

Our Ref. No: SCHSL/Security/NWC/2025/035,  
(Through E-Mail ID )

Dated: 14.11.2025

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub:** Limited Tender Enquiry for Supply, Installation, Commissioning & Servicing of **16 Outdoor Security Network Cameras** at Shelter Cooperative Housing Society Ltd. Kolkata-700052.

Sir/Madam,

Shelter Co-operative Housing Society Ltd. (to be referred as SCHSL), is a gated registered housing complex (Certificate of Registration No. 15/CMAH of 2001 dated 23.05.2001) on VIP Road having 19 (G+4) building blocks (consisting of **296 flats**) with two entrance/exit gates & brightly illuminated common areas under surveillance of 36 CCTV cameras, located at 1.5 KM from Netaji Subhas Chandra Bose International Airport, Kolkata.

To further strengthen security surveillance, Society hereby invites competitive offers from resourceful, bonafide & proficient bidders for Supply, Installation, Commissioning & Servicing of security surveillance system comprising of **sixteen (16) outdoor cameras** out of which **12(twelve) cameras** will be **3MP IP66 NVR enabled network outdoor bullet cameras** and remaining **four(4) cameras** shall be **360 degree NVL enabled PTZ** high resolution, night vision outdoor **network cameras**, in the premises of SCHSL.

All prospective bidders are requested/encouraged to visit the site (i.e. premises of SCHSL) before submitting their bids to fully understand the existing infrastructure and also to assess/identify strategic point/location for installation of said **16 Nos. outdoor network cameras** in order to optimize security surveillance of the housing complex (i.e. Anupama Housing Complex, Phase-II, VIP Road, Kolkata-700052 under the aegis of SCHSL).

SCHSL invites sealed Tenders under two bid system i.e **Technical Bid and Financial Bid** for the subject job. In case, you are interested & fulfill the eligibility criteria as stipulated at Clause No. 8 of Annexure I, please submit your competitive bid within the scheduled due date & time as stated herein below:-

**1.0 Guidelines for submission of Tender:**

**Envelope-(I)**-Technical Bid shall be submitted in a separate sealed envelope super-scribing "**Technical Bid**; Enquiry Ref. No. SCHSL/Security/NWC/2025/---- dated: 14.11.2025" along with **Annexure II** (duly filled in and signed) & documentary evidence towards fulfilling eligibility criterion.

**Envelope-(II)**-Financial Bid shall be submitted on **Annexure III** in another separate envelope super-scribing- "**Financial Bid**"; Enquiry Ref. No.:SCHSL/Security/NWC/2025/----dated: 14.11.2025".

**Envelope - (III)** Both the above two envelopes shall further be sealed in Third Master envelope super-scribing "Quotation against Enquiry Ref. No. SCHSL/Security/NWC/2025/----- dated 14.11.2025; **Due on: 06.12.2025 by 16:30 hrs.**" and shall be submitted in the Tender Box kept at the Shelter Co-operative Housing Society Ltd.'s office at the following address:-

Shelter Co-operative Housing Society Ltd.,  
Flat NO :77CC/02, Anupama Housing Complex,  
Phase-II, VIP Road, Kolkata- 700052, West Bengal



Last date & time for submission of Tender(s): **16:30 hrs on date-06.12.2025.**

Date and Time of Opening of Technical Bid:-**17:30 hrs. on date 06.12.2025.**

Bids submitted/received after the due date & time (i.e. **after 16.30 hours of 06.12.2025**) will not be considered under any circumstances.

Financial Bids of only those tenderers who qualify in the Technical Bid would be opened at the society's office at above address at **17:45 hrs. on 27.12.2025.**

Tenders shall remain valid for a minimum period of 30 days from the date of opening of Financial Bid (i.e. **up to 27.01.2026**) for the acceptance of Shelter Co-operative Housing Society Ltd.

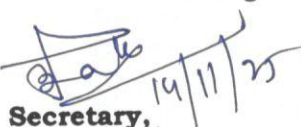
SCHSL reserves the right to reject any tender in part or full or annul the tender processing without assigning any reason thereof.

