

INSTITUTE OF BUSINESS MANAGEMENT (IoBM)

Korangi Creek, Karachi

REF: IoBM/IT/CCTV/102024

TENDER FOR CCTV INSTALLATION AND IMPLEMENTATION

Institute of Business Management (IoBM) invites eligible contractors to submit sealed bids for the installation of a comprehensive Closed Circuit Television (CCTV) system at various locations on its campus in Korangi Creek, Karachi. The project details, including the Scope of Work and relevant details, can be obtained from the IoBM website (www.iobm.edu.pk/tenders) or in person from the Procurement Department

S.No	Description
1	<u>CCTV Project</u> The CCTV Installation Project aims to provide comprehensive surveillance coverage in the Shahjehan Syed Karim Center for Excellence (SSKCE) at IoBM Campus, Korangi Creek, Karachi.. The project involves the installation and configuration of CCTV cameras, network video recorders (NVRs), power over Ethernet (PoE) switches, cabling infrastructure, and related equipment. The installation will also include civil work, fiber cabling, and the removal of existing cameras. The project will ensure the deployment of a robust and secure surveillance system that meets the specific requirements of the client.
Procedure: Single-stage (Technical and financial Proposals to be submitted in separate sealed envelopes)	
Submission Date: October 24 10:00 AM	
Opening Date: October 24 10:30 AM	
Tender Fee: Rs 2000 Non-refundable (In the form of Pay Order drawn in the name of IoBM)	
Mandatory Eligibility Criteria: <ol style="list-style-type: none">1. The bidder must be an authorized distributor or partner in Pakistan2. The bid must be accompanied by the Manufacturer's authorization letter from the principal3. Minimum 03 years of relevant experience in Pakistan.4. Only those companies can participate in this tender who have past experience in dealing with such work and valid authorized dealership/resellers certificates Principal.5. Site survey before submission of the proposal is mandatory.6. The Vendor must utilize his own resources for the execution of the project with supervision.	

Tender Document (for details) may be collected after submission of the paid fee challan from the Procurement Department, IoBM, Korangi Creek during working hours. (09:00 - 16:00 hrs, Monday to Thursday & Saturday). Alternatively, the tender document can be downloaded from the website.

Sealed bids should be submitted within the stated time and will be opened on the stated date & venue in the presence of the bidders' representatives who may wish to attend. Kindly mention "Tender Number" at the top left corner of the envelope. IoBM reserves the right to reject or accept any bid or cancel the bidding process

TERMS & CONDITIONS

1. IoBM reserves the right to reject any or all bids at any time prior to the acceptance of a bid.
2. 5% Performance Security should be deposited on the total cost of the quoted amount in the shape of a pay order drawn in favor of the Institute of Business Management (after the award of tender).
3. Copies of the Sales Tax Registration and NTN are to be attached to the bidding documents.
4. The quoted rates shall be inclusive of all applicable Govt. Taxes and charges. **Taxes should be separately shown in the bids.**
5. The bidders are required to submit their respective bids within the bid validity period of 90 days
6. Complete details specification/information to be provided about the products and firm by the bidder.
7. Rates shall be quoted in Pak rupees.
8. The method of procurement is an open competitive bidding single-stage Two envelope procedure.
9. The rates to be quoted shall be filled in the bidding documents mandatorily.
10. Tender Fee of Rs 2000/- Non-refundable (In the form of Pay Order drawn in the name of Institute of Business Management)
11. The bid document may be submitted at the IoBM Procurement Department admin block and the bids shall be opened on the same day at 10:30 am in the presence of the bidders who may wish to be present.
12. In case of any holiday or disturbance, the bids shall be opened on the next working day as per the same schedule.
13. The Tender Notice shall be available on IoBM's website www.iobm.edu.pk/tenders
14. Delay in project completion will attract penalties as laid down in the penalty structure guidelines issued by the Pakistan Engineering Council.
15. In case of advance payment, the successful bidder must furnish collateral in the form of insurance (company as recommended by IoBM) or bank guarantee from a reputed organization acceptable to IoBM.

