surveillance Camera System not less than Rs. 5.0akhs against single work order during last 3 years in Govt. /Semi Govt. Department / Autonomous Body/PSU/other public Institutions of repute.	20	A)60% Marks for minimum eligibility criteria B)100% marks for twice the eligibility criteria C) In between A&B on pro-rata basis.
2	Average Annual turnover not less than Rs.10.00Lakhs during last three years supported by audited balance sheet/ Turn over certificate	20	A)60% Marks for minimum eligibility criteria B)100% marks for twice the eligibility criteria C) In between A&B on pro-rata basis.

Qualifying Marks 60% of Total Maximum marks

To

The Chief Executive Officer
Guwahati Biotech Park
Technology Complex
IIT Guwahati
Guwahati- 781039

Sub: Submission of Tender for Supply, Installation & Commissioning of CCTV surveillance camera system at Guwahati biotech Park, Amingaon, Assam

I/we hereby submit my/ our tender for above mentioned work as per NIT No. GBP/8.11.2/2025-26/6056 dated 20.8.2025. The rates quoted by me /us for the whole work in accordance with Notice Inviting Tender and Terms and Conditions.

Name of firm/Contractor

Signature of Contractor with Seal.

Address for Communication:

PhoneNo/Mobile No:

Fax No:

Email id:

ANNEXURE – I

List of similar Works (Supply, Installation & Commissioning of CCTV surveillance camera system at Guwahati biotech Park, Amingaon, Assam

Supply & Installation of Modular Furniture) executed during last five years:

Sl No	Full Postal Address of client & Name of Officer-in-Charge	Description of the work with contract no.	Value of contract	Date of Commencement of work	Stipulated date of completion	Actual date of completion

Note: Original or attested copies of work order and completion certificates from the client should be attached by the applicant.



GUWAHATI BIOTECH PARK
NEAR SP OFFICE, AMINGAON, GUWAHATI-781031

TENDER DOCUMENT

FOR

**SUPPLY, INSTALLATION & COMMISSIONING OF CCTV
SURVEILLANCE CAMERA SYSTEM AT GUWAHATI BIOTECH
PARK, AMINGAON, ASSAM**

PART II-PRICE BID

NIT NO: GBP/8. 11.2 /2025-260/6053 DTD.20.08.2025

BILL QUANTITIES						
NAME OF THE WORK: SUPPLY, INSTALLATION & COMMISSIONING OF CCTV SURVEILLANCE CAMERA SYSTEMS AT GUWAHATI BIOTECH PARK, AMINGAON, ASSAM						
Sl. No.	Description of Item	Unit	QTY.	Rate(INR)		Amount (INR)
				In figure	In Words	
1	Supply of 4 MP Bullet CCTV Camera (Resolution 2560x1444) (Make: Honeywell Hikvision, SONY,)	Nos	16			
2	Supply of 4 MP Dome CCTV Camera (Resolution 2560x1444) (Make: Honeywell Hikvision, SONY,)	Nos	18			
3	Supply of CAT 6 cable (D Link)	Mtr	2850			
4	Supply of 32 channel 2 Sata NVR	No	1			
5	Supply of 4 TB Hard Disc (West Digital)	No	2			
6	Supply of 24 port POE switch (Make: TP Link)	No	1			
7	Supply of 8 port POE switch (Make: TP Link)	No	1			
8	Supply of POE extender	No	17			
9	Supply of 32 inch Monitor (Make: SONY, LG, Panasonic)	No	1			
10	Supply of 1" Casing capping	Mtr	2600			
11	Supply of RJ 45 connector (D Link)	No	70			
12	Supply of D Link 4 u Rack	No	1			
13	Supply of PVC 5"x5" Box	No	34			
14	Installation & Commissioning Complete	LS				
15	GST @ _____%					
Grand Total :						

In Word: (Rupees _____)

Bidder's Signature with Seal