**2.0 Earnest Money Deposit** -Tenderers shall have to deposit **Earnest Money (EMD)** of **Rs.4,000/- (Four thousand)** only along with their **Technical bid**. It may be paid through Bank Draft/Banker's Cheque drawn in favour of '**Shelter Cooperative Housing Society Ltd.**', payable at Kolkata. No other mode of payment is acceptable.

- a. Earnest Money deposit will not carry any interest.
- b. Earnest Money deposit amount in respect of successful tenderer can be adjusted against Security Deposit.
- c. EMD of the unsuccessful tenderers will be refunded within one month from the date of finalization of the contract.
- d. In case the successful tenderer fails or refuses to accept the contract in full, the Earnest Money deposited by the party will be forfeited.
- e. Tenders received without EMD shall be rejected outright.

**3.0 Security Deposit:**

- 3.1** The successful Tenderer(s) will be required to deposit **Rs. 4,000/** (Four thousand only) only towards security deposit. EMD of the successful tenderer amounting to Rs. 4,000/- will be converted into Security Deposit.
- 3.2** Security Deposit will not carry any interest.
- 3.3** Security Deposit will be refunded only after successful discharge of all the contractual obligations. Penal amount (if any) towards damage of society's property shall be recovered from the security deposit amount.
- 3.4** Security Deposit will be forfeited in the event of the contract offered is not being fulfilled by the Contractor.

  
Secretary,

**Shelter Co-operative Housing Society Ltd.**

Secretary  
Shelter Co-Operative Housing Society Ltd.  
Anupama Housing Complex, Phase-II  
VIP Road, Kolkata-700 052





**Annexure -I**

**GENERAL TERMS & CONDITIONS**

2. The words 'SCHSL', 'We', 'Our' as appearing in this Limited Tender Enquiry shall mean Shelter Co-operative Housing Society Ltd. located at Flat No. 77CC/02, Anupama Housing Complex, Phase-II, VIP Road, Kolkata - 700052.
3. The words "Tenderer" / "Contractor" and/or "Party", "You", "Your" as appearing in the Limited Tender Enquiry shall mean the bidder who has submitted the quotation in response to our above Limited Tender Enquiry Ref No. SCHSL/Security/NWC/2025/ dated 14.11.2025
4. **Title of the job:-** Supply, Installation, Commissioning & Servicing of Security Surveillance System comprising of **16 (sixteen)** high resolution, night vision **NVR** enabled outdoor network cameras to optimize security surveillance in the Society.
5. **Contract period:** The Contract shall initially remain valid for a minimum period of **three years** which inter-alia includes **a)** supply, installation & commissioning of security surveillance system comprising of **16 outdoor NVR enabled** Security Network Cameras; **b)** free servicing during warranty period of the network Cameras; & **c)** annual maintenance (AMC) of said security surveillance network system for two years of post warranty period. SCHSL, however, reserves its right to extend annual maintenance contract for an additional two years period at per same terms and conditions of AMC subject to mutual consent of both the parties.
6. **Scope of work :** Supply, Installation, Commissioning of security surveillance system comprising of **16 (eight) outdoor cameras**; out of which **12 (twelve) cameras** will be **3MP IP66 NVR** enabled **bullet network cameras** with night vision capabilities & with fixed or varifocal lenses to cover a large area and having other key features like **i)** smart person detection, **ii)** a wide dynamic range (WDR) and **iii)** support compression standards like H.264 or H.265 **and** remaining **4 (four) cameras** will be **360 degree outdoor NVL enabled PTZ network cameras** having **a)** image sensor size (e.g.1/2.8" CMOS), **b)** resolution (e.g. 2MP), **c)** frame rate (e.g. 25-30 fps) , **d)** fixed fisheye lens with a wide field view; **e)** video compression standard of H.265, H.264 MJPEG; **f)** network connectivity through Ethernet & **g)** advanced features like IR night vision, motion detection, AI analytics and two way audio for communication **plus** providing free servicing **during warranty period** of the above network cameras **followed by** maintenance of said security network system **for two years of post warranty period**, for optimizing security surveillance of the Society (including its car parking areas).The scope of work shall also include supply, installation & commissioning of following associated accessories:-
  - A)** 16 channel NVR & protective NVR enclosure;
  - B)** Camera Mounting Boxes;
  - C)** POE Switch & protective enclosure for POE (if required);
  - D)** RJ45 Jacks; **E)** 2 T.B. HDD;
  - F)** 19" HDMI Monitor; **G)** LCD/LED Wall Mount;
  - H)** Power Strip/Extension Board; **I)** Fixtures for mounting 4 Nos PTZ Cameras;
  - J)** Rack; **K)** Mouse ; **L)** Cat6 Cable;
  - M)** Cat 6 Cable lying.



