INSTITUTE OF BUSINESS MANAGEMENT (IoBM)  
Korangi Creek, Karachi  

TENDER FOR CCTV INSTALLATION AND IMPLEMENTATION  

REF: IoBM/IT/CCTV/092023

Institute of Business Management (IoBM) invites eligible contractors to submit sealed bids for the installation of a comprehensive Closed Circuit Television (CCTV) system at various locations on its campus in Korangi Creek, Karachi. The project details, including the Scope of Work and relevant details, can be obtained from the IoBM website (www.iobm.edu.pk/tenders) or in person from the Procurement Department.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1    | **CCTV Phase 2**  
|      | The CCTV Installation Project aims to provide comprehensive surveillance coverage at the IoBM campus. The project involves the installation and configuration of CCTV cameras, network video recorders (NVRs), power over Ethernet (PoE) switches, cabling infrastructure, and related equipment. The installation will also include civil work, fiber cabling, and the removal of existing cameras. The project will ensure the deployment of a robust and secure surveillance system that meets the specific requirements of the client. |

**Procedure:** Single-stage (Technical and financial Proposals to be submitted in separate sealed envelopes)

<table>
<thead>
<tr>
<th><strong>Submission Date:</strong></th>
<th>October 25 10:00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Opening Date:</strong></td>
<td>October 25 10:30 AM</td>
</tr>
</tbody>
</table>

| **Tender Fee:** | Rs 2000 Non-refundable (In the form of Pay Order drawn in the name of IoBM) |

**Mandatory Eligibility Criteria:**
1. The bidder must be an authorized distributor or partner in Pakistan  
2. The bid must be accompanied by the Manufacturer’s authorization letter from the principal  
3. Minimum 03 years of relevant experience in Pakistan.  
4. Only those companies can participate in this tender who have past experience in dealing with such work and valid authorized dealership/resellers certificates Principal.

Tender Document (for details) may be collected after submission of the paid fee challan from the Procurement Department, IoBM, Korangi Creek during working hours. (09:00 - 16:00 hrs, Monday to Thursday & Saturday). Alternatively, the tender document can be downloaded from the website. Sealed bids should be submitted within the stated time and will be opened on the stated date & venue in the presence of the bidders' representatives who may wish to attend. Kindly mention “Tender Number” at the top left corner of the envelope. IoBM reserves the right to reject or accept any bid or cancel the bidding process.
TERMS & CONDITIONS

1. IoBM may reject all bids at any time prior to the acceptance of a bid.
2. 5% Performance Security should be deposited on the total cost of the quoted amount in the shape of a pay order drawn in favor of the Institute of Business Management (after the award of tender).
3. Copies of the Sales Tax Registration and NTN are to be attached to the bidding documents.
4. The quoted rates shall be inclusive of all applicable Govt. Taxes and charges. (which should be separately shown in the bids).
5. The bidders are required to submit their respective bids within the bid validity period of 30 days.
6. Complete details specification/information to be provided about the products and firm by the bidder.
7. Rates shall be quoted in Pak rupees.
8. The method of procurement is an open competitive bidding single-stage Two envelope procedure.
9. All taxes including Withholding Taxes must be stated separately.
10. Tender Fee of Rs 2000/- Non-refundable (In the form of Pay Order drawn in the name of Institute of Business Management).
11. The bid document may be submitted at the IoBM Procurement Department admin block and the bids shall be opened on the same day at 10:30 am in the presence of the bidders who may wish to be present.
12. In case of any holiday or disturbance, the bids shall be opened on the next working day as per the same schedule.
13. The Tender Notice shall be available on IoBM’s website www.iobm.edu.pk/tenders
14. Delay in project completion will attract penalties as laid down in the penalty structure guidelines issued by the Pakistan Engineering Council.
15. In case of advance payment, the successful bidder must furnish collateral for the agreed amount, in the form of insurance or bank guarantee from a reputed organization approved by IoBM.
16. It is mandatory to state the USD/PKR exchange rate in the bid, that was used for conversion.

