



सत्यमेव जयते

Government of India
Ministry of Law & Justice
Department of Legal Affairs
INCOME TAX APPELLATE TRIBUNAL
3rd & 4th Floors, Pratishta Bhawan, 101,
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TENDER DOCUMENT

**FOR SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF
CCTV SURVEILLANCE SYSTEM**

Tender No.01/IT CELL(CCTV)/AT/2026-27

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INCOME TAX APPELLATE TRIBUNAL, MUMBAI.
3rd & 4th Floor, Pratishta Bhavan (Old CGO Building)
101, M.K. Road, Mumbai 400020.

E-TENDER NOTICE

Tender notice no.01-ITCell(CCTV)/AT/2026-27

Dated:-26.05.2026

TENDER FOR SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF CCTV SURVEILLANCE SYSTEM.

Income Tax Appellate Tribunal, Mumbai (ITAT) invites sealed tenders under Advertised Tender Enquiry (Two-Bid System) from Original Equipment Manufacturers (OEMs) or their Authorised Dealers for **Supply, Installation, Testing and Commissioning of CCTV Surveillance System, Network Recording & Monitoring and Local Area Network.** Detailed Technical Specifications and Terms & Conditions are given in Tender Document.

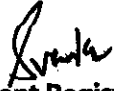
The detailed tender document can be downloaded from the website GeM Portal and office website www.itat.gov.in & filled up from **26.05.2026 to 08.06.2026** (upto3.00 PM)

1. Important dates for the tender are as follows:-

| | |
|---|---|
| Start Date & Time of Bid Preparation & Submission | 26.05.2026 12:00 hours |
| Last Date & Time for E-Tender Fees & submission | No Fee. Tender Document can be downloaded from the official website of Income Tax Appellate Tribunal http://itat.nic.in & https://gem.gov.in free of cost 26.05.2026 12:00 hours E M D d e p o s i t |
| Closing Date & Time of Bid Preparation & submission | 08.06.2026 13:00 hours S u b m i s s i o n |
| Technical Bid opening | 08.06.2026 15 00 hours |
| Date and time of Opening financial Bids | Opening date of Financial Bid Will be intimated later on after evaluation of Technical Bid |
| Email address for communication for any Queries / clarifications. | itcell.ho@itat.nic.in |

- The Bidder must be registered in e-procurement portal (www.gem.gov.in) and obtain valid class III Digital Signature Certificate (DSC) as per Information Technology (IT) Act,2000.
- The Bidder is responsible for checking the e-procurement portal on regular basis for notification/amendments to the tender (if any).

Proposal documents without tender fee will be rejected.


Assistant Registrar
Income Tax Appellate Tribunal,
Mumbai .

DEFINITIONS

In this contract, the following terms shall be interpreted as indicated.

- a. "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the contract form signed by the parties including all annexure thereto and appendices therein.
- b. "Goods" or "Products" or "Items" shall mean all of the equipment including their accessories and other materials, as mentioned in the tender document, which the Contractor is required to supply to the Purchaser under the contract.
- c. "Purchaser" or 'Buyer' or 'Owner' means Income Tax Appellate Tribunal.
- d. "Vendor" or "Seller" or "Contractor" or "Supplier" means the individual or firm or company on whom the supply / purchase order is placed and shall be deemed to include their approved successors, representatives, heirs, executors and administrators as the case may be.
- e. "OEM" means original equipment manufacturer.



ELIGIBILITY CRITERIA

The following criteria must strictly be fulfilled by the Bidder. The Bidder must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their letterheads to the fairness of these documents while submitting the bid. The bids received without the documentary evidence will be rejected outright.

1. The Bidder must be a legal entity registered in India under appropriate laws and having experience in supply of same equipment in last 3 years. Consortium or any kind of association of firms is not allowed.
2. If the Bidder is a authorised dealer of the OEM, then the authorisation letter as per Annexure IV, is to be enclosed in original from the OEM on the name of such Authorised dealer. The responsibilities and liabilities of such Bidder should be mentioned separately. The OEM shall authorise only a single dealer for bidding this tender on their behalf. If OEM authorise more than one dealer for bidding this tender then all bid of that particular OEM brand will be rejected.
3. Bidder shall provide three year on-site warranty support in all places of delivery. Service / support request shall be attended and closed within 48 hour of placing the request. The Bidder shall bear all the cost and expenses associated with onsite warranty support.
4. The Bidder must submit an undertaking on its letterhead that they have not been blacklisted by any State Government / Central Government / PSU in India. Self declaration is required as per Annexure VIII.
5. Minimum average turnover of the Bidder should be at last 3 years, ending 31st March of the previous financial year, should be at least 50% of the estimated cost.
6. The Bidder should have executed experience of having successfully completed similar equipment to any other Government Organization within last three years. Submit purchase order/work order copy with delivery proof in Technical bid should be either of the following:
 - a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.
 - Or
 - b. Two similar completed works costing not less than the amount equal to 60% of the estimated cost.
 - Or
 - c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.
7. The Bidder has to submit all the valid supporting document (PAN, GST registration etc.) required in support of eligibility of his firm.
8. Proposed brand by Bidder should have valid ISO certification.



SCOPE OF WORK

The scope of work necessarily, but not exclusively includes the following activities:-

- a. Supply, Installation, Testing and Commissioning of CCTV Surveillance System, Network Recording & Monitoring and Local Area Network as per the Technical Specification given in Annexure I and Requirement Details mentioned in Annexure-1A.
- b. Networking requirements, like cabling, switches, connectors, gang boxes, etc and positioning and placement of CCTV Cameras shall be physically verified by the Bidder on site-survey of each location and bids shall be submitted accordingly. ITAT shall not be responsible for any deviation from the proposal due to variation of these requirements and costs for any such deviation shall be born by the Bidder.**
- c. All equipment's shall be delivered and installed at locations mentioned in Annexure-VIII. The Bidder shall bear all the costs associated with transportation, along with transit insurance of materials to respective locations. All equipment will be tested in factory before despatch of equipment's.
- d. The successful Bidder shall have to supply all necessary accessories along with the supplied goods viz. power and network cables, sockets, connectors, power adapters, network switches, gang boxes, casing and capping of cabling, that may be required for successful functioning of the product, whether mentioned or not mentioned in the tender document.
- e. The successful Bidder shall provide all proprietary and third-party licenses, device drivers and documentation of the equipment supplied by them.
- f. All the items should be supplied, installed, tested and commissioned at all the locations mentioned in Annexure VIII as per the specification and requirement within 4-6 weeks time from the date of placement of order.