Total Amount _____

(Rupees _____

Only)

SIGNATURE OF THE PROPRIETOR
AND RUBBER STAMP OF THE COMPANY

Bid Data Sheet

Introduction	
1	Name and address of IoBM: Institute of Business Management Plot 84, Naiclass 24, Deh Dih, Tappu Ibrahim, Korangi Creek, Karachi
2	Name of Contract. <i>“CCTV Supply & Installation Project”</i>
3 Bid Price and Currency	
3.1	Prices quoted by the Bidder shall be <i>“fixed” and in” Pak Rupees”</i>
4 Preparation and Submission of Bids	
4.1	<i>Qualification requirements:</i> 1) NTN 2) Sales Tax 3) Minimum three years experience in relevant field 4) Turnover of at least the last three years (copy of tax return to be submitted)
5	Bid validity period. Not less than 90 days
6	Number of copies. <i>One Original</i>
7	Deadline for bid submission. <i>October 24 10:00 AM</i>
8	Under the following conditions, Bid will be rejected: 1. Conditional tenders/bids; 2. Bids received after specified date and time; 3. Bidder submitting any false information; 4. Black Listed Firms by the Sindh Government or any relevant entity

REQUEST FOR PROPOSALS (RFP)

CCTV Installation Project SSKCE including examination Hall (A,B, C), Printing & Strong room, outer area of SSKCE & Surrounding areas of Gate 5, Gate 6.

Introduction:

Institute of Business Management (IoBM) invites qualified and experienced contractors to submit proposals for the installation of a comprehensive CCTV system at Shahjehan Syed Karim Centre for Excellence hereinafter referred to as SSKCE & surrounding locations. Interested parties are encouraged to review the details provided below and respond to this RFP.

Project Overview:

The CCTV Installation Project aims to enhance security and surveillance at various locations within and surrounding SSKCE. This project includes the installation and configuration of CCTV cameras, network video recorders (NVRs), PoE switches, and associated equipment. It also involves civil work, fiber cabling, and the removal of existing cameras.

Scope of Work:

Please refer to the attached "Scope of Work and Statement of Work" document for a detailed description of the project's scope.

Bill of Quantities (BOQ):

Please refer to the attached "Bill of Quantities (BOQ)" document for a list of required materials and services.

Site Survey:

Interested parties are required to schedule a site survey with Mr. Zain Hanif at 021-111-002-004 Ext 419 or Cell 0322-2951197 to gain a better understanding of the project's requirements and site conditions

Submission Requirements:

- Technical and Financial Proposals should be submitted in separate sealed envelopes and will be opened in the presence of bidders who may wish to attend.
- Proposals should include the following:
 - Detailed proposal letter outlining your understanding of the project.
 - Company profile and relevant experience in CCTV installation projects.
 - References from previous clients.
 - Detailed breakdown of costs as per the BOQ.
 - Proposed project timeline.
 - Warranty and maintenance terms.
 - Validity of the proposal (minimum of 4 weeks).

- Proof of necessary licenses and certifications.
- Taxes payable are to be shown separately
- IOBM reserves the right to reject any proposal that does not meet the submission requirements.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Experience and Qualifications
2. Cost Competitiveness
3. Project Timeline
4. Warranty and Maintenance Terms
5. Compliance with Submission Requirements.
6. Performance on previous projects conducted in IOBM

Questions and Clarifications:

Any questions or requests for clarifications regarding this tender should be directed to purchase@iobm.edu.pk no later than Oct 15, 2024

Disclaimer:

This RFP does not constitute a contract. IOBM reserves the right to cancel or modify the RFP or reject any or all proposals received in response to this request. Submission of a proposal implies acceptance of the terms and conditions outlined in this RFP.

SCOPE AND STATEMENT OF WORK FOR CCTV INSTALLATION PROJECT

Project Title: IP CCTV Installation Project at SSKCE (inside, Outside, Examination Halls, Gate 5 & Gate 6)

Duration of Project-Stage 1: (30 Days from Award of Contract)

Locations: Examination Halls, Strong room, Printing room, Outer area of exam halls & Examination's office Corridor.

Duration of Project-Stage 2:(60 Days from Award of Contract)

Locations: SSKCE Block inside & outer areas including emergency exit areas, SSKCE Parking area, Gate 5 including Generator room, Turnstile room & Gate 6 including outer boundaries of both gates.