Total Amount _________________

(Rupees ___________________________ Only)

SIGNATURE OF THE PROPRIETOR AND RUBBER STAMP OF THE COMPANY
# Bid Data Sheet

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **1** | **Name and address of IoBM:**  
Institute of Business Management  
Plot 84, Naclass 24, Deh Dih, Tappu Ibrahim, Korangi Creek, Karachi |
| **2** | **Name of Contract.**  
“CCTV Phase 2 Supply & Installation Project” |
| **3** | **Bid Price and Currency** |
| **3.1** | Prices quoted by the Bidder shall be “fixed” and in” Pak Rupees” |
| **4** | **Preparation and Submission of Bids** |
| **4.1** | *Qualification requirements:*  
1) NTN  
2) Sales Tax  
3) Minimum three years experience in relevant field  
4) Turnover of at least the last three years (copy of tax return to be submitted) |
| **5** | **Bid validity period.**  
Not less than 30 days |
| **6** | **Number of copies.**  
*One Original* |
| **7** | **Deadline for bid submission.**  
*October 25 10:00 AM* |
| **8** | **Under the following conditions, Bid will be rejected:**  
1. Conditional tenders/bids;  
2. Bids received after specified date and time;  
3. Bidder submitting any false information;  
4. Black Listed Firms by the Sindh Government or any relevant entity |
REQUEST FOR PROPOSALS (RFP)

CCTV INSTALLATION PROJECT PHASE 2 AT IoBM

Introduction:
Institute of Business Management (IoBM) invites qualified and experienced contractors to submit proposals for the installation of a comprehensive CCTV system at IoBM's Phase 2 locations. Interested parties are encouraged to review the details provided below and respond to this RFP.

Project Overview:
The CCTV Installation Project aims to enhance security and surveillance at various locations within the IoBM campus. This project includes the installation and configuration of CCTV cameras, network video recorders (NVRs), PoE switches, and associated equipment. It also involves civil work, fiber cabling, and the removal of existing cameras.

Scope of Work:
Please refer to the attached "Scope of Work and Statement of Work" document for a detailed description of the project's scope.

Bill of Quantities (BOQ):
Please refer to the attached "Bill of Quantities (BOQ)" document for a list of required materials and services.

Site Survey:
Interested parties are required to schedule a site survey with Zain Hanif / Assistant Officer Turnstile to gain a better understanding of the project's requirements and site conditions. Please contact Zain Hanif / Assistant Officer Turnstile at 021-111-002-004 Ext 419 or Cell 0322-2951197 to arrange the site survey.

Submission Requirements:
- All bids must be submitted manually signed Technical and financial proposals in separate sealed envelopes
- Proposals should include the following:
  - Detailed proposal letter outlining your understanding of the project.
  - Company profile and relevant experience in CCTV installation projects.
  - References from previous clients.
  - Detailed breakdown of costs as per the BOQ.
  - Proposed project timeline.
  - Warranty and maintenance terms.
  - Validity of the proposal (minimum of 4 weeks).
  - Proof of necessary licenses and certifications.
- IoBM reserves the right to reject any proposal that does not meet the submission requirements.

Evaluation Criteria:
Proposals will be evaluated based on the following criteria:
1. Experience and Qualifications
2. Cost Competitiveness
3. Project Timeline
4. Warranty and Maintenance Terms
5. Compliance with Submission Requirements

Questions and Clarifications:
Any questions or requests for clarifications regarding this RFP should be directed to purchase@iobm.edu.pk no later than October 21.

Contact Information:
For all inquiries and submissions, please contact:
purchase@iobm.edu.pk  Phone: 021-111-002-004 Ext 410

Disclaimer:
This RFP does not constitute a contract. IoBM reserves the right to cancel or modify the RFP or reject any or all proposals received in response to this request. Submission of a proposal implies acceptance of the terms and conditions outlined in this RFP.
EXHIBIT A: SCOPE OF WORK AND STATEMENT OF WORK FOR CCTV INSTALLATION PROJECT

Project Overview:
The CCTV Installation Project aims to provide comprehensive surveillance coverage at the IoBM Campus in Korangi Creek, Karachi. The project involves the installation and configuration of CCTV cameras, network video recorders (NVRs), power over Ethernet (PoE) switches, cabling infrastructure, and related equipment. The installation will also include civil work, fiber cabling, and the removal of existing cameras. The project will ensure the deployment of a robust and secure surveillance system that meets the client’s specific requirements.

