

TENDER FORM: AMC OF CCTV CAMERAS AT APS MEERUT CANTT

Tel No. 0121 – 2973219

Email-primarywing@apsmeerut.com

1. Name of the Firm/Agency : _____
2. Name of the Contractor/Prop : _____
3. Address of the Firm/Agency : _____
: _____
: _____
4. Residential address of proprietor : _____
: _____

Tel No.: Office _____ Residence _____ Mobile _____

5. Business Experience (attach copy) : _____
6. Name and contact No. of organization/institution where service(Maintenance of CCTVs) is being provided currently (Please attach certificate/proof):-
 - (i) : _____
 - (ii) : _____
 - (iii) : _____

7. Whether firm is registered and paying GST. If yes, give registration No. and GST No. : _____

8. Photocopy of Pan Card (as applicable) (a) Firm _____
(b) Proprietor _____

9. Payment details: (a) Amount : _____
(b) DD No. : _____
(c) Bank Br : _____

10. I understand the earnest money will be adjusted against security deposit, if I am awarded the contract.

Date : Jan 2026

(Signature of Contractor)

Last date for submission of Tender Form: _____ Jan 2026 (1100 hrs)

Tender will be opened at 1200 hrs on : _____ Jan 2026

Name of Work: AMC of CCTV Cameras at APS, Meerut Cantt

Eligibility Criteria

1. The firm should have not been black listed by any department. The relevant documents should be attached in the Technical Bid.
2. The firm must have adequate capacity to do such type of maintenance within the given time schedule.

TERMS AND CONDITIONS

3. The scope of the work would include Annual Maintenance of 213 CCTVs at APS, Meerut Cantt (Senior and Primary Wing) and as per directions.
4. Vendors are requested to give your TECHNICAL BIDS and COMMERCIAL BID separately in two different sealed envelopes. The format for Technical bid is attached at Appendix A and for Commercial Bid at Appendix B to this tender form.
5. The envelopes should be clearly marked TECHNICAL BID / COMMERCIAL BID for Annual Maintenance of CCTVs. The Technical bid will be opened first and only if found valid & suitable then the commercial bid would be opened. During the intervening period the Board of Officers/Teachers is at liberty to visit the shop/establishment of the bidder and select the firms/dealers for opening of commercial bids. The decision of the board shall be final & binding on all and no representations in this regard will be entertained.
6. **Earnest Money Deposit (EMD)**. All technical bids must be accompanied with a **Demand Draft** (No Cheque/Cash will be accepted) of **Rs 20,000/-**(Rupees twenty thousand only) in favour of the **ARMY PUBLIC SCHOOL MEERUT CANTT** which is refundable on non-acceptance of the tender.
7. **Amount of Bid Security**. Earnest money of selected vendor will be kept as security money and will be refunded after completion of AMC without interest. In case vendor/firm failed to complete the contract, security money will be forfeited.
8. **Period of AMC**. Period of Annual Maintenance Contract will be of ONE year from the date contract signed.

9. **Payment Terms.** Payment will be made through NEFT/Cheque on quarterly basis after completion of three months period.
10. At the time of completion of AMC contract period, all CCTVs and DVR should be in serviceable condition.
11. During the AMC period, firm/vendor is responsible for maintenance of all CCTVs/DVR and wires/cables. In case defects found due to lack of maintenance, firm/vendor will be responsible for rectification of defects including cost of items and school will not pay for the same.
12. **Penalties/Liquidity Damages.** In case of delay in rectification of defects within 24 hours of complaint penalty @ 05% of the quarterly payment shall be levied.
13. **Bid Validity.** Bid shall remain valid for 90(Ninety) days from the date of opening of tender.
14. The duly compiled Technical Bid and Commercial Bid of your firm/agency, in sealed envelopes are to be dropped in respective tender box kept at Main Gate PRIMARY WING or send through registered post to The Principal, Army Public School, Meerut Cantt. Documents received by post after last date of submission shall not be entertained. The envelopes should be properly marked TECHNICAL BID FOR AMC OF CCTV and COMMERCIAL BID FOR AMC OF CCTV.
15. **Opening of Tenders.** Date and Time for opening of technical bids mentioned on tender form and commercial bids will be opened after approval of Technical Bids.
16. The school reserves the right to alter the quantities mentioned or to reject any tender without assigning any reasons thereof and no representation in this regard would be entertained.
17. **Technical Bid.** Please ensure that all documents as per **Appendix 'A'** are placed inside the envelope **No.1 (Technical Bid)** else the bid would be rejected.

