

**INSTITUTE OF HOME ECONOMICS  
(UNIVERSITY OF DELHI)  
F-4, Hauz Khas Enclave  
New Delhi – 110016**

Ref. No. IHE/2025-26/Admin/1591

29.01.2026

**Notice Inviting Quotations for CCTV Surveillance System Setup**

**(College Festival – Tentatively Scheduled for the 2nd Week of February)**

Institute of Home Economics invites offline quotations from reputed service providers for providing CCTV Surveillance System Setup for two days College Festival at Institute of Home Economics, University of Delhi as per details provided below.

The Quotations must be submitted in the prescribed format (Format Attached) to The Director, Institute of Home Economics, F-4, Hauz Khas Enclave, New Delhi-110016 either by speed post or by hand on or before the last date mentioned in the schedule given below. Quotations received after the last date of submission will not be considered. Incomplete bids or late bid submissions are liable to be ignored and rejected.

The envelope containing the quotation should be superscripted as “Quotations for CCTV Surveillance Complete Setup for two days College Festival”.

**IMPORTANT INFORMATION AND DATES**

<b>S.No.</b>	<b>Description</b>	<b>Details</b>
1	Quotation Submission Start Date	<b>29.01.2026</b>
2	Last Date for Quotation Submission	<b>05.02.2026</b>
3	Tender/Quotation Fees (Demand Draft in favor of Director, IHE payable at New Delhi)	<b>Rs. 500/-</b>
4	Pre Bid Meeting Date & Time	<b>02.02.2026 at 02.00 P.M.</b>
4	Performance Security (Demand Draft in favor of Director, IHE payable at New Delhi)	<b>Rs. 5,000/-</b>

### **Definitions and Abbreviations**

**“IHE/Institute/College”** shall mean the Institute of Home Economics;

**“Authority”** shall mean the Competent Authority of the Institute of Home Economics;

**“Bidder/Contractor”** shall mean any entity that has submitted a Quotation.

**“Quotation/Bid”** means the following document issued by IHE to the prospective Bidders for “CCTV Surveillance Complete Setup for two days College Festival at Institute of Home Economics (University of Delhi), F-4, Hauz Khas Enclave, New Delhi-110016. Any Corrigendum(s) / Amendment(s) / Clarification(s) to the TENDER issued by IHE subsequent to the issue of the TENDER shall be an integral part of the TENDER document.

**“Service Provider/Contractor”** means the selected bidder with which the IHE shall sign the Contract for providing services under this Quotation.

**“Scope of Work”** (SoW) means the objectives, the activities, the tasks to be performed and the respective responsibilities of IHE and the Service Provider under the Project. It also includes the SLA, as is mentioned in detail as mentioned in this Quotation.

**“Selected Bidder/Contractor”** shall mean the Bidder(s) who signs the Contract with the Owner for providing services under this QUOTATION;

**Inviting Quotations for CCTV Surveillance System Setup for College Festival for two days at Institute of Home Economics, New Delhi**

A pre-bid meeting shall be held to familiarize the prospective bidders with the scope of work, technical specifications, site conditions, installation requirements, monitoring arrangements, manpower deployment, and other related aspects for providing CCTV surveillance services during the College Fest for a period of two days.

Bidders are advised to attend the pre-bid meeting to seek clarifications, if any, regarding the tender. Queries raised during the pre-bid meeting shall be addressed, and clarifications issued, if required, through a corrigendum or amendment on the college website. No individual correspondence shall be entertained thereafter.

Bidders who choose not to attend shall be deemed to have understood the complete scope of work and tender conditions, and no request for clarification at a later stage shall be entertained.

The date, time, and venue of the pre-bid meeting shall be as notified in the tender schedule.

**(1) Terms & Conditions:**

- A) The quotations received unsealed and or after the deadline shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. **The offer Submitted through Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- B) Quotations must be in the enclosed prescribed Performa (Annexure – 2) on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- C) Rates must be quoted in Indian rupees (INR) and as per the format specified taxes extra if any must be written separately.
- D) Rates must be quoted for basis (including Freight charges, Insurance, installation etc.)
- E) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- F) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- G) Institute of Home Economics shall, in no case, be held responsible for any accident, loss, or damage to the staff employed, or to any articles, equipment, etc, used by the contractor. The contractor, however, shall be solely responsible for all risks, liabilities, and obligations arising out of this contract under any provisions of law in force from time to time. Under no circumstances shall the Institute be liable for any mishap, injury, accident, or death of the manpower deployed during the course of work. The service provider/agency

shall bear full responsibility in all such cases and shall be liable to pay compensation in accordance with the applicable Acts, Laws, and Rules of the land.

H) In case of any loss to the Institute due to negligence on the part of the deployed manpower, the same shall be recovered from the agency. Further, it is mandatory for all deployed personnel to carry their company-issued ID card for entry, along with one valid government-issued identity proof such as Aadhaar Card, PAN Card, or Driving License.

I) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation: -

- Firm shall be registered with the Government of Central/ State Government.
- The firm shall have valid GST/Other taxes and IT PAN.
- The firm should not be black listed by any Govt. Agency/Dept.

J) Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.

K) Payment terms: Payment shall be made only after the satisfactory completion of the work for the college fest, as certified by the Institute. The payment will be released within 30 days from the date of satisfactory completion of the work.

L) Liquidated Damage: If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10% of the total order value.

M) Disputes: In the event of any dispute or disagreement arising between the contractors and any other department of the Institute with regards to the interpretation of "Terms & Conditions" of this Quotation, the same shall be referred to the Director, IHE whose decision will be final and binding upon the contractor.

