



**HIGH COMMISSION OF INDIA BRUNEI DARUSSALAM**

**INVITES QUOTATIONS FOR**

**INSTALLATION MAINTENANCE AND MONITORING OF INTRUDER ALARM SYSTEM**

**IN THE HIGH COMMISSION OF INDIA**

**TENDER NO. BSB/ADMN/815/01/2019**

**LAST DATE FOR SUBMISSION OF BIDS**

**28/06/2021 UP TO 1700 HRS (BRUNEI TIME)**

**DATE OF OPENING BIDS**

**30/06/2020 AT 1500HRS (BRUNEI TIME)**

**HIGH COMMISSION OF INDIA BRUNEI DARUSSALAM, BAITUSSYIFAA, SIMPANG  
40-22, JALAN SUNGAI AKAR BANDAR SERI BEGAWAN BC 3915. TEL-00-673-  
2339947 / 2339685**

**BSB/Admn/815/01/2019**  
**High Commission of India,**  
**Brunei Darussalam**

**Invitation for Bids**

High Commission of India, Brunei Darussalam invites Bids/Quotations from reputed agencies based in Brunei with background in dealing with Installation, Maintenance and Monitoring of Intruder Alarm System (IAS).

**1. Notice Inviting Tender:** Sealed bids are hereby invited for installation, maintenance and Monitoring of IAS in the High Commission.

**2. Scope of Work:**

**2.1 Supply and Installation of Intruder Alarm**

<b>S. No.</b>	<b>Description</b>
1	Supply and installation of equipment on selected corridors to supplement the door entry protection as stated in paragraph 6 of tender document.
2	To deliver the equipment as stated in paragraph 6.
3	To provide a flexible, expandable system which is fully electronically supervised.
4	The system shall have the capability of connection for audible alarm and/or monitoring.
5	Labour charges shall be included in the cost.
6	Any additional equipment shall propose at separate sheets.

1	Inform Officer-in-charge for the maintenance schedule
2	Inform Central Monitoring Station prior servicing
3	Inspect all components/devices for obvious damages
4	Check panel's battery voltage and conditions
5	Test keypad, check programming & system date/time
6	Check PA button, money clip & kick-bar
7	Test door contact to ensure it is working
8	Test seismic detector to ensure it is working normally
9	Test motion sensor (PIR) and check LED indicator for proper operation
10	Test the siren to insure it is working normally
11	Check whether the strobe light is working
12	Check and test tamper switch
13	Check transformer outgoing voltage
14	Check siren's battery voltage and condition
15	Check the voltage of the telephone line used for dialer

16	Test the dial tone of the telephone used for dialer
17	Verify with central monitoring station (note down the name of the person) whether the account no. received is correct for the designated client.
18	Clean all components i.e. siren, control panel, keypads, PIR sensor & etc.
19	Resent system to normal and inform Central Monitoring Station for completion of maintenance/servicing
20	Any repair/replacement of part or accessories must be taken after informing & receiving the written approval from High Commission of India
21	To submit quarterly report with invoices.

### 3. Eligibility criteria for bidders:

- (i) The company should have experience in dealing with the supply, installation Maintenance of Intruder Alarm System and Monitoring of Intruder Alarm System for a minimum of 3 years
- (ii) The company should have valid permit/registration from a competent local authority for supply of Intruder Alarm System.
- (iii) The company should be operational for more than three years.
- (iv) The company should have sufficient number of well qualified technicians for proper execution of the contract.
- (v) The company should provide a list of clients and also have worked with any Embassy/Foreign Mission related to. Proper Reference, if any, should be submitted.
- (vi) Submit a proof of registration of the company under relevant statutory regulations such as labour laws, arms licenses etc. the certificates should be translated in English.
- (vii) Any other service provided to clients other than IAS should be enumerated.
- (viii) Companies relationship with local police.

### 4. Bid Security Deposit:

Bid security Deposit of B\$500/- with a validity of six months should be submitted vide a cheque in favour of High Commission of India. Tenders submitted without bid security deposit will not be considered for evaluation and will be rejected outrightly.

### 5. Submission of Bids:- The bid should be submitted in three parts:

- (i) The bidder shall submit offer in **three separate sealed envelopes**, namely (a) **First envelope** - Bid Security Deposit in the form of cheque in favour of High Commission of India, (b) **Second envelope** - super scripted as " Technical Bid - Installation, Maintenance and Monitoring of Intruder Alarm System and (c) **third envelope** - super scripted "Financial Bid - Installation, maintenance and Monitoring of Intruder Alarm System.