18. **Scope of work (Comprehensive AMC).** Scope of work should be verified physically before submitting the tender/quotation. Three representative of the company/firm may visit the site at school campus. The AMC shall be following comprehensive covering parts including wires, labour, repair and replacement:

(a) The vendor shall ensure that all CCTVs/DVR/NVR for both Senior and Primary Wing are in serviceable condition and maintained at all time during AMC period.

(b) The vendor shall ensure that all CCTVs are working properly and recording may be provided as and when required. Any fault affecting shall be attended to and rectified promptly as per the prescribed response time.

19. **Dispute Resolution.** In the event of any dispute or difference between the parties hereto, such dispute or difference shall be resolved amicably by mutual consultation. Final deciding authority will be the Chairman APS Meerut Cantt

20. **Performance Bank Guarantee(PBG)>Security Deposit.**

(a) The successful bidder shall submit a Performance Bank Guarantee (PBG)/ Security deposit as interest free amounting to 10% of the total AMC Value in favour of Army Public School, Meerut Cantt within 15 days of issue of the AMC Work order for the period of contract. The amount will be refunded on termination of contract.

(b) The PBG/Security deposit shall remain valid for the entire AMC period of one year.

(c) The PBG/Security deposit shall be liable to be forfeited, whole or partly, in case of non-performance, breach of contract terms, failure to meet SLA commitments, or premature termination of the AMC due to vendor's default.

Date: Jan 2026

(Signature of Contractor)

**TECHNICAL BID: ANNUAL MAINTENANCE OF CCTVs AT APS
MEERUT CANTT**

The following documents will be submitted with Technical Bid:-

<u>S. No</u>	<u>Documents</u>	<u>Document Produced by Vendor Yes/ No</u>	<u>Document/ Certificate No.</u>	<u>Ser No. of Pages attached</u>
(a)	Authorized Registration Certificate of Firm/ Agency			
(b)	Registration of GST of Firm/ Agency			
(c)	Aadhar Card of Proprietor (both side)			
(d)	PAN Card of Firm/Agency /Proprietor			
(e)	Last Two FY Income Tax Return			
(f)	DD of Rs 20,000/- (refundable)			
(g)	Terms and conditions accepted or not (Should be on company/firm letter pad duly stamped and signed)			

Note: Please refer to Terms and conditions given at Para 3 to 20 of tender form. The same are required to be duly signed by authorized and competent representative of the firm/ agency/ company and attached with other relevant documents for the Technical Bid.

Date: Jan 2026

(Signature of Contractor)

UNDERTAKING BY CONTRACTOR

I have done the survey on ground and given the total estimated cost and items required for the complete project /order.

Date: Jan 2026

(Signature of Contractor)

Appendix 'B'

(Refers to terms and conditions Para 4 of Tender Form)

COMMERCIAL BID

ANNUAL MAINTENANCE OF CCTVs AT APS MEERUT CANTT

<u>Ser No.</u>	<u>Name of Brand offered</u>	<u>Nomenclature</u>	<u>A/U</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
1.		CCTVs Cameras	Nos	213		
2.		DVR 4 Ch	Nos	02		
3.		DVR 16 Ch	Nos	14		
4.		NVR 8 Ch	Nos	01		
5.		NVR 16 Ch	Nos	01		
6.		NVR 32 Ch	Nos	03		
		<u>GST @ %</u>				
		<u>Total Amount</u>				

- (a) Vendors/Contractors are requested to visit the site/school and carry out detailed survey before quoting the bid.
- (b) All CCTVs, DVR should be serviceable at all time. Recording is to be available at any time.
- (c) Two visits in a month are to be carried out in addition to on call for rectification of defects.
- (d) Prices quoted should be inclusive of all taxes, duties and levies including the cost of all spare parts, wires, maintenance etc. Price quoted should be valid for 90 days.
- (e) Details of CCTVs/DVR/NVR may be obtained from school on any working day from 10: 00 AM to 13:00 PM.
- (f) Terms and conditions for AMC should be mentioned on firm/company letter pad duly signed and stamped.

Date: Jan 2026

(Signature of Contractor)