Submission of the tender implies that the Bidder is aware of the scope of supply and quality of material to be supplied. The Bidders are expected to accept all technical/commercial terms & conditions mentioned in the bid document. Any deviations in the terms and conditions should be clearly mentioned. ITAT, however, reserves the right to reject any or all of the tenders with deviation.



BID SUBMISSION

The following section outlines the steps to be used for submission and processing of bids:

1. The bid shall be submitted in three parts, namely the Earnest Money Deposit (EMD), the Techno-Commercial Bid and the Price Bid. The Bidders may prepare their bid form as per the Performa given in this document. No change in the Performa is permissible. No erasures or alterations in the text of the Bid are permitted. Any correction made in the Bid shall be initialled by the Bidder.
 - a. Earnest money Deposit (EMD): Bidder has to submit EMD of Rs.2,00,000/- (Rs. Two Lakhs) in the form of Demand draft drawn from any nationalised bank in favour of the Assistant Registrar, Income Tax Appellate Tribunal and payable at Mumbai. **The EMD should be scan copy upload alongwith bid documents and hard copy submitted within timeline before the closed bid date.**
 - b. The Techno-Commercial Bid: The Techno-Commercial Bid sealed in one envelope marked "Techno Commercial Bid" and shall contain technical details of the item(s) quoted and also provide full details of deviations, if any from the technical specifications mentioned. The Bidder should submit the Techno-Commercial Bid in the format given in Annexure I. No alteration or modification in the format shall be permitted. Make / Model of the equipment quoted should be clearly specified. The Bidder should enclose relevant technical brochures/ literatures for the item(s) quoted in support of the technical specifications quoted. The Techno Commercial Bid must contain the following documents:
 - Authorised signatory certificate from the appropriate authority
 - Bid form as per Annexure II duly filled in, signed and complete in all respects
 - Authority letter from OEM (applicable only for Authorised Dealer) as per annexure IV
 - Commitment letter for Warranty / Service Support from the OEM as per Annexure V
 - Copy of last three years Audited Balance Sheet /CA Certified Turnover
 - **Copy of** The Bidder should have executed experience of having successfully completed similar equipment to any other Government Organization within last three years. Submit purchase order/work order copy with delivery proof in Technical bid should be either of the following:
 - a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.

Or
 - b. Two similar completed works costing not less than the amount equal to 60% of the estimated cost.

Or
 - c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.
- Copies of Certificates of company registration as per Government Rules (GST)
- Copy of Permanent Account Number (PAN) Card
- Original tender documents (with all pages duly signed)
- Any other appropriate documents in support of eligibility of the Bidder

- c. The Price Bid: The Price Bid shall be sealed in an envelope and should contain the Price Bid in Annexure III duly completed in all respects. Deviations from the tender terms & conditions shall be clearly mentioned, if any. All prices and other information in this regard having a bearing on the price shall be written both in figures and words in the prescribed offer form.
2. The three separate envelopes containing EMD, Techno Commercial Bid and Price Bid should be upload on GeM Portal (marked "Tender for Supply, Installation, Testing and Commissioning of CCTV Surveillance System, Network Recording & Monitoring and Local Area Network") and should be addressed as per tender schedule. The envelope should bear the name and address of Bidder.
3. Bidder has to quote for all items mentioned in bid. No bid can be modified subsequent to the deadline for submission. The Bidders should note that Prices should not be indicated in the Techno Commercial Bid and should be quoted only in the Price Bid. In case the prices are indicated in the Techno Commercial Bid, the tender shall stand rejected. The Price Bid of only the technically shortlisted Bidders would be opened.
4. EMD of amount Rs.2,00,000 (Rs. Two Lakh) shall be returned to unsuccessful Bidder within 60 days after opening of Price Bid and EMD of successful Bidder will be returned after the submission of PBG.
5. The Performance Bank Guarantee (PBG) as per Annexure VI will be equal to 5% of the total order value prior to signing of agreement. All charges whatsoever such as premium, commission, etc with respect to the Performance Bank Guarantee shall be borne by the selected Bidder. The stamp papers of appropriate value shall be purchased in the name of guarantee issuing bank.
6. The Performance Bank Guarantee shall be valid for three year three month (3Y and 3M) period from confirmation of order or Letter of Intent and will be extend up to end of contract or warranty period.



INSTRUCTIONS TO BIDDERS

1. BID PRICE

The price schedule should include, the price of goods at the site including all duties, sales taxes and other levies if any. All prices should be in Indian Rupee and no foreign exchange/ import license shall be provided.

2. CLARIFICATION OF BIDS

To assist the examination, evaluation and comparison of bids the purchaser may at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

3. EVALUATION OF BIDS

- a. The purchaser will examine the bids to determine whether:
 - They are complete.
 - They are free from computational errors.
 - Required sureties have been furnished.
 - The documents have been properly signed.
- b. Arithmetic errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount whichever is lower will prevail.
- c. Purchaser may waive off any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such a waiving does not prejudice or affect the relative ranking of any Bidder.
- d. The comparison shall be of destination price of the goods offered inclusive of all duties, taxes and expenses.

4. PURCHASER'S RIGHT TO VARY THE QUANTITY

Purchaser reserves the right to vary the quantity within validity of the contract without any change in price or other terms and conditions with commensurate increase or decrease in delivery period or may place order in phases.



TERMS AND CONDITIONS

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- 1. The Bidder is expected to examine all instructions, forms, terms, and specifications** in the bidding documents. Failure to furnish all information required in the bidding documents or submitting a Bid not substantially responsive to the bidding documents in any respect may result in the rejection of the Bid.
- 2. Costs:** The Bidder shall bear all the costs associated with the preparation and submission of its bid, and purchaser in no case will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.
- 3. Professional Excellence and Ethics.** Tendering Authority requires that all Bidders participating in this Bid adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract.
- 4. Currency:** Currency of financial proposal shall be made in Indian Rupees only.
- 5. Failure of the successful Bidder** to comply with all the requirements shall constitute sufficient grounds for the annulment of the award, in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for new bids.
- 6. Amendment / Cancellation.** The Tendering Authority reserves the right to cancel this Tender at any time without any obligation to the Bidders. The Tendering Authority at any time, prior to the deadline for submission of Proposals, may amend the Tender by issuing an addendum in writing or by standard electronic means. The addendum will be binding on all the Bidders. Bidders shall acknowledge receipt of all amendments. To give Bidders reasonable time in which to take an amendment into account in their Proposals, the Tendering Authority may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- 7. Right to accept or reject any or all bids:** The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the action. The tendering authority also reserves the right to accept any bid not necessarily the lowest, reject any bid without assigning any reasons and place the order on all or some items specified in the proposal.
- 8. Conditional Bids:** If a Bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of bid issued by the Tendering Authority.
- 9. Period of Validity: Bids shall remain valid for 90 days after last date for bid submission prescribed by the purchaser which may be extended with mutual consent. A bid valid for a shorter period may be rejected by the purchaser as non-responsive.**
- 10. Late Bids:** Any bid received by the Tendering Authority after the deadline for submission of bids will be rejected and will not to be considered.
- 11. Notification of Award:** Prior to the expiration of the period of the bid validity, the purchaser will notify the successful Bidder in writing that its bid has been accepted. The notification of award will constitute the formation of contract.