N) The Institute reserves the right to increase or decrease quantity and/or amount of work. Decision of Quantity of material in the Institute will be final in this regard.

O) The Institute reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the IHE will be final in this regard.

P) All data recorded shall be the sole responsibility of the bidder. The bidder shall not share the data with any third party and shall ensure that the data is securely destroyed after the successful completion of the work and handover to the Institute.

Q) If the requirement for cameras is increased, charges shall be levied only at the per-camera rate as quoted.

## **(2) Eligibility Criteria for Bidders**

- Bidder must have registered office in Delhi.
- Bidder must have engaged in CCTV Surveillance Service.
- Bidder must not be blacklisted from any government/autonomous institute.

- Bidder must send all the required documents along with the hard copy of DD to the college on or before the last date of bid submission.
- Bids/quotations received after the last date will not be accepted.
- Bidder must have submitted the tender fees in the form of Demand Draft (DD) of Rs 500/- in favor of Director, Institute of Home Economics payable at New Delhi.
- Bids/quotations without the DD will not be entertained.
- The successful bidder must have submitted performance security of Rs 5,000/- in the form of DD in favor of Director, Institute of Home Economics payable at New Delhi immediately after the award of contract failing which the contract will be forfeited.

The Performance Guarantee will be refunded after one (1) month of successful completion of the contract. Failure to submit the required Performance Guarantee within the stipulated time frame will result in the immediate cancellation of the awarded contract, which will then be offered to the next eligible bidder.

- Quotations received without all the required documents will be technically disqualified for financial evaluation.
- The Director, IHE reserves the right to accept/ reject any or all bids/quotations either in part or in full without assigning any reasons thereof.
- If there is any addendum/corrigendum related to the tender, it shall only be published on the IHE website ([www.ihe.du.ac.in](http://www.ihe.du.ac.in)). The Bidders are advised to check the IHE website regularly. No other mode of notice will be given.

The successful contractor or his representative should be available at work site execution every day during execution of the work will receive day to day instructions from the director.

The contractor has to make his own arrangement of T&P required for execution of the work and no claim shall be admissible on this account.

#### **Documents to be submitted by bidders for technical bid**

- Registration certificate of the company
- Bidder must have its registered office in Delhi and shall submit a self – attested proof of the same .
- Copy of PAN and GST certificate
- Hard copy of demand draft of tender fees
- Tender acceptance certificate (to be printed on letter head)
- Proforma of Technical Bid (Annexure I)
- Adhaar Card of the company's owner
- Financial Bid (Annexure II)
- Self-declaration of non-blacklisting certificate (Annexure III)

**(3). Special Terms & Conditions:**

- A) Bidder must quote the product as per specification provided in Annexure 1.
- B) Price Bidder Form must quote the product as per in Annexure 2

  
Director

Encl: Annexure 1 (Specification)  
Annexure 2 (Specification)  
Annexure 3

  
(Dealing Assistant)

  
AO

  
Ashok Vohra  
27/1/21  
Committee

**ANNEXURE "1"**

**SPECIFICATION**

<b>Sr. No.</b>	<b>Item Name</b>	<b>Quantity</b>
1.	CCTV Surveillance	20

**Note – Specifications:**

The bidder must quote a single make only.

The bidder must submit the quotation strictly in the prescribed format on the firm's letterhead; failing which, the quotation shall be rejected.

The product catalog must be attached with the quotation for technical evaluation.

HD quality Surveillance with night vision shall be used during the work period.

Backup Data shall be provided to the Institute by the bidder.

Live surveillance shall be monitored by the deployed employee of the bidder. Coverage at any time and from any location shall be made available to the Institute through mobile accessibility by providing login ID and password exclusively to the staff nominated by the Director, IHE.

A minimum of two monitors shall be installed for the specified period.

The bidder shall deploy their employee(s) during the working hours for execution of the work.

**ANNEXURE "2"**  
**PRICE BID FORM**

To,

The Director,

Institute of Home Economics, New Delhi.

Dear Madam,

I/We ..... Submit the quotation for CCTV Surveillance against Quotation no. \_\_\_\_\_ dated: \_\_\_\_\_ at IHE, New Delhi".

I/We have thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected outright.

I/We hereby offer to supply at the following rate

S. No.	Particular	Qty.	Quoted Make	Price/Unit Exclusive of GST (INR)	GST/Other Taxes	Price/Unit Inclusive of GST (INR)	Total Cost Inclusive of GST (INR)	MRP
1.	CCTV Surveillance	20						

Name of Firm/Company/Agency:

GSTIN No.:

Bank Name: -

Bank Account No.:

IFSC Code: -

Branch Name:

Phone No.

Date:

Place:

Email:

(Signature of Authorized Person)

(Name)

Seal

Annexure - "3"

**NON-BLACK LISTING DECLARATION** (on letter head of company)

Format of undertaking, to be furnished on company letter head with regard to blacklisting/non-debarment, by any organisation/ Institute/Govt Agency/College etc

To,

The Director,

Institute of Home Economics,

F-4 Hauz Khas Enclave,

New Delhi-110016

We hereby confirm and declare that we, M/s \_\_\_\_\_, are not blacklisted/ Deregistered/ debarred by IIITD/any Government department/ Public Sector Undertaking/ Private Sector/University or any other agency for which we have executed/undertaken the works/ Services during the last 5 years.

Signature of the Authorised Signatory with Seal of the Agency/ Firm