



BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

Notification No. 1747 / (Exam. Conf) / Dt 20.12.24

TENDER NOTICE FOR TEMPORARY INSTALLATION OF CCTV CAMERAS AND VIDEO SURVEILLANCE SYSTEMS AT DIFFERENT EXAMINATION CENTRES ALL OVER THE STATE OF ODISHA IN CONNECTION WITH ANNUAL HSC, SOSC & MADHYAMA EXAMINATION 2025

I. INTRODUCTION

Board of Secondary Education (BSE), Odisha, Cuttack invites sealed tender from Bonafide, established and registered intending firms having experience in installation of CCTV, Web Casting and Live CCTV Surveillance who have successfully executed the work in educational institutions/ major State Govt. Organizations/ State Autonomous Bodies/ State Public Sector undertakings etc.

II. BIDDER PRE-QUALIFICATION CRITERIA

- i. Bidder should have experience of having successfully completed similar project(s) during the last three years.
- ii. Bidder should be profitable in last 3 FYs i.e. FY 2021-22, 2022-23 & 2023-24.
- iii. The Bidder must possess valid GST.
- iv. Bidder should have experience of delivering services of CCTV surveillance in any Examination based project at least once in last three years as on day of bidding.
- v. Bidder should have experience of setting up of Command Control Center in any Examination based project.
- vi. Bidder has to bid for all the required services as part of Scope of work of this tender. Conditional / Partial bid will be rejected outrightly.
- vii. Consortium / Joint venture bid won't be allowed.
- viii. Bidders should submit approach paper and schematic diagram of the project.
- ix. Bidders will be called for Technical Demonstration which will be subject to rejection, in case the Tender Committee doesn't find it satisfying as per criteria decided by the Committee.
- x. Bidder should submit self-attested documentary evidence complying with all points of 'Bidder PQ' criteria and 'Technical specifications' of this Bid along with their Technical Bid.
- xi. In no case tenders received after due date and time shall be accepted. All tenders received after due date and time shall be returned to the tenderer without opening.

III. SCOPE OF WORK

Category A: Live CCTV Surveillance of existing CCTV with additional installation (Nodal Exam Centres)

1. Fixation & DVR Hard Drive should be connected to Cameras installed by School at least two day in advance from the scheduled date of examination and/or in such a way that the Live streaming of Video contain should reach the Control Room from that time to completion of the examination.
2. Additional CCTV Camera will be installed in those exam centres, where required numbers of CCTV Cameras are not available.
3. The strong room of the exam centres under Category 'A', i.e. Nodal Centres will remain live 24x7 throughout the exam period duration. Rest CCTV cameras of these centres will be made live only on the examination days one hour before the scheduled time of commencement of examination and till 30 minutes after completion of the examination.
4. The supplier should provide turnkey solution for the entire site.
5. To organize and provide required manpower to install Live CCTV devices at the Centers.
6. CCTV feed data should travel through secured VPN Tunnel and one copy should be maintained at Cloud based storage.
7. Cameras should be connected to Internet and Service Provider has to ensure that 100% live camera feed is made available at HQ control room at all times during the entire duration of examination.
8. During the period of examination, Live CCTV facility shall not be interrupted due to any technical fault or any other reason, and the Service Provider shall take due care of functioning of CCTV with adequate backup of CCTV during the conduct of examination and as per the time period to be mentioned in the Work Order of respective assignments.
9. UPS or Diesel Generator Power backup arrangement would come under the scope of Nodal Centre/ BSE Odisha. In addition to this, Service Provider has to arrange 15 minutes backup at each exam centre for their CCTV infrastructure.

10. The installation will be for a period as mentioned in financial bid, during conduct of HSC Examination likely to be held in the month of Feb-March 2025.
11. The Hardware and Software required for the job shall be procured and maintained by the Service Provider and Training/ sensitization of staff deployed at the examination Centres shall be imparted by the Service Provider.
12. Internet and other arrangements in every Exam center would be in the scope of Service Provider.
13. Service Provider should have adequate number of Color CCTV cameras available (as backup) in case of emergency.
14. The recorded videos shall be handed over to the authority of the Board in external hard disks within 30 days from the date of last examination. In case of immediate requirement, the vender will have to provide video footage of a day /days in respect of a centre immediately.
15. The format of video must be easy and should be played in VLC Media Player/ Window Media Player with clear vision.
16. Installation and commissioning of Live streaming from every Examination center to Controller Room at the time of examination conducted by BSE, ODISHA, as per requirement on turnkey basis for close observation of activities of the candidates.
17. Service Provider has to install CCTV camera as directed by BSE, ODISHA at the time of giving Work order.