12. Any matter which has not been covered under these provisions shall be governed as per the provisions of General Financial Rules, 2017 issued by the Government of India.

13. Delivery Schedule: The items shall be supplied at the destination site as mentioned under scope of work within 4-6 weeks time from the date of placement of order. In case of end of life of the quoted model, the equivalent or better machine shall be supplied at the same cost.

14. Acceptance Testing: The equipment will be tested and verified by the Purchaser with reference to the configuration quoted for technical evaluation as well as satisfactory performance, failing which the equipment (along with its accessories) will be rejected.

15. Proprietary Rights: The supplier shall indemnify the Purchase against all third party claims of infringement of patent, copyright, trademark, license or industrial design rights, software piracy arising from use of goods or any part thereof in the Purchaser's country.

16. Delays in the Performance of Supplier's Obligation: Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule specified by the purchaser in its schedule of requirements.

a. Any delay by the supplier in the performance of its delivery obligations shall render the supplier liable to any or all of the following sanctions - forfeiture of its performance security, imposition of liquidated damages and /or termination of the contract for default.

b. **Penalty:** All the items should be delivered within 4-6 weeks time from the date of placement of order, delay beyond 4 weeks will attract penalty 1% per week of value of balance item and beyond 10 weeks penalty will be 2% per week of value of balance items up to maximum 10 % of contact value. The purchaser reserves the right to cancel the order in case the delay exceeds 12 weeks.

17. Proforma of Performance Bank Guarantee (PBG): The Selected Bidder at his own expense shall deposit with the Assistant Registrar, Income Tax Appellate Tribunal, within Five (5) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized bank payable on demand, for the minimum period of three year three month (3Y & 3M) from date of notice of award and extended up to end of contract period including warranty obligation. The Performance Bank Guarantee (PBG) will be equal to 5% of the total order value prior to signing of agreement as per Annexure VI. EMD deposited by the successful Bidder will be refunded on the receipt of the Performance Bank Guarantee.

18. Termination for Default: The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate this contract in whole or in part.

a. If the supplier fails to deliver any or all of the goods within the time period(s) specified in the contract, or any extension thereof granted by the purchaser.

b. If the supplier fails to perform any other obligation (s) under the contract; or

c. If the supplier, in either of the above circumstances does not rectify / remedy its failure within a period of 30 days (or such longer period as the purchaser may authorise in writing) after receipt of the default notice from the purchaser.

In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate; goods similar to those undelivered and the supplier shall be liable to the purchaser for any excess costs for such similar goods and services.



19. Force Majeure

- a. Notwithstanding the provisions of clauses 12, 13 and 14 the supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligation under the contract is the result of an event of force majeure.
- b. For purposes of this clause, "Force Majeure" means an event beyond the control of the supplier and not foreseeable events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes and other acts of God.
- c. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligation under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- d. If the force majeure conditions mentioned above be in force for a period of 30 days or more at any times, the purchaser shall have the option to terminate the contract on expiry of 30 days of commencement of such force majeure by giving 14 days' notice to the supplier in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.

20. Termination for Insolvency: The purchaser may at any time cancel the order by giving written notice to the supplier, if the supplier becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

21. Termination for Convenience

- a. The purchaser, may by written notice sent to the supplier, terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the purchaser's convenience and the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.
- b. The purchaser at the purchaser's discretion may purchase the Goods that are complete and ready for shipment within fifteen days after the supplier's receipt of notice of termination on the contract terms and prices. For the remaining goods, the purchaser may elect to have any portion completed and delivered at the contract terms and prices; and/ or to cancel the remainder and pay to the Supplier and agreed amount for partially completed goods and for materials and parts previously procured by Supplier.

22. Resolution of Disputes: The purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. If, after thirty days from the commencement of such informal negotiations the purchaser and the supplier have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution as per Arbitration and Conciliation Act, 1996.

23. Applicable Law: The contract shall be interpreted in accordance with the laws of India, irrespective of the place of delivery, the place of performance or place of payment under the contract. The contract shall be deemed to have been made at the place in India from where the contract has been issued.

24. Notices: Any notice given by one party to the other pursuant to this contract shall be sent in writing and confirmed in writing to the Assistant Registrar, Income Tax Appellate



Tribunal, 3rd & 4th Floor, Pratishta Bhawan, 101, MK Marg, Mumbai-400020. A notice shall be effective when delivered or on the notice's effective date whichever is later.

25. Taxes & Duties: The supplier shall be entirely responsible for all taxes, duties, license fee etc. All custom duties and levies, duties, sales tax payable on components, raw materials and any other items used for their consumption or despatched directly to the Purchaser from their Sub-Supplier shall be deemed to be included in the contract price and any such taxes, duties and levies additionally payable will be to supplier's account and no separate claim on this behalf will be entertained by the purchaser.

26. Defence of Suits: If any action in court is brought against the Purchaser/ Consignee for failure or neglect on the part of the contractor to perform any acts, matters, covenants or things under the contract or for the damage or injury caused by the alleged omission of neglect on the part of the contractor, his agents, representatives or sub-contractors, workmen supplier or employees, the contractor in all such cases shall indemnify and keep the purchaser harmless from all costs, damages, expenses or decrees arising out of such action.

27. Progress Report: During the various stages of the work in pursuance of the contract, the supplier shall at his own cost submit periodic progress report every week or as may be required by the Purchaser.

28. Inspection & Tests: The purchaser or its representative shall have the right to inspect and / or to test the goods to confirm their conformity to the contract. The purchaser right to inspect, test and where necessary, reject the goods after the goods arrival at destination shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by the purchaser or its representatives prior to the goods, dispatch Ex-factory/warehouse.

29. Warranty: All the equipment will be covered under three years onsite comprehensive warranty from date of installation at the sites mentioned in the List of Locations given at Annexure-VIII.

