



STATE BANK OF PAKISTAN

ENGINEERING UP KEEP & MAINTENANCE UNIT.

BANKING SERVICES CORPORATION (Bank)

RAWALPINDI

TENDER NOTICE

No. ENGG. / 3497 /CCTV-2010 02.11.2010
ANNUAL CONTRACT FOR REPAIR / SERVICE AND PREVENTIVE MAINTENANCE
OF CCTV SECURITY SYSTEM & EQUIPMENTS AT SBP BSC (BANK), RAWALPINDI.

Sealed Quotations are invited from contractors / contracting firms for the captioned work. Contractor enlisted with Pak PWD, Provincial PWD, MES, , State bank of Pakistan or any other reputed organization, who is doing the similar work shall be eligible to get tender documents. The tender can be obtained on payment of Rs. 200/- (Non refundable) from the office during office hours on any working day on or before 22-11-2010. The interested contractor / firms shall apply for the tender along with their profile, with the details of works of similar nature executed during last five years with the cost, supported by the documentary evidence before receiving Tender Documents. The amount of the earnest money for the above tender / quotation is 2% of annual quoted charges, payable in shape of Bank Draft / Pay Order drawn in favor of State Bank of Pakistan SBP BSC (Bank) Rawalpindi. Conditional, incomplete and tender without earnest money shall not be accepted. Tender along with the earnest money should reach the undersigned on or before 23-11-2010 at 11.00 AM. Tender should be dropped in the Tender Box kept with the Sr. Deputy Chief Manager (Admn.), 1st Floor, Old Office Building, SBP BSC (Bank), Rawalpindi. The Tender will be opened on the same day at 11.30 AM in the presence of contractor / Bidders who may like to be present on the occasion. No document will be issued on the date fixed for opening of the tenders. Further personal convincing or recommendations will also disqualify the bidders. Rate quoted should be inclusive of all Govt. Taxes and should be valid for a period of at least ONE year. Successful bidder will have to execute an agreement on bank's prescribed form. This tender is only an invitation to offer and the Bank reserves the right to accept or reject any or all tenders, bids or proposals at any time prior to the acceptance of a bid or proposal and shall, upon request, communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals but is not required to justify those grounds PPRA's rule 33(1). The bank shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of contract PPRA's rule 35.

INSTRUCTIONS FOR BIDDERS.

1. All bidders should first visit the site in order to fully understand and to know exact nature, type and quantum of work. If the bidder needs any clarification / information then he should contact the Bank before the date of opening of quotations.
2. Quoted price should be firm, competitive, and reasonable, and final as no rebate will be accepted after the opening of quotations. Quoted price should be mentioned in words and figures both. In case of error, price mentioned in words will be considered as correct.
3. Each and every page of tender document / quotation should be signed & sealed by the bidder.
4. Only those contractors are eligible to contest the bid, having their office/Service facility available at Rawalpindi/Islamabad for immediate response to any complaints etc.

JAVAID IQBAL
Chief Manager.



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DETAIL OF EQUIPMENT

S/No	Description	Quantity.	Remarks
1.	CCTV Cameras (Samsung-Korea)	15 Nos. (13xStill/Fixed,and2xSpeed Dome 360 degrees)	-
2.	CCTV DVR (Samsung-Korea)	1 No.	-
3.	CCTV Monitor (Samsung-Korea)	4 Nos. (2x21"&2x14")	-
4.	Walk Through Gate (Ranger/-USA)	3 Nos.	-
5.	Electronic Baggage Scanning Machine make: Astrophysics-(Imported USA)	1 No.	-
6.	Hand held Metal Detectors ('Adams') make, U.S.A.	3 Nos.	-

