

REQUEST FOR PROPOSAL



Army Institute of Management
Plot No : III-B/11 , Action Area III , New
Town,Kolkata – 700 160
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18 Nov 2024

REQUEST FOR PROPOSAL FOR CHECKING AND RECTIFYING FAULT IN CCTV CAMERA INSTALLED IN BOYS' HOSTEL AND AMENITY BLOCK (AIMK CAMPUS)

1. Bids are requested for checking the fault of CCTV Problem of AIMK Boys' Hostel, in accordance with the scope of work which needs to be submitted by the vendor. Interested vendors are asked to submit their bids physically, with ink signatures, in sealed envelopes. The envelope should be clearly labelled with **PROPOSAL FOR CHECKING AND RECTIFYING FAULT IN CCTV CAMERA INSTALLED IN BOYS' HOSTEL AND AMENITY BLOCK.**
 2. Please provide the details of your Point of Contact (Mobile number) in the bottom left corner of the envelope.
 3. **Tender Fees:** – Nil.
 4. **Placement of Order:** The purchase order will be placed on the successful conclusion of negotiations (if required) with the L1 firm.
 5. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.
 6. **Process of Procurement:**
 - (a) Quotation is invited for Checking and Rectifying Fault in CCTV Camera installed in Boys' Hostel and Amenity Block within AIMK Campus.
 - (b) **Pre-Bid Meeting:** A Pre-Bid Meeting is scheduled for **20 Nov 24 at 11:00 AM** to offer bidders the chance to seek clarifications on the scope of work and visit the site, facilitating their bid submission.
- Note.** No conditional bids will be accepted.
7. **Last date of bids is 10: 55 hrs on 28th Nov 2024**
 8. **Location of the Tender Boxes:** Tender Box marked "**TENDER BOX**" is kept in Reception Area at AIM Kolkata, Rajarhat campus.
 9. Bids shall be submitted as a Hard copy.

10. **Validity of Bids:** The Bids should remain valid till 30 **days** for acceptance of the Competent Authority from the last date of submission of the Bids and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder (s) shall be entertained.

11. **Scope of Work :** The scope of work is to investigate and identify the fault in the CCTV Cameras installed in the Boys' Hostel and Amenity Block. The vendor needs to visit the site to assess the fault or problem, identify the root cause, and provide a quote for the necessary repairing to resolve the identified issues.

Note:

All replacement items for repairs should be sourced from reputable, well-known brands.

12. **Documents to be Submitted:** Quotation will contain along with following documents which will be submitted physically in a sealed envelope in the Tender Box placed at Reception of AIMK for acceptance of bid.

- (a) Copy of the Trade Licence.
- (b) Copy PAN No.
- (d) Exact Scope of Work with the technical details.

Yours faithfully,



(Prof. Tamojit Ghosh Roy)
Presiding Officer