30. Indemnity: Supplier shall indemnify and will be responsible for any defects in the items supplied that may arise out of faulty material design or workmanship in the equipment/material and shall remedy such defects entirely at his own cost & expenses when called upon to do so by the purchaser. If any defects are not remedied within reasonable time, the Purchaser may proceed to do the work at supplier's risk and expense, but without prejudice to any other rights which the purchaser may have against the supplier in respect of such defects. At the time of installation any defect found in the equipment by the purchaser has to be rectified by the supplier.

31. Responsibility of Completion: Any accessories or items which may not be specifically mentioned in the specifications but which are necessary are to be provided by the supplier without any extra charge for completeness of the work under this contract.

32. Payment Terms: 100% of the cost of items(s) supplied shall be paid on completion of onsite delivery as well as installation at all locations mentioned in Annexure-VIII. Payment will be made within 30 days of submission of invoice, based on certificate of successful delivery and installation issued by the In-Charge of Location.

TECHNICAL SPECIFICATIONS

Specification for setting up of IP Based CCTV Surveillance System

(A) 5MP High-Definition Dome Camera

| Camera Characteristics | Minimum Specifications |
|--|---|
| Quality of image | Minimum 5 Megapixel progressive-scan HD CMOS |
| OEM | All proposed Cameras should be from single OEM. |
| Lens | 3 - 9 mm, DC- Iris |
| Field of View | 36° to 88° (horizontal,) 27° to 67° (vertical) and 44° to 110° (diagonal) |
| Day/night operation | The camera should provide day/night functionality automatically switches to night mode in low-light scenes. |
| Minimum Illumination / Light Sensitivity | Color mode: F1.2 @ 0.4 lux Black-and white mode: F1.2 @ 0.2 lux |
| Video Compression | H.264 Motion JPEG |
| Resolutions and frame rates (H.264) | <ul style="list-style-type: none"> • Single-stream H.264 or MJPEG up to 2592 x 1520 @ 15 fps • Dual-stream H.264/ MJPEG <ul style="list-style-type: none"> ◦ Primary stream programmable up to 2592 x 1520 @ 15 fps ◦ Secondary stream programmable up to 1080x1920 @ 30 fps |
| PoE | It should be PoE enabled and outdoor ready with Ip66 enclosure |
| Camera Adjustment Angle | Pan: 350° |
| | Tilt: 72° |
| | Rotate: 350° |
| Digital I/O (Audio I/O, Alarms) | Audio in x 1 |
| | A/V out x 1 |
| | DI x 1 |
| | DO x 1 |
| Certification | The system shall be ROHS/ WEEE/ ISO-14001 and REACH compliant. |
| | It should be FCC/ CE/ UL Certified. |
| ONVIF | ONVIF 2.0 Support |
| Local storage (S.D or Micro SD) | Micro SD/SDHC of Minimum 128 GB |
| Supported Protocol | DHCP, HTTP, HTTPS, NTP, RTP, RTSP, SMTP, SSL/TLS, TCP/IP, Secure Real-Time Transport Protocol (SRTP), Bonjour, SNMP, and Secure Shell (SSH) |
| Application-ready platform | Camera should have option to add functions by installing and running applications directly on the camera. |



(B) High Definition Outdoor 2MP Camera with IP67 Outdoor enclosure and IR Light

| Camera Characteristics | Minimum Specifications |
|--|--|
| Image sensor | 1/2.7" Progressive Scan HD CMOS |
| Lens | 3.6 to 9 mm or better |
| Field of View | 38°~95°(horizontal), 22°~ 53° (vertical) 43°~108° (diagonal) |
| Day and Night | Automatic/manual/scheduled |
| Minimum Illumination / Light Sensitivity | Color mode: F1.2 @ 0.5 lux Black and white mode: F1.2@ 0.03 lux with IR illuminator |
| Light sensor | Senses the level of ambient light to determine when to switch day/night mode. |
| Video Compression | H.264/ Motion JPEG |
| Resolutions and frame rates (H.264) | 1920 x 1080 @ 30 fps (1080p), 1280 x 720 @ 30 fps (720p) 1024 x 576 @ 30fps, 960 x 544 @ 30 fps, 704 x 480 or 576 @ 30 or 25fps (4CIF) |
| PoE | It should be PoE enabled and outdoor ready with IK10 enclosure |
| Certification and Housing | IP67- and IK10-rated housing, Camera should have sun shield, wall mount bracket and waterproof Ethernet Cable from same OEM |
| Remote, Auto Focus support | Camera Should remote Zoom and Autofocus |
| Motorized Lens | Yes |
| Digital I/O (Audio I/O, Alarms) | Audio in x 1 |
| | A/V out x 1 |
| | DI x 1 |
| | DO x 1 |
| Audio/Video out port | Camera should allow the connection of an optional Y cable or mini cable with BNC connector. Camera should allow to connect a video monitor to the mini cable with BNC connector. |
| | Camera should have option to connect an external microphone. |
| | Camera should have provision for fine tuning the focus. |
| Local storage (S.D or Micro SD) | Camera should have Micro SD/SDHC (128GB) |
| Supported Protocol | DHCP, HTTP, HTTPS, NTP, RTP, RTSP SMTP, SSL/TLS, TCP/IP, Secure Real-Time Transport Protocol (SRTP), Bonjour, SNMP, and Secure Shell (SSH) Differentiated-services-code-point (DSCP) marking and class-of-service (CoS) marking. |
| ONVIF | ONVIF 2.0 Support |
| Certification | The system shall be ROHS/ WEEE/ ISO-14001 and REACH compliant. |
| | It should be FCC/ CE/ UL Certified. |
| Auto Detection & Configuration | The camera should be automatically discovered and configured when connected to VMS or Network Switch |
| | All proposed Cameras should be from single OEM. |