TERMS AND CONDITIONS:-

1. The contractor shall carry out all types of routine checking repairs, service & preventive maintenance of the equipments round the year deputing one expert engineer or senior technician for the work to ensure trouble free operation and smooth service.
2. The periodical maintenance/servicing for the CCTV Security System and Equipments shall be carried-out on weekly basis in presence of the Bank's representative and a report duly signed by both the representatives will be prepared by the contractor. He will also maintain proper record for repair of the equipment and replacement of parts etc. for future reference.
3. The maintenance & servicing of the CCTV Security System and Equipments shall be carried out as per the recommendations of the manufacturers given in the manuals and as directed by the Engineer Incharge.
4. The servicing/maintenance of the CCTV Security System and Equipments will normally be carried-out with the prior permission of the Bank. There shall be no limit on emergency calls/complaints/visits for repair/maintenance and upkeep of the equipment under contract round the year.
5. The contractor shall attend to the maintenance/repair work on priority basis even after office hours or on holiday(s) / Sunday(s) if so warranted at any time due to exigencies/emergencies and will put the CCTV Security System and Equipments on smooth operation in the minimum possible time without claiming any extra charges.
6. The entire work shall have to be carried out as per the professional codes and instructions and with the required skilled labour under the supervision of the qualified Engineers/Mechanics etc. and in accordance with the service manuals of the CCTV Security System and Equipments. The contractor will not be allowed to sublet the work to any third party.



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7. The senior Engineer of the contractor shall be personally available to look after and supervise the work or provide necessary superintendence for the same and shall be required to adhere to the programme of work.

8. All routine and normal repairs will be done by the contractor at his own cost and the total bid will be inclusive of all such repairs.

9. All consumable items like normal lubricants, grease, nuts, bolts, washers, brushes, cleansing material and sand papers etc. shall be arranged by the contractor at his own cost. The rates quoted by the contractor shall be inclusive of all these items.

10. All materials, labours, tools & plant and instruments of every kind necessary of the proper execution of the work as well as items incidental thereto shall be arranged by the contractor at his own cost and the rates shall be inclusive of these items.

11. Spare parts (if necessary) shall be provided for replacement by the Bank free of cost if available in the stock. Spare parts not available in the stock shall be arranged/purchased by the contractor after obtain written approval from the Bank pending reimbursement of the cost on producing of invoices/bills/cash memos etc. The Bank may also on its discretion make direct payment to the supplier. The Senior Engineer of the contractor shall take full responsibility to advise the Bank well in advance regarding the parts anticipated to be required for the maintenance purpose so that they may be procured well in time if not available in the stock.

12. The Bank shall not be involved any way if a loss or damage occur to any of contractor's person or installation subject of this agreement what so ever arising out or as a consequence of the execution of the work and all liabilities in this regard shall be borne by the contractor.

13. The contract shall remain valid initially for a period of one year i.e. up to 31-12-2011. However, the same is extendable for a maximum period of three (03) years on the existing revised rates, terms and conditions by mutual consent of the parties.

14. No payment other than those due against the work actually executed and priced at the accepted rates and measured/checked jointly shall be admissible.

15. No advance payment shall be made. However, the bills of the operation/maintenance/service charges will be submitted by the contractor after satisfactory completion of the work each month and will be paid accordingly.

16. TERMINATION OF CONTRACT.

"The Bank" reserves the right to terminate this contract / agreement upon 30 days' notice in writing or till any suitable alternate arrangement is made by "the Bank", whichever is earlier. "The Bank" shall, however, have the right to terminate the contract forthwith without any compensation if "the Contractor" fails to provide the services to the utmost satisfaction of "the Bank" or commits any other breach of its obligations under this Agreement.

17. SECURITY DEPOSIT.

"The Contractor" shall deposit 10% of tendered amount with the Bank as Security Deposit, refundable on the expiry of the term of the agreement.



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18. Any dispute arising between the parties shall be settled mutually and decision of the Head Engineering, SBP, BSC (BANK), Head Office, Karachi shall be binding for the parties in this regard.

19. PROCEDURE OF PAYMENT

“The Contractor” shall submit his invoice marked as **“Monthly Charges for Repair/ Service and Preventive Maintenance of CCTV Security System & Equipment”** by the end of each month and payment will be made by “the Bank” latest by 10th of each month, after proper scrutiny and verification. If there are any claims against “the Contractor”, the Bank is hereby authorized to deduct the same. Further the applicable Govt. taxes will be deducted from the contractor’s bill(s) as per rules.

20. SCHEDULE OF PAYMENTS

i) **Penalty** for non operation, shut down / break

down of CCTV SECURITY SYSTEM / EQUIPMENT”

due to Contractor’s negligence.

Rs.200/- per day.

ii) Monthly charges for “Repair/Service and Preventive Maintenance of CCTV security System & Equipment”.

Rs. _____ per month

Contractor’s Signature & Seal