SCOPE OF WORK:
1. Installation & Configuration of CCTV Cameras:
   ○ Install and configure CCTV cameras at specified locations throughout the project site.
   ○ Ensure proper alignment and positioning for optimal coverage.
2. Installation & Configuration of NVR and Associated Equipment:
   ○ Install NVRs with hard drives.
   ○ Configure NVRs for recording and remote access.
   ○ Provide necessary accessories, including a wireless mouse, U rack mount bracket, etc.
3. Installation & Configuration of PoE Switches:
   ○ Install and configure PoE switches for camera power and data transmission.
   ○ Ensure network connectivity and proper configuration.
4. Installation of Weather Protective Infrastructure:
   ○ Install weatherproof PVC boxes for camera protection.
   ○ Mount cameras and PoE switches on U racks.
5. UTP Cabling:
   ○ Install UTP cabling within PVC conduit pipes or channel ducts.
   ○ Ensure cable tagging at each connection point.
6. Power Cabling:
   ○ Install 220V power cabling from PoE switch locations to the uninterrupted power distribution board.
   ○ Ensure each PoE switch is connected to an uninterrupted power source provided by IoBM.
7. Installation of Brackets and poles:
   ○ Install MS brackets and MS poles for outdoor cameras as required.
8. Civil Work:
   ○ Perform excavation and backfilling for pole installation and concealed cabling.
9. Fiber Cabling:
   ○ Lay fiber cabling where required.
   ○ Ensure proper harnessing and protection of fiber cables.
10. Fiber Splicing:
    ○ Perform fiber splicing at required locations, including all concerned buildings/blocks and the control room.
11. Removal of Old Cameras:
12. Installation & Configuration of Control Room Equipment:
   ○ Install patch panels, media converters, and LED screens in the control room.
   ○ Provide all necessary accessories for proper functionality.

13. Remote Access Configuration:
   ○ Configure the new NVRs to work with the Hikvision remote access application.
   ○ Enable remote access at over three specified locations.

14. IP Assignment List:
   ○ Prepare an IP assignment list for all network equipment before commencing work.
   ○ Execute the installation according to the prepared list.

15. As-Built Diagram Submission:
   ○ Provide an as-built diagram depicting the final installation configuration before issuing the job completion certificate.

**STATEMENT OF WORK:**

The contractor shall be responsible for the successful execution of the above-mentioned scope of work. This includes procurement, installation, configuration, testing, and documentation of all equipment and infrastructure. The contractor must adhere to industry standards and best practices throughout the project. Regular progress reports and updates shall be provided to the client.

**Project Deliverables:**

Upon completion of the project, the following deliverables shall be provided to the client:

1. Job Completion Certificate.
2. As-built diagram.
3. Operation and maintenance documentation.
4. Remote access setup instructions.
5. Warranty and maintenance agreement.

**Project Plan & Timeline:**

The bids should include the detailed project plan and timeline on a milestone basis.

**Acceptance Criteria:**

The project will be considered complete and accepted when all deliverables are provided, and the surveillance system is fully operational and meets the client’s requirements.
EXHIBIT B: BILL OF QUANTITIES (BOQ) FOR INSTALLATION OF CCTV SYSTEM PHASE 2 AT IoBM

Phase 2 Locations:
1. IT Block, inside and outer area.
2. Engineering Block & Nalla parking area behind the block till gate 3.
3. Library Block & Old Examination Center.
4. Student Activity Center inside & outside surrounding areas.
5. Convocation ground, Area of Nalla parking area from gate 3 till the end of the boundary wall.
6. CHS block including the main gate inside & outside areas.
7. Generator room, Old studio & surrounding areas.
8. Internal roads routes from IT block till servant quarter.

Materials Required:

<table>
<thead>
<tr>
<th>S.no</th>
<th>Description of Required Material</th>
<th>Brand</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>4MP IP network camera Dome/Bullet type, 2.8mm viewing lens.</td>
<td>HIKVISION</td>
<td>134</td>
</tr>
<tr>
<td>02.</td>
<td>NVR 32 channel, 2 HDD supported, 4k HDMI/VGA supported.</td>
<td>HIKVISION</td>
<td>04</td>
</tr>
<tr>
<td>03.</td>
<td>POE switch 8 port (all ports Gigabit). (2-year warranty)</td>
<td>D-link or compatible</td>
<td>35</td>
</tr>
<tr>
<td>04.</td>
<td>Hard disk drive 8 TB surveillance type.</td>
<td>Seagate</td>
<td>08</td>
</tr>
<tr>
<td>05.</td>
<td>LED Screen 32” with mount brackets.</td>
<td>TCL</td>
<td>04</td>
</tr>
<tr>
<td>06.</td>
<td>Fiber media converter Gigabit 100/1000.</td>
<td>Black Copper</td>
<td>10</td>
</tr>
<tr>
<td>07.</td>
<td>24 port fiber patch panel.</td>
<td>3M, D-link</td>
<td>01</td>
</tr>
<tr>
<td>08.</td>
<td>MS mounting bracket L shaped, Size 3’x 5’ for outdoor cameras.</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>09.</td>
<td>MS round-shaped Pole, size 2” or 3” for outdoor installation.</td>
<td></td>
<td>04</td>
</tr>
<tr>
<td>10.</td>
<td>Weatherproof PVC junction box 4” by 4”.</td>
<td></td>
<td>134</td>
</tr>
<tr>
<td>11.</td>
<td>Weatherproof PVC waterproof boxes 18” by 18”.</td>
<td>Jeddah</td>
<td>25</td>
</tr>
<tr>
<td>12.</td>
<td>Network rack, 2U with PDU and fan.</td>
<td>Bulein/Matrix</td>
<td>10</td>
</tr>
<tr>
<td>13.</td>
<td>Wireless mouse.</td>
<td>Logitech</td>
<td>04</td>
</tr>
<tr>
<td>14.</td>
<td>HDMI cables for LED Screen.</td>
<td></td>
<td>04</td>
</tr>
<tr>
<td>S.no</td>
<td>Description of Required Services</td>
<td>Quantity</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>01.</td>
<td>Project Services Cost</td>
<td>Job</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Including cameras &amp; associate devices installation, commissioning, handing over the complete job.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Removing of (old) existing installed cameras are included in the scope of work.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02.</td>
<td>Fiber armored cable 6 core, cable laying, ducting, piping, termination &amp; tagging proper cable harnessing.</td>
<td>800 Mtr.</td>
<td></td>
</tr>
<tr>
<td>03.</td>
<td>Fiber cable splicing, testing &amp; commissioning.</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>04.</td>
<td>220v main power connectivity to the switches at each point.</td>
<td>As per Actual</td>
<td></td>
</tr>
<tr>
<td>05.</td>
<td>Wiring with material and labor, cable laying, ducting, piping, termination &amp; tagging proper cable harnessing.</td>
<td>As per Actual</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Wiring should be done with Hikvision/D link 23 SWG UTP cable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Work should be done with drilling standard.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Steel nails not allowed for any concerned work.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Wiring should be done in channel duct / conduit pipes, flexible pipe with proper accessories.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- After the completion of the project, the vendor is responsible to submit as-built diagram with job completion certificate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06.</td>
<td>All civil work (if required) including excavation, backfilling, pole grouting will be charged as per actual (rate required)</td>
<td>As per Actual</td>
<td></td>
</tr>
<tr>
<td>07.</td>
<td>Provision and installation of Media Wall (structure/frame) to mount around 12 LEDs screens at the control room.</td>
<td>01</td>
<td></td>
</tr>
</tbody>
</table>

**Terms & Conditions:**
- Verification of original product is required.
- Tentative duration for completion of the project should be specified.
- Validity of quotation should be a minimum of 4 weeks.
- Specify the type of warranty for installed equipment.
- Mention the tenure of service warranty after completion of the project.
- Clearance of services invoice will depend on the provision of an as-built diagram.
This CCTV Installation Contract ("Contract") is entered into on this _____ day of ______, 20 ("Effective Date"), by and between:

Institute of Business Management (IoBM)
Address: Plot 84, Naclass 24, Deh Dih, Tappu Ibrahim, Korangi Creek, Karachi
Hereinafter referred to as the "Client"

and

__________________________
Address: ______________________________________________________
Hereinafter referred to as the "Contractor"

(collectively referred to as the "Parties").

WHEREAS, the Client desires to install a comprehensive Closed Circuit Television (CCTV) system at various Phase 2 locations as per the project requirements.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, the Parties agree as follows:

1. SCOPE OF WORK: The Contractor shall perform the work outlined in the Scope of Work and Statement of Work provided in Exhibit A and the Bill of Quantities (BOQ) attached as Exhibit B.

2. PROJECT TIMELINE: The project timeline shall be as specified in Exhibit A. The Contractor shall adhere to the agreed-upon schedule and promptly inform the Client of any deviations.

3. PAYMENT: The Client shall pay the Contractor as per the payment schedule outlined in Exhibit C, subject to the satisfactory completion of milestones.

4. WARRANTIES: The Contractor shall provide warranties for installed equipment as per the terms specified in Exhibit D.

5. MAINTENANCE: The Contractor shall offer maintenance services for the CCTV system as specified in Exhibit D, post-installation, for a period of 3 years from the date of project completion.