(C) Video Management Server (Hardware & Software)

| Srl | General Requirement |
|-----|---|
| 1 | The proposed video management system should be able to support up to 32 CCTV Cameras or based on requirement. |
| 2 | In the event of the camera losing connectivity with the central servers, the camera should automatically start recording on the local storage. Once the connectivity with the central server is restored, these local recordings should be automatically merged with the server-based recordings. |
| 3 | The proposed solution should be supplied with required hardware, software / Appliance and local storage in high availability mode to keep archival for minimum 30 days, expandable upto 90 days. The solution should have recording, database and management servers in HA Mode (auto failover) with adequate configuration for best performance. |
| 4 | The server should be capable to configure for tape archival for further retention period of minimum 90 days. |
| 5 | One Redundant recording server shall be provided for each 1 No's of working recording servers. Each recording server shall be capable of handling up to 200 Mbps traffic and shall provide sufficient spare capacity. The system should support automatic failover for recording servers. The allocation of Cameras to recording servers shall be done automatically by the VMS. |
| 6 | VMS should support video streams up to 30 Frames per Second. |
| 7 | The VMS should have user interface that provides one-click access, drag-drop, context menu, shortcut keys, customizable GUI etc. |
| 8 | Simple, clear documentation including User Guides (how to use the product) and Technical Reference Manuals (quick reference on functions and procedures) shall be submitted. |
| 9 | System should be able to implement software upgrades without requiring all hardware components to be reconfigured. Automatic fault tolerance for robust system uptime and Distributed database and video storage. The system should be able to define critical cameras and provision to record critical cameras over others. |
| 10 | Roles based user management: Users, roles, rules and privileges should be stored on the VMS server. |
| 11 | Recording Server: <ul style="list-style-type: none">• The System should not restrict the number of recording servers• Should support dual streaming• Should allow each stream to be viewed independently by client viewer.• Recording from connected cameras should be stored in databases.• Should support multiple storage formats• Should support recording in all resolution at desired FPS• Should support audio recording |
| 12 | There should be customizable recording retention period for specific camera, group, area etc. |
| 13 | Should support at least 5 concurrent remote users |
| 14 | Automatic check & update of hardware drivers & firmware free of cost VMS version upgrade at no cost. |

| | |
|----|--|
| 15 | The VMS should have ability to easily install, configure, modify, search and remove surveillance devices with automatic discovery of IP devices. |
| 16 | Advanced option to install other devices like Analog cameras, encoders, microphone-speakers. |
| 17 | Provision for primary and backup storage settings for individual camera feeds. |
| 18 | The VMS should have ability to configure multiple streams with different quality parameters e.g. Codec (H.264, MPEG, JPEG), resolution, frame & bit rate etc. |
| 19 | Should support for full duplex audio |
| 20 | Basic recording options [Full, Scheduled recording, Motion detection recording, external/internal hardware or software events / trigger-based recording] |
| 21 | Advanced recordings options [Video only, Audio only, Video plus Audio, Retention rules, Archive/backup rules, and storage limits etc.] |
| 22 | PTZ configuration including presets, patterns, patrolling, masking, priority and permissions. |
| 23 | It should have support for browser-based administration and monitoring |
| 24 | Multiple monitor support: The system should allow connecting multiple monitors on single client workstation (loaded with suitable graphics card) and display different contents on each of the connected monitor. |
| 25 | PTZ controls: When PTZ is deployed and enabled, system should offer a separate control panel for PTZ operations. |
| 26 | Snapshots: System should allow creating a still image from live or recorded feed. |
| 27 | Digital zoom to enlarge portion of an image |
| 28 | The VMS should have provision to Start/Stop Recording manually |
| 29 | Evidence export feature: The system should allow users to export audio/video evidences in open format. |
| 30 | Video Lock: The system should allow users to lock the relevant portion of video recording. |
| 31 | The system should have in-built event/alarm management module that allows generating, distributing, storing, tracking and reporting of incidents and events as they occur. Send email and SMS notifications to respective users. |
| 32 | It should be able to generate customized reports |
| 33 | The system should have Inbuilt diagnostic and auto correction utility |
| 34 | The facility should be there to extract & save the video footages / images on CD/ DVD/ USB, External Storage etc. |

(D) Access Control System

| S. No. | Access Control System Characteristics | Minimum Specifications |
|---|---|--|
| (I) Biometric Finger Scan Reader | | |
| | Technology | iClass or Desfire or equivalent |
| | Security | 64 bit or AES crypto authentication keys. The data flow between card & Reader should be encrypted |
| | Function | Should be configured as a Reader – Enroller, Enroller Only & Reader Only (All three are mandatory) |
| | Enrolment of fingerprint templates iClass Smart Cards | Yes |
| | Read Range | Minimum 3.5" |

| | |
|--|---|
| Fingerprint Sensor | Optical |
| Sensor Resolution | Minimum 500 dpi |
| False Acceptance Rate | Less than 0.01% |
| False Rejection Rate | Less than 0.01% |
| Fingerprint Enrolment Software | Yes |
| Technology Compliance | iClass 15693 or 14443 |
| Certifications | UL /CE |
| Battery Backup | Rechargeable Lithium Ion |
| LED Indicators | Three high intensity LED indicators red, amber and green |
| LCD panel | Monochrome Graphics supertwist LCD with backlight |
| (II) Display Unit, Network & Others Items | |
| | LAN Cable - Cat 6 cable for connecting control room to each camera, with min. 25mm PVC conduit. |
| | PoE Managed Switch - No of ports as per requirement at each place |
| | Access Control Smart Cards |
| | Ultra HD LED Display (40 inch display) |
| | Fully Loaded Rack for NVR and Switch with additional features |

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REQUIREMENT OF BENCHES OF INCOME TAX APPELLATE TRIBUNAL

| Sr | Bench Name | Court Rooms | Entry Points | Corridor | Total | Monitors | NVR 16 Port | Storage capacity |
|----|--------------|---------------|--------------|-----------|-----------|----------|-------------|------------------|
| 1 | Mumbai** | Sections 4 | 4 | 2 | 10 | 1 | 1 | 30 TB |
| 2 | Guwahati | 2 | 2 | 2 | 6 | 1 | 1 | 24 TB |
| 3 | Jabalpur | 2 | 2 | 2 | 6 | 1 | 1 | 24 TB |
| 4 | Jodhpur | 2 | 2 | 2 | 6 | 1 | 1 | 24 TB |
| 5 | Rajkot | 2 | 2 | 4 | 8 | 1 | 1 | 25 TB |
| 6 | Ranchi | 2 | 3 | 6 | 11 | 1 | 1 | 30 TB |
| | Total | 14 | 15 | 18 | 47 | 6 | 6 | for 90 days |