Above Outdoor Network Security Cameras, NVR, POE Switch & Cat6 cables shall be of reputed make only & all these items shall preferable of same brand/make and shall be compatible to each other.

Scope of work shall also include identifying point/location within the complex for installing POE Switch & NVR for optimization of said security surveillance system

Outdoor network security cameras shall be robust, weather (rain) & dust proof and should **have minimum life span of ten years of reputed brand/make**.

Scope of work shall also include for providing training to concerned personnel & rendering maintenance support throughout the contract period. The system must be scalable to accommodate future upgrades as may be required by SCHSL.

Tenderers shall have to confirm **bandwidth** requirement & **GHz** compatibility of security surveillance network cameras offered by them for internet connection which will be arranged by SCHSL and Tenderers shall also confirm specifications of the **Router** required for said surveillance network.

Scope of work shall inter-alia as well include to furnish a small write-up along with a schematic diagram (by the contractor) in order to ascertain as to how NVR shall be viewed to monitor/assess an incident occurred on a past date/day.

6. The technical bids will be opened first. In selecting technically acceptable parties, the decision of SCHSL will be final and binding. Financial bids of only those tenderers who qualify in the technical bid, will be opened.
7. Tenders received after the due date & time will not be considered. Tenderers submitting the Tender through speed post or courier service shall ensure that their tender reaches SCHSL's above office within the stipulated due date & time.

**8. Tender Eligibility Criteria & Submission Requirements:**

The bid submitted by the Tenderers must include all necessary information and supporting documents. The eligibility criteria are as follows:-

**I. Eligibility Requirements:**

Eligibility of tenderers for Supply, Installation, Commissioning & Servicing of security surveillance system comprising of 16 (sixteen) outdoor network cameras, shall inter-alia includes:-

- a) Ability to meet requirements as in the scope of work and the tenderer shall be **either** manufacturer of security network cameras **or** shall be authorized stockiest/dealer of network security camera manufacturer(s) - **Documentary evidence should be furnished;**
- b) Bidder shall ensure that manufacturer of network camera should have:-
  - i) Information Security Management System (ISMS) in compliance with ISO 27001 standards or its equivalent;
  - ii) Leverage frameworks from National Institute of Standards and Technology (NIST) for cyber security guidance \_Bidder's self certificate shall be furnished.

**II. Other Statutory documents:-**

- I) Certificate of Registration under Companies Act 2013/Certificate under Limited Liability Partnership Act 2008 **Or** Name & Address of Board of Directors & Shareholders under Indian Partnership Act, 1932 **Or** Proof of proprietorship Firm (whichever is applicable);
- II) Memorandum of Association/Article of Association (wherever applicable);
- III) PAN/TAN Card (whichever is applicable);





- IV) A valid GST Registration Certificate (wherever applicable as per rules);  
V) Trade License (wherever applicable);

**III. Experience Requirement:**

The Tenderer should have similar experience towards supply, installation, commissioning & servicing of security surveillance network cameras for past three years with testimonials from previous clients. The Tenderer must provide at least two client references with contract details for verification.

**IV. Technical Skills:**

The tenderer/vendor's team should have expertise towards supply, installation, commissioning of security surveillance system including servicing of the system.