All the three sealed envelope shall be kept inside a large sealed envelope i.e. in a **Fourth envelope** super scripted as “Tender Quotation for installation Maintenance of Intruder Alarm System and Monitoring of Intruder Alarm System”. It should also be super scripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;

(ii) The sealed quotations shall be submitted to :

**The Head of Chancery,  
High Commission of India, Brunei Darussalam, Baitussyifaa, Simpang 40-22,  
Jalan Sungai Akar Bandar Seri Begawan BC 3915.**

- (iii) The bid may be submitted by Hand, in person or by courier. The bids by “Fax / E-mail” shall not be accepted;
- (iv) Bids received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- (v) Technical bid shall be opened on the date and time as given in the tender notice at **High Commission of India, Brunei Darussalam, Baitussyifaa, Simpang 40-22, Jalan Sungai Akar Bandar Seri Begawan BC 3915**, in the presence of the authorized representatives of the companies, who may wish to attend.
- (vi) Financial bid shall be opened on the date and time, to be communicated later, at **High Commission of India, Brunei Darussalam, Baitussyifaa, Simpang 40-22, Jalan Sungai Akar Bandar Seri Begawan BC 3915**, in the presence of the authorized representatives of the companies, those who qualify in the technical bids and wish to attend.

**6. The specification of installation, maintenance and Monitoring of Intruder Alarm System :**

<b>S no</b>	<b>Description of Intruder alarm</b>	<b>Qty</b>	
1	64-Zone Wireless Security console	1	
2	Wireless Outdoor Siren / Strobe light	23	
3	Wireless indoor Digital Motion Detector	1	
4	Door/Window transmitter Magnet	4	
5	Remote Control	7	
6	Installation, wiring, testing, commissioning including any necessary accessories	1 lot	

## Central monitoring system (CMS) & Rapid Response Team- 2 Year

S no	Description	Price / Cost
	i. Central Monitoring System provision of a 24 hours Central Monitoring System. The CMS shall connect to 24 hours Central Station that provides supervise monitoring and advice to on site security staff. The central monitoring shall monitor 24 hours and contact key holder list if any alarm triggered and send rapid response team once instructed	
	ii. Rapid Response Services: To send rapid response team who will arrive immediately of the alarm being triggered. In the event of alarm being triggered, rapid response team will assess the cause of alarm and search the outer parameter for signs of unauthorized entry. The Rapid Response Team must be equipped with the necessary security equipment including but not limited to hand held radio, response vehicles torch light etc. Submit monthly report with invoices.	

### **7. Instructions to Bidders regarding submission of Financial Bid:**

The Financial Bid should contain the costs in Brunei Dollar item-wise in the following heading:

- (i) Cost of Intruder Alarm System
- (ii) Installation cost including pre-fabrication, programming, testing and labour charges in the designated area
- (iii) Quarterly maintenance for two years
- (iv) 24 hours Central Monitoring System for two years.
- (v) Charges for Rapid Response Services (when CMS alarm triggered)
- (vi) Taxes and other charges, if any

**8. Selection Procedure:** The first envelope containing bid security deposit shall be opened first. Bidder who has not submitted bid security deposit shall be summarily be rejected. The Technical Bids of only those bidders who have submitted bid security deposit shall be opened immediately thereafter. Both bid security and Technical Bids envelopes shall be opened in presence of Bidders or their representatives. After evolution of the Technical Bids, a list of qualified Bidders will be prepared by the High Commission, qualified Bidders will be informed and Financial Bids of qualified Bidders shall then be opened at notified time date and place in presence of Bidders or their Representatives.

**9. Validity of Bids:** The bids shall have a minimum validity of six months / 180 days from the date of opening of bids. A bid for a shorter period of validity shall be rejected.

**10. Warranty & Maintenance:** - A Warranty of two years and Quarterly Maintenance for two years may be provided by the bidder/seller. The bidder/seller should offer a preventive maintenance schedule for better maintenance of the machine.

**11. Miscellaneous:** The firm should be able to provide the following along with the equipment:

- (i) One Test Sample (OTS) for each machine for testing during commissioning and during maintenance.
- (ii) Suitable voltage stabilizer with isolation transformer.

**12. Financial Bids**

**12.1** Bids in companies, which have qualified in the Technical Bid Stage, will be informed by email/telephone to be present on the date and time fixed by the High Commission and the Financial Bids will be opened in their presence.