Category B: Live CCTV Surveillance of existing CCTV with additional installation (Exam Centres other than Nodal Centres)

1. Fixation & DVR Hard Drive should be connected to Cameras installed by School at least two days in advance from the scheduled date of examination in such a way that the CCTVs are to be functional minimum one day before the scheduled date of commencement of examination and Live streaming of Video content should reach the Control Room minimum one hour before the scheduled time of commencement of examination and till 30 minutes after completion of the examination.
2. Additional CCTV camera will be installed in those exam centres where required numbers of CCTV cameras are not available.
3. It includes installation of CCTV cameras along with the requisite hardware and software for the CCTV surveillance system at the designated location i.e., Exam Centres.
4. The supplier should provide turnkey solution for the entire site.
5. To organize and provide required manpower to install Live CCTV devices at the Centers.
6. CCTV feed data should travel through secured VPN Tunnel and one copy should be maintained at Cloud based storage.
7. The DVR hard drive shall be connected to integrated command Controller Centre.
8. All the cameras installed in the centre shall be connected to the DVR for uninterrupted recording as well as Live streaming of videos. The DVR will be placed in the centres, in the room of Centre superintendent or any room selected by him.
9. During the period of examination, Live CCTV facility shall not be interrupted due to any technical fault or any other reason, and the Service Provider shall take due care of functioning of CCTV with adequate backup of CCTV during the conduct of examination and as per the time period to be mentioned in the Work Order of respective assignments.
10. UPS or Diesel Generator Power backup arrangement would come under the scope of exam centre/ BSE Odisha.
11. The installation will be for a period as mentioned in financial bid, during conduct of HSC Examination likely to be held in the month of Feb-March 2025.
12. The recorded videos shall be handed over to the authority of the Board in external hard disks within 30 days from the date of last examination. In case of immediate requirement, the vender will have to provide video footage of a day /days in respect of a centre immediately.
13. The format of video must be easy and should be played in VLC Media Player/ Window Media Player with clear vision.
14. The External hard disk shall contain video folder of individual centre. Videos shall be arranged date wise, Camera wise. Video footage of exam hall shall be from 30 minutes before start of exam till 15 minutes after the exam gets over but the strong room camera video footage shall be continuous and uninterrupted from starting of exam day till the completion of examinations.
15. Service Provider has to install CCTV camera as directed by BSE, ODISHA at the time of giving Work order.

Category C: Setting up of Integrated Command Control Centre at BSE HQ for Live CCTV monitoring feed

1. Service Provider has to setup Integrated Command Control Centre at the Office of BSE Odisha for a period as defined in financial bid.
2. Service Provider will be provided a Hall/ Room /Space for establishment of ICCC at BSE Odisha HQs.

3. Service Provider has to set up below mentioned IT items:
 - a. Video wall having 8 LEDs (In case of space constraint, it could be split into 2 parts)
 - b. LED size should be minimum 50 inches
 - c. Video Wall Controller
 - d. Adequate Laptop / Desktop and latest Window Operating Systems for smooth controlling & functioning of Video wall
 - e. Internet line of 100 Mbps bandwidth
 - f. Suitable IT Software to safeguard the Data privacy
4. For multiple streaming/viewing of live CCTV feed in HQs control room, the LED screens set up by the Service Provider should be able to identify city/ town, examination centre and exam room.
5. Computer/ Laptop and manpower will be provided by Service Provider in HQ Control Room.
6. Service Provider has to do a makeover of the Hall room completely which should include setup of below mentioned non-IT items:
 - a. Furniture works including sitting Workstation table with Chair
 - b. Miscellaneous table
 - c. Chair for Dignitaries
 - d. Cabling Infrastructure: Standardized cabling for all IT setup to be installed as part of this Job Work. Install necessary cables and connectors at the ICCC hall for smooth functioning of the ICCC. Cabling should be done in such a way that the aesthetics of the ICCC is maintained.
7. Service Provider has to arrange the IT and Non-IT/ Hardware and Software items and has to remove the complete infrastructure/setup immediately after the project duration is over, or in case decided otherwise by the BSE Odisha and confirmed through a written notice.
8. Service Provider has to deploy Technical Manpower for the functioning of the Video wall, as & when required by the BSE Odisha.
9. Service Provider will be responsible to arrange food and lodging facility on its own for the manpower deployed by him.
10. BSE Odisha will make available and arrange:
 - a. SPOC for this project work
 - b. Access to ICCC room during office hours
 - c. Access to ICCC hall room during extended hours, if required for early setup
 - d. Power supply in the ICCC room
 - e. Physical security of Infrastructure to be setup as part of this Work
 - f. Generator Power backup for ICCC room

IV. PAYMENT TERMS

1. 20% of the value of work order at the time of go-live of all the venues.
2. Rest 80% after completion of project duration.
3. Payment will be made within one month of submission of invoice along with installation report and video content.
4. If situation requires for more than 10 cameras, then the firm must install it, within the payment of existing unit price per exam centre. If less than 8 cameras is/are installed, then payment will be made as per the rate of unit price per exam centre divided by 10 for one camera each.