**V. Financial Criteria:**

The Tenderer must have a minimum annual turnover of Rs. 20 lakhs in each of the last three financial years. Supporting documents, such as an audited balance sheet or a certificate from a Chartered Accountant, may be provided.

**9. Communication Details:**

- The Tenderer must provide an official mailing address, telephone number , and whatsapp number for correspondence with SCHSL;
- Any change in address must be immediately communicated to SCHSL.

**10. Terms of Performance:**

- a. **Service Standards:** The service must be reasonably **prompt, punctual, efficient, safe, courteous and of high quality.**

Any downtime/technical issue must be resolved within 24 hours of reporting.

- b. **Sub-contracting Prohibition:** The Contractor **cannot subcontract** any part of the contract without prior approval from SCHSL.

**11. Indemnify:**

Tenderer shall **indemnify SCHSL** against any legal consequences arising out of non-compliance towards data privacy regulations & shortfall in security standard.

**12. Interpretation :**

In case of any dispute regarding interpretation of contract terms or enquiry documents, the clarification provided by SCHSL shall be final and binding.

**13. Arbitration Clause:**

Any disputes arising out of the contract shall be settled through arbitration in accordance with the rules of arbitration. The decision of the arbitration forum shall be final & binding on both the parties.

**14. Jurisdiction:**

Any legal disputes or claims related to this contract shall fall under the territorial jurisdiction of the courts in Kolkata.

  
Secretary, 14/11/25

**Shelter Co-operative Housing Society Ltd.**

Secretary

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Shelter Co-Operative Housing Society Ltd.  
Annapurna Housing Complex, Phase-II  
VIP Road, Kolkata-700 052



**Annexure-II**

Our Ref. No.: SCHSL/Security/NWC/2025/

Dated: 14.11.2025

Tenderers are to **submit this form (Annexure II)** duly completed & signed in a sealed envelope super-scribing "Technical Bid"**Technical Bid**

1	Name of Contract	Supply, Installation, Commissioning & Servicing of Security Surveillance Network Cameras in the premises of SCHSL
2	Name of the Company/Establishment/Tenderer	
3.	Nature of company (whether Proprietorship/Partnership Firm/LLP/ Limited Company/ Any Other(Specify)(Encl. Proof)	
3a.	In case of Partnership/LLP/Company Please provide names of Partners/ Directors with full Address/ Mobile Nos.	
4.	Full Address of Registered Office	
4a.	Telephone No./ Mobile No./E-Mail Id.	
4b.	Name of the Contact Person	
5	List of Bidder's Office all over the Country	
5a.	Full Address of other Bidder's Office	
5b.	Telephone No./ Mobile No.	
5c.	Email Address	
5d.	Name of the Contact Person with official WhatsApp Number (for communication)	

6	Particulars of Registration-Issued in the name of the tenderer	Yes/No	If Yes, give following details:		
			Number	Date of issue	Valid up to
6a	PAN/TAN No. with details				
6b	GST Registration No. with details				
6c	Current Trade License Registration issued from Corporation/ Municipality with details				
6d	Registration of Company/LLP/ Partnership Firm				
6e	Registration with MSME (if any)				

Sl No	Particulars	Yes/No	If yes, give details	
			Issue date	Other details
7	Experience in similar type of contract in the last three years			
8	Annual Turnover for the last two Financial Years (In Rs. Lakhs)		In FY: 2022-2023 In FY: 2023-2024	
9	Self attested copy of IT return for the Financial Year 2022-23 & FY 2023-24		2022-23: YES/NO 2023-24: YES/NO	
Sl.No	Particulars	Confirm details		
10	Make/Brand of Network Cameras, NVR, POE Switch & Cat6 Cable Offered by the bidder			
11	Warranty period of Network (both 360 degree & Bullet) Cameras Offered by the bidder			
12	Annual Maintenance Contract of two years of post warranty period of Network Cameras			





**13 Terms of Payment:** Payment shall be released by Shelter Cooperative Housing Society Ltd. (SCHSL) by way of A/C payee cheque as per following sequence/manner:-