6. SITE SURVEY: The Contractor shall conduct a site survey in accordance with the RFP, and any additional findings or considerations shall be discussed with the Client prior to project commencement.
7. COMPLIANCE WITH LAWS: The Contractor shall comply with all applicable laws, regulations, and permits related to the installation of the CCTV system.

8. TERMINATION: Either Party may terminate this Contract upon written notice to the other Party for material breach or for convenience, as described below:

- Termination for Material Breach: In the event of a material breach of this Contract by either Party, the non-breaching Party may terminate this Contract by providing written notice to the breaching Party. The breaching Party shall have 15 days to remedy the breach. If the breach is not remedied within the specified cure period, the non-breaching Party may terminate this Contract immediately.
- Termination for Convenience: Either Party may terminate this Contract for convenience upon written notice to the other Party. Upon such termination, the Parties shall agree on a fair and equitable adjustment of compensation and responsibilities.

9. CONFIDENTIALITY: The Parties shall maintain the confidentiality of any sensitive information obtained during the project. Neither Party shall disclose, distribute, or use any such information for any purpose other than the performance of this Contract.

10. GOVERNING LAW: This Contract shall be governed by and construed under the laws of the Islamic Republic of Pakistan, without regard to its conflict of law principles.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract as of the Effective Date mentioned above.

Institute of Business Management (IoBM)  
Signature:  
Name:  
Title:  
Date:  

Contractor's Legal Name  
Signature:  
Name:  
Title:  
Date:  

Exhibit A: Scope of Work and Statement of Work  
Exhibit B: Bill of Quantities (BOQ)  
Exhibit C: Payment Schedule  
Exhibit D: Warranties and Maintenance Terms

This Contract is effective as of the Effective Date mentioned above. Both Parties hereby acknowledge and agree to the terms and conditions outlined herein.
### Exhibit C: Milestone-based Payment Schedule:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Description</th>
<th>Payment %</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon Contract Signing</td>
<td>Execution of the contract</td>
<td>10%</td>
<td>Rs</td>
</tr>
<tr>
<td>Project Commencement</td>
<td>Initiation of the project</td>
<td>15%</td>
<td>Rs</td>
</tr>
<tr>
<td>Completion of 50% of Installation Work</td>
<td>Installation of 50% of the CCTV system</td>
<td>20%</td>
<td>Rs</td>
</tr>
<tr>
<td>Completion of 100% of Installation Work</td>
<td>Completion of the entire CCTV installation</td>
<td>25%</td>
<td>Rs</td>
</tr>
<tr>
<td>Successful Testing and Commissioning</td>
<td>Testing and commissioning of the CCTV system</td>
<td>10%</td>
<td>Rs</td>
</tr>
<tr>
<td>Submission of As-Built Diagram</td>
<td>As-built diagram submission</td>
<td>15%</td>
<td>Rs</td>
</tr>
<tr>
<td>Retention Money</td>
<td></td>
<td>5%</td>
<td>Rs</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100%</td>
<td>Total Amount</td>
</tr>
</tbody>
</table>
### Exhibit D: Warranties and Maintenance Terms:

<table>
<thead>
<tr>
<th>Equipment/Service</th>
<th>Warranty Period</th>
<th>Maintenance Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCTV Cameras</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>NVR (Network Video Recorder)</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>PoE Switches</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Hard Disk Drives</td>
<td>3 years</td>
<td>3 years</td>
</tr>
<tr>
<td>LED Screens</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Fiber Media Converters</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>24-Port Fiber Patch Panel</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>MS Mounting Bracket (L-shaped)</td>
<td>3 years</td>
<td>3 years</td>
</tr>
<tr>
<td>MS Round Shaped Pole (2&quot; or 3&quot;)</td>
<td>3 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Weatherproof PVC Junction Boxes (4&quot;x4&quot;)</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Weatherproof PVC Waterproof Boxes (18&quot;x18&quot; or similar)</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Network Rack (2U with PDU and Fan)</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Wireless Mouse</td>
<td>1 year</td>
<td>2 years</td>
</tr>
<tr>
<td>HDMI Cables for LED Screens</td>
<td>1 year</td>
<td>2 years</td>
</tr>
<tr>
<td>Civil Work (if required)</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Media Wall (if applicable)</td>
<td>2 years</td>
<td>3 years</td>
</tr>
</tbody>
</table>