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TECHNO COMMERCIAL BID

(A) 5 MP High-Definition Dome Camera

| Characteristics | Specification Required | Specification Offered | Compliance (Y/N) | Document Reference |
|--|---|-----------------------|------------------|--------------------|
| Quality of image | Minimum 5 Megapixel progressive-scan HD CMOS | | | |
| OEM | All proposed Cameras should be from single OEM. | | | |
| Lens | 3 - 9 mm, DC- Iris | | | |
| Field of View | 36° to 88° (horizontal) 27° to 67° (vertical) and 44° to 110° (diagonal) | | | |
| Day/night operation | The camera should provide day/night functionality automatically switches to night mode in low-light scenes. | | | |
| Minimum Illumination / Light Sensitivity | Color mode: F1.2 @ 0.4 lux Black-and white mode: F1.2 @ 0.2 lux | | | |
| Video Compression | H.264 Motion JPEG | | | |
| Resolutions and frame rates (H.264) | <ul style="list-style-type: none"> ● Single-stream H.264 or MJPEG up to 2592 x 1920 @ 15 fps ● Dual-stream H.264/ MJPEG | | | |
| | ◦ Primary stream programmable up to 2592 x 1920 @ 15 fps | | | |
| | ◦ Secondary stream programmable up to 1080x1920 @ 30 fps | | | |
| PoE | It should be PoE enabled and outdoor ready with IP66 enclosure | | | |
| Camera Adjustment Angle | Pan: 350° | | | |
| | Tilt: 72° | | | |
| | Rotate: 350° | | | |
| Digital I/O (Audio I/O, Alarms) | Audio in x 1 | | | |
| | A/V out x 1 | | | |
| | DI x 1 | | | |
| | DO x 1 | | | |
| Certification | The system shall be ROHS/ WEEE/ ISO-14001 and REACH compliant. | | | |
| | It should be FCC / CE / UL Certified. | | | |



| | | | | |
|---------------------------------|--|--|--|--|
| ONVIF | ONVIF 2.0 Support | | | |
| Local storage (S.D or Micro SD) | Micro SD/SDHC of Minimum 128 GB | | | |
| Supported Protocol | DHCP, HTTP, HTTPS, NTP, RTP, RTSPSMT, SSL/TLS, TCP/IP, Secure Real-Time Transport Protocol (SRTP), Bonjour, SNMP, and Secure Shell (SSH) | | | |
| Application-ready platform | Camera should have option to add functions by installing and running applications directly on the camera. | | | |

(B) High Definition Outdoor 2MP Camera with IP67 Outdoor enclosure and IR Light

| Characteristics | Specification Required | Specification Offered | Compliance (Y/N) | Document Reference |
|--|--|-----------------------|------------------|--------------------|
| Image sensor | 1/2.7" Progressive Scan HD CMOS | | | |
| Lens | 3.6 to 9 mm or better | | | |
| Field of View | 38°~95°(horizontal), 22°~ 53° (vertical) 43°~108° (diagonal) | | | |
| Day and Night | Automatic/manual/scheduled | | | |
| Minimum Illumination / Light Sensitivity | Color mode: F1.2 @ 0.5 lux Black and white mode: F1.2@ 0.03 lux with IR illuminator | | | |
| Light sensor | Senses the level of ambient light to determine when to switch day/night mode. | | | |
| Video Compression | H.264/ Motion JPEG | | | |
| Resolutions and frame rates (H.264) | 1920 x 1080 @ 30 fps (1080p), 1280 x 720 @ 30 fps (720p) 1024 x 576 @ 30fps, 960 x 544 @ 30 fps, 704 x 480 or 576 @ 30 or 25fps (4CIF) | | | |
| PoE | It should be PoE enabled and outdoor ready with IK10 enclosure | | | |
| Certification and Housing | IP67- and IK10-rated housing, Camera should have sun shield, wall mount bracket and waterproof Ethernet Cable from same OEM | | | |

| | | | | |
|---------------------------------|--|--|--|--|
| Remote, Auto Focus support | Camera Should remote Zoom and Autofocus | | | |
| Motorized Lens | Yes | | | |
| Digital I/O (Audio I/O, Alarms) | Audio in x 1 | | | |
| | A/V out x 1 | | | |
| | DI x 1 | | | |
| | DO x 1 | | | |
| Audio/Video out port | Camera should allow the connection of an optional Y cable or mini cable with BNC connector. Camera should allow to connect a video monitor to the mini cable with BNC connector. | | | |
| | Camera should have option to connect an external microphone. | | | |
| | Camera should have provision for fine tuning the focus. | | | |
| Local storage (S.D or Micro SD) | Camera should have Micro SD/SDHC (128 GB) | | | |
| Supported Protocol | DHCP, HTTP, HTTPS, NTP, RTP, RTSP SMTP, SSL/TLS, TCP/IP, Secure Real-Time Transport Protocol (SRTP), Bonjour, SNMP, and Secure Shell (SSH) Differentiated-services-code-point (DSCP) marking and class-of-service (CoS) marking. | | | |
| ONVIF | ONVIF 2.0 Support | | | |
| Certification | The system shall be ROHS, WEEE, ISO-14001 and REACH compliant. | | | |
| | It should be FCC / CE / UL Certified. | | | |
| Auto Detection & Configuration | The camera should be automatically discovered and configured when connected to VMS or Network Switch | | | |
| | All proposed Cameras should be from single OEM. | | | |



(C) Video Management Server (Hardware & Software)

| Srl | Specification Required | Specification Offered | Compliance (Y/N) | Document Reference |
|------------|--|------------------------------|-------------------------|---------------------------|
| 1 | The proposed video management system should be able to support up to 32 CCTV Cameras or based on requirement | | | |
| 2 | In the event of the camera losing connectivity with the central servers, the camera should automatically start recording on the local storage. Once the connectivity with the central server is restored, these local recordings should be automatically merged with the server based recordings. | | | |
| 3 | The proposed solution should be supplied with required hardware, software / Appliance and local storage in high availability mode to keep archival for minimum 30 days, expandable upto 90 days. The solution should have recording, database and management servers in HA Mode (auto failover) with adequate configuration for best performance. | | | |
| 4 | The server should be capable to configure for tape archival for further retention period of minimum 90 days. | | | |
| 5 | One Redundant recording server shall be provided for each 1 No's of working recording servers. Each recording server shall be capable of handling up to 200 Mbps traffic and shall provide sufficient spare capacity. The system should support automatic failover for recording servers. The allocation of Cameras to recording servers shall be done automatically by the VMS. | | | |
| 6 | VMS should support video streams up to 30 Frames per Second. | | | |
| 7 | The VMS should have user interface that provides one-click access, drag-drop, context menu, shortcut keys, customizable GUI etc. | | | |
| 8 | Simple, clear documentation including User Guides (how to use the product) and Technical Reference Manuals (quick reference on functions and procedures) shall be submitted. | | | |