V. PERFORMANCE SECURITY

10% of the value of work order raised during the contract validity period and may be furnished in the form of Bank Draft in favour of The Secretary, B.S.E, Odisha payable at Cuttack.

VI. CONTRACT VALIDITY

The contract is valid for a period of one year.

VII. MODE OF SUBMISSION

The tenderer should submit their bid in double sealed cover. i.e- technical bid in one and financial bid in another. The envelope containing technical bid should be superscribed as Technical bid and the envelope containing financial bid needs to be superscribed as financial bid. Both the bids should be kept in SEPARATE sealed envelopes and then be submitted by hand/post addressing The Secretary, Board of Secondary Education, Odisha, B.K. Road, Buxi bazaar, Cuttack-753001.

The tender bid shall be submitted by the interested Firms through sealed cover on or before 06.01.2025 by 1:00 pm in two different covers (separately for Technical & Financial Bid) addressing to the Secretary, B.S.E., Odisha, Cuttack. The financial bid will be opened only in case of successful

technical bids. The sealed documents will be opened on 06.01.2025 at 2:00 PM. The participating firms or their representatives are at liberty to attend the process of opening of the tender.

After opening the technical bid, the selected firms shall be required to give live demonstration/ presentation of the proposed project at a short notice.

Both cost of Tender Paper, i.e. Rs.10,000/ (Rupees Ten Thousand) only (non refundable) and E.M.D. of Rs.1,50,000/- (Rupees One Lakh fifty thousand) only (refundable) in shape of Bank Draft drawn in favour of the Secretary, Board of Secondary Education, Odisha, payable at Cuttack are to be submitted along with the tender papers. E.M.D. of the unsuccessful tenderers will be refunded after competition of tender process without interest. Failure to attach cost of tender paper and EMD in tender documents results rejection.

VIII. PENALTY

1. Non execution or non-completion of assigned work in time or execution of work without specification as laid down by the Board will result in penalty which will be decided by the President, B.S.E. Odisha, Cuttack.
2. The B.S.E., Odisha, Cuttack may terminate the tender process at any time without assigning any reason thereof.
3. E.M.D. will be forfeited if the selected firm will not complete the work as per "Scope of Work".
4. The President, B.S.E.(O), Cuttack reserves the right to alter any or all modalities without assigning any reason thereof depending upon merit/ quality and factors in the interest of the Board or cancel the whole tender process without assigning any reason thereof.

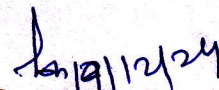
IX. Technical Bid for installation of CCTV Cameras.

1. Name of the Firm.
2. Address: With email ID / Mobile No.
- 3.(i) Name of the Proprietor
(ii) Registration no of the firm from any approved authority of Odisha or Central Agency. (copy of the Registration Certificate to be furnished).
(iii) Core business area of operation
(iv) No of years in the business
(v) PAN No. (Xerox copy of PAN card to be attached).
4. Client reference and brief details of the similar projects undertaken if any.
5. Approach paper for the proposed project.
6. Schematic diagram of the proposed project.
7. Audited financial statement for the last one year.
8. GST No:-
(Copy of GST Registration Certificate to be attached)
9. GST Clearance Certificate. (Deposit receipt of last Qrs).
10. IT Clearance Certificate. (of last Qrs).
11. Cost of Tender paper. (Non- refundable) in shape of Bank draft
Amount Rs ----- BD No-----Dt-----
12. EMD (refundable) in shape of Bank Draft.
Amount Rs ----- BD No-----Dt-----
13. Self-attested documentary evidence complying with all points of 'Bidder PQ' criteria and 'Technical specifications' of this Bid.
14. Any other relevant information.

X. FINANCIAL BID FORMAT

1. Name of firm
2. Registration no. of the firm
3. Name of the proprietor
4. Address of the firm

1	2	3	4	5	6	7	8
CATE GORY	SERVICE DESCRIPTION	Minimu m No. of CCTV**	Period Duration***	Minimum No. of Days**	Minimum No of Venue or Users**	UOM	Unit Price per exam center (Excl. GST)
A	Live CCTV Surveillance of existing with additional installation (Nodal Centres)	8 to 10	Feb 18 to March 9	20	as will be given	Per Venue	₹ _____
B	Live CCTV Surveillance of existing with additional installation (Exam Centres other than Nodal Centres)	8 to 10	Feb 21 to March 6	14	as will be given	Per Venue	₹ _____
C	Setting up of Integrated Command Control Centre at BSE HQs for Live CCTV monitoring feed as per scope of work	1	Feb 10 to March 7	26	1	Per Venue	₹ _____

Signature of the Tenderer**Secretary****B.S.E. Odisha, Cuttack**