**12.2 Please provide rates for:**

**a) Supply and installation of Intruder Alarm**

<b>S no</b>	<b>Description of Intruder alarm</b>	<b>Qty</b>	
1	64-Zone Wireless Security console	1	
2	Wireless Outdoor Siren / Strobe light	23	
3	Wireless indoor Digital Motion Detector	1	
4	Door/Window transmitter Magnet	4	
5	Remote Control	7	
6	Installation, wiring, testing, commissioning including any necessary accessories.	1 Lot	
<b>Total amount in BND</b>			
<b>Warranty</b>			
<b>Delivery period</b>			

**b) Maintenance of Intruder Alarm System**

<b>No</b>	<b>Description</b>	<b>Quarterly BND</b>	<b>2 years BND</b>
1	Charges for Maintenance of Intruder Alarm System		
2	On call basis- per visit charges		

### c) Central Monitoring System (CMS) & Rapid Response Services

No	Description	Quarterly BND	2 years BND
1	CMS Connection per year		
2	Rapid Response Services - per visit charges		

**12.3** After opening of the Financial Bids L1 will be announced based on the lowest financial quote. The final decision of the High Commission on award of contract will be communicated in due course. The notification of award will constitute the formation of contract. Upon successful bidder's furnishing of performance security, High Commission will notify each unsuccessful bidder and will discharge their Bid Security Deposit. No interest shall be paid.

13. **Performance/Service Guarantee.** The successful bidder will submit a Bank Guarantee (in the format given at Annexure A) of 10% of annual contract amount within 10 days of award of work. The Bank guarantee must remain valid during the tenure of contract period. The guarantee amount in full or part may be forfeited in the following cases:-

13.1 When the terms and conditions of the contract are breached.

13.2 When the service provider fails to comply with minimum service levels agreed upon.

13.3 When the service provider fails to comply with statutory requirements.

13.4 The service provider shall forfeit the performance security in full in case the service provider terminates the contract without providing three months termination notice.

13.5 The guarantee money shall be refunded within 60 days after successful completion of contract period provided there is no breach of contract during the period of the contract subject to do claim of damages from High Commission's side. No interest shall be paid on the service guarantee.

14. Commencement of Contract: The services of the L1 will be availed by the High Commission with effect from **01 August 2021 subject to approval of Ministry of External Affairs, Government of India**. Payments will be made on monthly basis in the form of cheque.

### 15. Additional Information

**15.1** The bidder shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/contract without the express written consent of High Commission of India.

**15.2** No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.

**15.3** The High Commission reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

16. **Termination of Contract:** High Commission reserves the right to terminate the contract at any time by giving **One Month's advance notice**. However, High Commission shall also have the right to terminate the Contract by giving a lesser period of Notice under special circumstances, such as security considerations, violation of privacy laws etc. The Service Provider may terminate the contract by giving **Three months advance notice** with justification for termination of services. High Commission reserves the right to impose a financial penalty of Brunei Darussalam equivalent to the service charges of one month, in case the latter terminates the contract without providing three months termination notice.

17. **Force majeure:** Notwithstanding the provision of contract, the service provider shall not be liable for forfeiture of its performance security if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the service provider and not involving the service provider's fault or negligence. If a Force majeure situation arises, the service provider shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the High Commission in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical.

18. **Settlement of Disputes and Arbitration:** All dispute, difference and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of any person nominated by the High Commissioner of India, Brunei Darussalam. The arbitration shall be in accordance with the **existing rules of the Brunei Darussalam** in this regard. The arbitrator shall be entitled to extend the time of arbitration proceeding with the consent of the parties.

19. **Point of Contact:** For any tender related enquiry / query / clarification please contract:-

Head of chancery  
High Commission of India  
Brunei Darussalam  
Email: [hoc.brunei@mea.gov.in](mailto:hoc.brunei@mea.gov.in)  
Landline- 2339619

20. **Sign and Seal:** The Bidder must sign and affix his seal on every page of the Tender Document.



**Performance / Service Guarantee Format**

High Commission of India,  
Brunei Darussalam.

WHEREAS \_\_\_\_\_ (name of the Service Provider) herein called "the Bidder" has under taken, in pursuance of Contract no \_\_\_\_\_ Dated \_\_\_\_\_ to provide a complete services hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a bank Guarantee by a recognized bank for the sum specified therein as security for compliance with its performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee. THEREFORE We hereby affirm that we are Guarantors and responsible to you, on behalf of the Service provider, up to a total of ----- (Amount of the Guarantee in Words and figures 10% of annual invoice) and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the Contract and without cavil or argument, any sum or sums within the limit of \_\_\_\_\_ (amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Signature and Seal of Guarantors)  
Date  
Address

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**Dates to Remember:**

S. NO	Description	Date
1	Tender Publish Date	07/06/2021 (1800 hrs)
2	Document Download start date	07/06/2021 (1830 hrs)
3	Bid submission End Date	28/06/2021 (1700 hrs)
4	Opening of Technical Bids	30/06/2021 (1500 hrs)
5	Opening of Financial Bids (of only those who qualify at the Technical Bid stage)	The date and time to be intimated later