| | | | | |
|----|---|--|--|--|
| 9 | System should be able to implement software upgrades without requiring all hardware components to be reconfigured. Automatic fault tolerance for robust system uptime and Distributed database and video storage. The system should be able to define critical cameras and provision to record critical cameras over others. | | | |
| 10 | Roles based user management: Users, roles, rules and privileges should be stored on the central VMS server. | | | |
| 11 | Recording Server: <ul style="list-style-type: none"> • The System should not restrict the number of recording servers • Should support dual streaming • Should allow each stream to be viewed independently by client viewer. • Recording from connected cameras should be stored in databases. • Should support multiple storage formats • Should support recording in all resolution at desired FPS • Should support audio recording | | | |
| 12 | There should be customizable recording retention period for specific camera, group, area etc. | | | |
| 13 | Should support at least 5 concurrent remote users | | | |
| 14 | Automatic check & update of hardware drivers & firmware free of cost VMS version upgrade at no cost. | | | |
| 15 | The VMS should have ability to easily install, configure, modify, search and remove surveillance devices with automatic discovery of IP devices. | | | |
| 16 | Advanced option to install other devices like Analog cameras, encoders, microphone-speakers. | | | |
| 17 | Provision for primary and backup storage settings for individual camera feeds. | | | |
| 18 | The VMS should have ability to configure multiple streams with different quality parameters e.g. Codec (H.264, MPEG, JPEG), resolution, frame & bit rate etc. | | | |
| 19 | Should support for full duplex audio | | | |
| 20 | Basic recording options [Full, Scheduled recording, Motion detection recording, | | | |

| | | | | |
|----|--|--|--|--|
| | external/internal hardware or software events / trigger-based recording] | | | |
| 21 | Advanced recordings options [Video only, Audio only, Video plus Audio, Retention rules, Archive/backup rules, and storage limits etc.] | | | |
| 22 | PTZ configuration including presets, patterns, patrolling, masking, priority and permissions. | | | |
| 23 | It should have support for browser-based administration and monitoring | | | |
| 24 | Multiple monitor support: The system should allow connecting multiple monitors on single client workstation (loaded with suitable graphics card) and display different contents on each of the connected monitor. | | | |
| 25 | PTZ controls: When PTZ is deployed and enabled, system should offer a separate control panel for PTZ operations. | | | |
| 26 | Snapshots: System should allow creating a still image from live or recorded feed. | | | |
| 27 | Digital zoom to enlarge portion of an image | | | |
| 28 | The VMS should have provision to Start/Stop Recording manually | | | |
| 29 | Evidence export feature: The system should allow users to export audio/video evidences in open format. | | | |
| 30 | Video Lock: The system should allow users to lock the relevant portion of video recording. | | | |
| 31 | The system should have in-built event/alarm management module that allows generating, distributing, storing, tracking and reporting of incidents and events as they occur. Send email and SMS notifications to respective users. | | | |
| 32 | It should be able to generate customized reports | | | |
| 33 | The system should have Inbuilt diagnostic and auto correction utility | | | |
| 34 | The facility should be there to extract & save the video footages / images on CD, DVD, USB, External Storage etc. | | | |

(D) Access Control System

| Srl | Specification Required | Specification Offered | Compliance (Y/N) | Document Reference |
|--|---|--|------------------|--------------------|
| (I) Biometric Finger Scan Reader | | | | |
| 11 | Technology | iClass or Desfire or equivalent | | |
| | Security | 64 bit or AES crypto authentication keys. The data flow between card & Reader should be encrypted | | |
| | Function | Should be configured as a Reader – Enroller, Enroller Only & Reader Only (All three are mandatory) | | |
| | Enrolment of fingerprint templates iClass Smart Cards | Yes | | |
| | Read Range | Minimum 3.5" | | |
| | Fingerprint Sensor | Optical | | |
| | Sensor Resolution | Minimum 500 dpi | | |
| | False Acceptance Rate | Less than 0.01% | | |
| | False Rejection Rate | Less than 0.01% | | |
| | Fingerprint Enrolment Software | Yes | | |
| A | Technology Compliance | iClass 15693 or 14443 | | |
| | Certifications | UL /CE | | |
| | Battery Backup | Rechargeable Lithium Ion | | |
| | LED Indicators | Three high intensity LED indicators red, amber and green | | |
| | LCD panel | Monochrome Graphics supertwist LCD with backlight | | |
| (II) Display Unit, Network & Others Items | | | | |
| | LAN Cable - Cat 6 cable for connecting control room to each camera, with min. 25mm PVC conduit. | | | |
| | PoE Managed Switch - No of ports as per requirement at each place | | | |
| | Access Control Smart Cards | | | |
| E | Ultra HD LED Display (40inch display) | | | |
| | Fully Loaded Rack for NVR and Switch with additional features | | | |

Date:

Signature & Seal of Bidder



PRICE BID

To,
 The Assistant Registrar,
 Income Tax Appellate Tribunal
 3rd & 4th Floors, Pratishta Bhawan, 101,
 Maharshi Karve Marg, Mumbai-400020

Sub: **Submission of Bids for supply and installation of CCTV SURVEILLANCE SYSTEM to ITAT – regarding.**

Ref: Your Tender Notice No.1-IT Cell/AT/2026-27 dated 26.05.2026.

Sir,

Having examined the bidding documents, we undersigned, hereby offer to supply the following items at the prices and within the period indicated below:

| Item | Description | Qty | Unit Price | Tax per unit | Total Price Inclusive of Taxes |
|--|-------------------|-----|------------|--------------|--------------------------------|
| SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF CCTV SURVEILLANCE SYSTEM | As per Annexure I | | | | |
| Total Amount | | | | | |
| Total Amount in Words: | | | | | |

2. It is herewith certified that we have understood the Instruction to Bidders and also the Terms & Conditions of the bid and have thoroughly examined specifications; and we are thoroughly aware of the nature of goods required and our offer is to supply goods strictly in accordance with the requirements and according to the terms mentioned in the bid.

3. We hereby offer to supply the goods detailed above or such portion, thereof as you specify in the Notification of Award at the price quoted and agree to hold this offer open for acceptance for a period of 90 days from the date of opening of bid. We shall be bound by the communication of acceptance despatched within the prescribed time. We are also aware of that No extra cost for transportation will be paid.

Above rates are inclusive of taxes and above quantities are tentative and may be changed and payment will be made as per payment terms of tender document. **All the equipments will be covered under three years onsite comprehensive warranty from date of delivery at the respective location mentioned in Annexure III.**

(Signature and seal of the Bidder)

Date:



AUTHORITY LETTER FROM PRINCIPAL MANUFACTURER

To,

The Assistant Registrar,
Income Tax Appellate Tribunal
3rd & 4th Floors, Pratishtha Bhawan, 101,
Maharshi Karve Marg, Mumbai-400020

Sub: **Submission of Bids for supply and installation of CCTV SURVEILLANCE SYSTEM to ITAT – regarding.**

Ref: Your Tender Notice No.1-IT Cell/AT/2026-27 dated 24.05.2026.

