

**HIGH COURT OF PUNJAB AND HARYANA****SOCIETY FOR CENTRALIZED RECRUITMENT OF STAFF IN SUBORDINATE COURTS  
(S.S.S.C.)****No. 75A /S.S.S.C.****Dated : 14.08.2015****Notice Inviting Sealed Quotations for Installation of CCTV Cameras, Frisking of  
Candidates and Baggage/Mobile Phone Management****1. INTRODUCTION**

The Society is looking for single window service providers of CCTV cameras, Frisking of Candidates and Baggage Management of Candidates with the use of appropriate electronic devices and associated accessories during various examinations which may be conducted at examination centers in Union Territory of Chandigarh and States of Punjab and Haryana by the Society.

**1.1 Last Date and Time for submission of quotation is 24<sup>th</sup> August 2015 at 11:00 A.M.**

**2. SCOPE OF WORK****2.1 CCTV at Entry and Exit point of the Center**

2.1(a) Service Provider shall Install 4 CCTV Camera (HD Dome / Bullet as per site requirement, 2 at entry and 2 at exit) at each center, along with 4 Channel DVR and 1 unit of 1 TB HDD for recording.

2.1(b) Service provider after taking the approval from the High Court will do the site survey, so as to ensure that the entry and exit point are fully covered along with the baggage management area at each center. Each center of approx. 300 candidates will have separate entrance and exit.

2.1(c) Service Provider shall install CCTV cameras alongwith all allied accessories at the respective centers well before entry time of candidates and the CCTV set up shall be uninstalled after the examination is over when all the candidates & examination material have left the exam center.

2.1(d) Service provider will submit the recording of the CCTV footage on CD / DVD / other appropriate media to High Court after the examination.

2.1(e) The High Court will provide required number of power points along with the power back up, the permission for the installation of the CCTV camera, one LED / LCD display unit for the CCTVs and appropriate space for placement of DVR.

2.1(f) Service provider will provide appropriate manpower for installation & un-installation of the CCTV cameras set up at respective centers. The list of the examination centers will be provided well before time by the High Court.

## **2.2. Frisking of Candidates**

2.2(a) Service Provider shall frisk candidates at the entry point of the center by employing separate trained manpower for male and female candidates along with hand held metal detectors. Each center of approx. 300 candidates will have separate entrance and exit.

2.2(b) Service provider will provide 4 number of frisking staff for each center (2 Male and 2 female, however, this ratio may vary according to number of male / female candidates appearing in the center).

2.2(c) Service Provider shall ensure that frisking staff comes in proper dress at each center and they be provided with separate metal detector in working order.

2.2(d) Female candidate frisking shall be carried out in a separate enclosure by female staff only.

2.2(e) Service provider to place two dustbins (1 each for male and female candidates) so as to throw undesired material not to be carried inside the test center.

2.2(f) The required space for making candidate's queue and frisking will be provided by the respective centers.

## **2.3 Baggage / Mobile Management for Candidates**

2.3(a) Service Provider shall set up counters for methodical deposit & return of bags and mobile phones/other belongings/valuables of the candidates at entrance of each examination centre. Each center of approx. 300 candidates will have separate entrance and exit.

2.3(b) Service provider after taking the required approvals from High Court will do site survey of each center and will identify appropriate space near the entrance of examination center for setting up baggage/mobile phone management counters.

2.3(c) Service provider shall provide 4 resources for baggage management for each center.

2.3(d) Service provider will be provided with appropriate space and set of furniture (4 tables and 4 chairs) at the examination center.

2.3(e) Service provider shall place appropriate placards/banner for identification of Baggage/Mobile management.

2.3(f) The baggage management resources shall hand over number tag to candidates who deposit their belongings which will be produced by candidate at end of examination to reclaim their bag/belongings.

2.4(g) The baggage management area shall be set up well before start of candidate's entry in the center and shall be run till all the candidate's leave the center.

2.4(h) The baggage management team shall issue a separate token to the candidate who are carrying mobile phones and put the duplicate token along with the mobile via a rubber band and will place the mobile phones in a separate basket.

2.4(i) Service provider shall take back the material deployed by him upon completion of examination and shall return the furniture/belongings of the examination center.

2.4(j) Any unclaimed or left out bag/mobile/belonging shall be handed over to Center Incharge/Deputy Center Incharge after 30 minutes of completion of examination.

### **3. TERMS & CONDITIONS**

3.1 The time schedule has to be strictly adhered as the examination related work is highly time bound.

3.2 The Society reserves the right to reject any or all the tenders without assigning any reasons.

3.3 The bidder should have adequate infrastructure and deploy required manpower for the successful completion of the assignment as per the above mentioned scope of work.

3.4 Any discrepancy or failure to comply the requirement of the Society in the assignment will be the sole responsibility of the bidder and any lapse will lead to a penal/legal action against the bidder, besides appropriate compensation towards loss occurred to Society.

3.5 The Society will not be responsible for loss/damages of any equipment installed at the examination centers and the bidder will be fully responsible for safety and security of its equipments/infrastructure.

3.6 The Bidder will be informed about the details/quantum of work and its locations in advance.

3.7 Vendors/Bidders are advised to study the tender document carefully. It will be presumed that the Vendor/Bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. Bids must be unconditional.

3.8 The Bidder should have office or branch in Chandigarh/Panchkula/ Mohali.

3.9 The Bids will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained whatsoever.

3.10 Rate per candidate / per center inclusive of applicable taxes / charges, if any, under any law for the time being in force, shall be quoted in sealed bids.

3.12 The bidder has to produce original documents, if any, as and when asked for by purchaser. The failure of bidder to furnish the original documents will entail summary rejection of its tender.

3.13 Corrigendum/ Addendum, to this NIQ, if any, will be uploaded on the website [www.recruitmenthighcourtchd.com](http://www.recruitmenthighcourtchd.com)

3.14 If it is noticed that the unit rates quoted by the Vendor are unusually high or unusually low, it will be sufficient cause for rejection of the quotations unless the purchaser is convinced about the reasonableness of the rates on scrutiny of the analysis for such unit rate to be furnished by the vendor on demand.

3.15 Purchaser does not bind itself to accept the lowest quotation.

3.16 The successful vendor has to ensure that no child labor shall be enrolled /employed for carrying out the above work.

3.17 All disputes concerning in any way with this NIQ are subjected to Chandigarh jurisdiction only.

3.18 The rates quoted should be inclusive of all taxes like Sales Tax, VAT, Service Tax, Octroi etc. No reimbursement of any tax at a later stage will be entertained. Payment of the Bill amount is subject to TDS.

3.19 If the Contractor or his workmen or employees shall injure or destroy any part of the building in which they may be working or any building, road, fence, etc. contiguous to the premises on which the work or any part of it is being executed, or if any damage shall happen to the work while in progress the Contractor shall upon receipt of a notice in writing in that behalf make the same good at his own expense.

3.20 Rates in sealed envelopes shall be mailed to **O.S.D.(Recruitment), S.S.S.C., High Court of Punjab & Haryana, Sector-1, Chandigarh.** Separate rates should be quoted for execution of all works within Tricity (Chandigarh, Panchkula and Mohali) as well as outside this Tricity. Rates with applicable taxes should be quoted under following heads:

- A. Per SET UP of CCTV Cameras including 4 CCTV cameras, 1 DVR and 1 HDD for each Entry/ Exit point of the specified Examination block
- B. Per Frisking resource including hand held metal detector
  - i. Male
  - ii. Female (Including the women frisking enclosure )
- C. Per Baggage management counter resource including material

Sd/-

**O.S.D. (Recruitment)**