Project Overview:

The CCTV Installation Project aims to provide comprehensive surveillance coverage at SSKCE & surrounding area. The project involves the installation and configuration of CCTV cameras, network video recorders (NVRs), power over Ethernet (PoE) switches, cabling infrastructure, and related equipment. The installation will also include civil work, fiber cabling, and the removal of existing cameras. The project will ensure the deployment of a robust and secure surveillance system that meets the specific requirements of the client.

SCOPE OF WORK:

1. Installation & Configuration of CCTV Cameras:

- a. Install and configure CCTV cameras at specified locations throughout the project site.
- b. Ensure proper alignment and positioning for optimal coverage.
- c. Implementation of an appropriate sequential assignment of IP addresses for both cameras and NVRs.

2. Installation & Configuration of NVR and Associated Equipment:

- a. Install NVRs with Hard drives.
- b. Configure NVRs for recording and remote access.
- c. Provide necessary accessories, including a wireless mouse, U rack mount bracket, etc.
- d. Installation of LED Tv with proper mount brackets.

3. Installation & Configuration of PoE Switches:

- a. Install and configure PoE switches for camera power and data transmission.
- b. Ensure network equipment i.e. POE switches, media converter, ODF be placed in U rack.

4. Installation of Weather Protective Infrastructure:

- a. Install weatherproof PVC boxes for camera protection (for outdoor cameras)
- b. Ensure that all cameras connections for both indoor & outdoor cameras are housed within weatherproof enclosures as provided with the cameras

5. UTP Cabling:

- a. Install UTP cabling within PVC conduit pipes and channel ducts as required; exposed cabling will not be accepted.
- b. Ensure cable tagging at each connection point.

6. Power Cabling:

- a. Install 220V power cabling from PoE switch locations to the uninterrupted power distribution board.
- b. Ensure each PoE switch is connected to an uninterrupted power source provided by IoBM.

7. Installation of Brackets & Poles:

- a. Install MS brackets and MS poles for outdoor cameras as required.

8. Civil Work:

- a. Excavation and backfilling for pole installation and concealed cabling.

9. Fiber Cabling:

- a. Lay fiber cabling where required.
- b. Ensure proper harnessing and protection of fiber cables.

10. Fiber Splicing:

- a. Perform fiber splicing at required locations, including all concerned buildings/blocks and the control room.

11. Removal of Old Cameras:

- a. Remove and decommission existing cameras within the project site which are to be handed over to IoBM.

12. Installation & Configuration of Control Room Equipment:

- a. Install patch panels, media converters, and LED screens in the control room.
- b. Provide all necessary accessories for proper functionality.

13. Remote Access Configuration:

- a. Configure the new NVRs to work with the Hikvision remote access application.
- b. Enable remote access at over three specified locations.

14. IP Assignment List:

- a. Prepare an IP assignment list for all network equipment before commencing work.
- b. Execute the installation according to the prepared list.
- c. Submission of IP assignment sheet with respect to camera location

15. As-Built Diagram Submission:

- a. Provide an as-built diagram depicting the final installation configuration before issuing the job completion certificate.

16. **WARRANTIES:** The Contractor shall provide warranties for installed equipment with services for 24 months as per the terms specified.

17. **MAINTENANCE:** The Contractor shall offer maintenance services for the CCTV system as specified post-installation, for a period of 2 3ears from the date of project completion.

STATEMENT OF WORK:

The contractor shall be responsible for successfully executing the above-mentioned scope of work. This includes procurement, installation, configuration, testing, and documentation of all equipment and infrastructure. The contractor must adhere to industry standards and best practices throughout the project. Regular progress reports and updates shall be provided to the client.

IoBM reserves the right to revise the scope of work in consultation with the contractor & to revise the value shown in the PO with the consultation of the Purchase Committee.

Project Deliverables:

Upon completion of the project, the following deliverables shall be provided to the client:

1. Job Completion Certificate.
2. As-built diagram.
3. Operation and maintenance documentation.
4. Remote access setup instructions.
5. Warranty and maintenance agreement.

Acceptance Criteria:

The project will be considered complete and accepted when all deliverables are provided, and the surveillance system is fully operational and meets the client's requirements.