- a) **80% payment of contact price** shall be released to the supplier/contractor within 7/10 days after Supply, Installation & commissioning of Security Surveillance Network Cameras in the premises of SCHSL & on receipt of supplier/contractor's bill;
- b) **10% payment of contact price** shall be released to the supplier/contractor within 7/10 days after the warranty period of security network cameras & on receipt of supplier/contractor's bill for the same;
- c) **Balance 10% payment of contact price** shall be released to the supplier/contractor within 7/10 days after completion of two years service maintenance of post warranty period of security network camera system & on receipt of contractor's bill for the same.
- d) TDS shall be deducted from the supplier/contractor's bill as per Section 194C of IT Act

**14.** Details of relevant supporting document(s)/contract(s) etc shall be furnished as per table below to justify experience in handling / holding similar contract of **Supply, Installation, Commissioning & Servicing of Security Surveillance Network Camera System** in Government/Corporate organizations /other reputed housing society during the last 3 (three) years (If required, a separate sheet may be enclosed for these details together with a copy of relevant supporting document(s)/contract(s) duly self attested).

Sl No	Name/Type of relevant supporting document(s)/ Contract(s) etc.	Name & Address of the issuing Agency/ Government Department/ Organization/Housing Co-operative Society	Validity of the relevant supporting document(s)/ Contract(s) (From.....to.....)	Annual value of the Contract (In Rs Lakhs)
I				
II				
III				

Any other information which Tenderer may like to furnish in support of their credentials (separate sheet may be enclosed if required.)

I/We hereby declare that all information and the details provided in this Annexure are true and correct to the best of my/our knowledge and belief.

**Note:** All pages of annexure(s) of this tender enquiry must be signed and stamped by the authorized signatory of the tenderer.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Company Name of the Tenderer with Seal: \_\_\_\_\_



### Annexure-III

Our Ref No.:SCHSL/Security/NWC/2025/

Dated: 14.11.2025

**Tenderers shall submit this form duly completed & signed in a sealed envelope super-scribing "Financial Bid":-**

**Financial Bid:**

<b>I</b>	<b>Name of the Contract</b>	Supply, Installation, Commissioning & Servicing of Security Surveillance Network Cameras in the premises of SCHSL	
<b>II</b>	Name of the Company/ Tenderer		
<b>III</b>	Address		
<b>IV</b>	Telephone No./Mobile No./E-mail ID		
<b>V</b>	Name of the Contact Person & Mobile No.		
<b>VI</b>	Tenderer (before quoting) are encouraged to visit SCHSL which is a gated housing complex on VIP Road, Kolkata	Yes/No	If yes, give details of your visit

Financial Bid shall be submitted in compliance with the Scope of Work as at Clause No. 5 of Annexure I of this

**Tender Enquiry:**

Sl. No	Description of Item	Make/Brand	Unit	Quantity (A)	Unit Price (In Rs)	Discount	Net Unit Price (In Rs) – (B)	Price (In Rs) = (A)*(B)
1	360 Degree Outdoor 2MP IP66 NVL enabled PTZ Security Network Camera		No	4				
2	3 MP IP66 Outdoor NVL enabled Bullet Security Network Camera		No	12				
3	16 Channel NVR		No	1				
4	Enclosure for NVR		No	1				
5	Camera Mounting Box		No	8				
6	8-Channel POE Switch		No	2				
7	Enclosure for POE		No	2				
8	RJ45 Jack		No					
9	2 TB HDD		No	1				
10	19" HDMI Monitor		No	1				
11	LCD/LED Wall Mount		Set	1				
12	Power Strip		Set					
13	Rack		No	1				
14	Mouse		No	1				
15	Fixtures for mounting PTZ Cameras		Set	4				
16	Cat6 Cable		Meter					
17	Cable laying Charge		Meter					
18	Installation & Commissioning Charge		LS					
19	GST @		%					
20	AMC Charge for 2 Yr of Post Warranty Period		LS					
21	Total Contract Price							

**NB:** Contract shall be awarded based on technically acceptable lowest tendered price basis.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Name & Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name of the Tenderer with Seal: \_\_\_\_\_