BILL OF QUANTITIES (BOQ) FOR INSTALLATION OF CCTV SYSTEM at SSKCE IoBM

Locations:

1. SSKCE Block, all 7th floor (Basement, Ground + 5 floor) both wings A & B corridors
2. Outer area of SSKCE including front parking, both direction of SSKCE main entrance.
3. Gate 5 including Turnstile room, Generator room (Basement) & Internal, outer boundary area of gate.
4. Gate 6 Internal & outer boundary area.
5. Examination Halls all 3, including all entrance exits of halls, examination department's office, strong room, exam printing room.

Materials Required:

S.no	Description of Required Material	Brand	Qty.
01.	4MP IP network camera Dome/Bullet type, 2.8mm viewing lens.	HIKVISION	101
02	4MP PTZ Camera, , camera lens to be >=25x zoom capacity	HIKVISION	6
03.	NVR 32 channel, 2 HDD supported, 4k HDMI/VGA supported.	HIKVISION	03
04	NVR 16 channel, 2 HDD supported, 4k HDMI/ VGA supported	HIKVISION	02
05.	POE switch Gigabit 8 port (all ports Gig).	HIKVISION	18
06.	Hard disk drive 8 TB surveillance type.	Seagate	10
07.	LED Screen 55" with mount brackets.	TCL	03
08.	Fiber media converter Gigabit 100/1000.	Black Copper	05
09.	24 port fiber patch panel.	3M, D-Link	02
10.	Weatherproof PVC junction box 4" by 4".	Jeddah	20
11.	Weatherproof PVC waterproof boxes 18" by 18".	Jeddah	08
12.	Wireless mouse.	Logitech	05
13.	HDMI cables for LED Screen (size 25 meter)	---	03

Services Required:

S.no	Description of Required Services	Quantity
01.	Project Services Cost <ul style="list-style-type: none">● Including cameras & associate devices installation, commissioning, and handing over the complete job.● Removing of (old) existing installed cameras are included in the scope of work.	Job
02.	Fiber cable work <ul style="list-style-type: none">● For inside the SSKCE building the existing Fiber network will be used for new cameras.● For back bone connectivity from SSKCE to Gate #5 &6, Fiber armored cable 6 core Single Mode, cable laying, ducting, piping, termination & tagging proper cable harnessing. (for approx. 250 meter)● Fiber cable splicing, testing & commissioning.	250 meter approx.

S.no	Description of Required Services	Quantity
03	Power Connectivity to Switches <ul style="list-style-type: none"> 220v main power connectivity with reputed brand's copper cable. Uninterrupted 220v power provision to POE switches. 	As per Actual
04	UTP Cabling <ul style="list-style-type: none"> Wiring with material and labor, cable laying, ducting, piping, termination & tagging proper cable harnessing. Wiring should be done with Hikvision 23 SWG pure copper UTP cable. Work should be done with drilling standards. Steel nails not allowed for any concerned work. Wiring should be done in channel duct/conduit pipes, flexible pipe with proper accessories. 	As per Actual
05.	As Built Drawing <ul style="list-style-type: none"> After the completion of the project, the vendor is responsible for submitting an as-built diagram with a job completion certificate. 	Job
06.	All civil work (if required) including excavation, backfilling, and pole grouting will be charged as per the actual (rate required)	As per Actual
07.	Installation of LED screens on the existing installed media wall frame.	Job

Terms & Conditions:

- Verification of the original product is required.
- The tentative duration for completion of the project should be specified.
- The validity of the quotation should be a minimum of 4 weeks.
- Specify the type of warranty for installed equipment.
- Mention the tenure of service warranty after completion of the project.
- Clearance of services invoice will depend on the provision of an as-built diagram.

**EXHIBIT D
WARRANTY & MAINTENANCE**

Item	Warranty
CCTV Cameras	2-years from project completion
NVR	2-years from project completion
Network Switches	2-years from project completion
Maintenance Contract: The bid will include a maintenance contract for the entire solution for 2 years from the project completion date. The contractor will be liable for all warranty claims from OEMS and during this period will provide backup or replacement within 24 hours to ensure seamless operations	