Sir,

I/We _____ [manufacturer] hereby certify that M/s _____ [tenderer] is an authorised dealer of _____ [manufacturer] and they are authorised to represent _____ [manufacturer] in submitting their bid for _____ [product & services] and conclude the contract with you.

We _____ [manufacturer] are confident of _____ [tenderer's] ability to represent us and provide full support in making your project successful.

We _____ [manufacturer] have authorised _____ [tenderer] to quote for this tender.

(Signature and seal of the Bidder)

Date:



COMMITMENT LETTER FOR SUPPORT FROM PRINCIPAL MANUFACTURER

To,

The Assistant Registrar,
Income Tax Appellate Tribunal
3rd & 4th Floors, Pratishtha Bhawan, 101,
Maharshi Karve Marg, Mumbai-400020

Sub: **Submission of Bids for supply and installation of CCTV SURVEILLANCE SYSTEM to ITAT – regarding.**

Ref: Your Tender Notice No.1-IT Cell/AT/2026-27 dated 14.05.2026.

Sir,

I/ We _____ [Principal Manufacturer] hereby commit & confirm the following:

- a. The duration of the service support will be for a period of three years from the date of installation of the material at the respective location mentioned in Annexure-VIII.
- b. The Comprehensive Service Support will be provided onsite and will not be charged extra.
- c. The service support will be comprehensive hence no extra charge is to be paid for any Hardware failure.
- d. We will provide warranty and spares up to quoted time or mentioned in tender doc even in case of authorised representative/dealer terminated by us and we will transfer responsibility of authorised representative/dealer to another dealer in case of termination of main Bidder.

(Signature and seal of the Bidder)

Date:



PROFORMA OF PERFORMANCE BANK GUARANTEE

(To be stamped in accordance with Stamp Act)

Bank Guarantee No _____

To,

The Assistant Registrar,
Income Tax Appellate Tribunal
3rd & 4th Floors, Pratihtha Bhawan, 101,
Maharshi Karve Marg, Mumbai-400020

Sir,

In accordance of Income Tax Appellate Tribunal, 3rd & 4th Floors, Pratihtha Bhawan, 101, Maharshi Karve Marg, Mumbai-400020 (Hereinafter referred to as the 'Purchaser' which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assignees) having awarded to M/s _____ with its registered office at _____ (hereinafter referred to as the 'Contractor' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assignees), a contract by issue of the purchaser's letter of award No. _____ dated _____ valued at _____ for and entering into a formal contract to that effect with the purchaser on _____ vide agreement dated _____ (hereinafter referred to as the contract) and the contractor having agreed to provide a contract performance guarantee for the faithful performance of the entire contract equivalent to 5% of the said value of the contract to the said value of the contract to the purchaser.

2. We _____ (name and address of the bank) having its Head office at _____ (Hereinafter referred to as the 'Bank' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators and assignee) do hereby guarantee and undertake to pay the purchaser, on mere demand any and all moneys payable by the contractor to the extent of _____ at any time upto _____ (day/month/year) without any demur, reservation, contest, recourse or protest and / or without any reference to the contractor. Any such demand made by the purchaser on the bank shall be conclusive and binding notwithstanding any difference between the purchaser and the contractor or any dispute pending before any court, tribunal, arbitrator or any other authority. The bank undertakes not to revoke this guarantee during its currency without previous consent of the purchaser and further agrees that the guarantee herein contained shall be continue to be enforceable till the purchaser discharges this guarantee.

3. The purchaser shall have the fullest liberty without affecting in any way the liability of the bank under this guarantee, from time to time to extend the time for performance of the contract by the contractor. The purchaser shall have the fullest liberty without affecting this guarantee, to postpone form time to time the exercise of any powers vested in them or of any right which they might have against the contractor, and to exercise the same at any time in any manner, and either to enforce or to forebear to enforce any covenants, contained or implied, in the contract between the purchaser and the contractor or any other course or remedy or security available to the purchaser. The bank shall not be released of its obligations under these presents by any exercise by the purchaser of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance of other acts of omission or commission on the part of the purchaser or any other indulgence shown by the



purchaser or by any other matter or thing, whatsoever which under law would, but for this provision, have the effect of relieving the bank.

4. Any dispute or difference between the government or the contractor or any other person or between the contractor or any other person or between the contractor or any person or any suit or proceeding pending before any court or tribunal or arbitration relating thereto; or the invalidity, irregularity or unenforceability of the contract; or In any other circumstances which might otherwise constitute discharge of this guarantee, including any act of omission or commission on the part of the government to enforce the obligations by the contractors or any other person for any reason whatsoever.

5. We _____ (indicate the name of the bank) further agree that the guarantee herein contained shall be continued on any remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Purchaser under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till the Purchaser certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee.

6. We _____ (indicate the name of the bank) hereby agree and undertake that any claim which the bank may have against the contractor shall be subject and subordinate to the prior payment and performance in full of all the obligations of the bank hereunder and the bank will not without prior written consent of the Purchaser exercise any legal rights or remedies of any kind in respect of any such payment or performance so long as the obligations of the bank hereunder remain owing and outstanding, regardless of the insolvency, liquidation or bankruptcy of the contractor or otherwise howsoever. We will not counter claim or set off against its liabilities to the Purchaser hereunder any sum outstanding to the credit of the government with it.

7. Notwithstanding anything-contained herein above our liability under this guarantee is limited to total amount of Rs. _____ and it shall remain in force up to and including _____ and shall be extended from time to time for such further period as desired by _____ on whose behalf this guarantee has been given.

8. This guarantee deed must be returned to us upon expiration of the period of guarantee.

Dated this ____ day of _____ at _____

Signature _____
Name in Block Letters _____
Designation _____
Staff Code No _____
Official Address _____
Bank's Common Seal _____
Attorney as per Power of Attorney No. _____

Witnesses:
1
(Signature with Name, Designation & Address)
2
(Signature with Name, Designation & Address)

To,

The Assistant Registrar,
Income Tax Appellate Tribunal
3rd & 4th Floors, Pratishta Bhawan, 101,
Maharshi Karve Marg, Mumbai-400020

Sub: **Submission of Bids for supply and installation of CCTV SURVEILLANCE SYSTEM to ITAT – regarding.**

Ref: Your Tender Notice No.1-IT Cell/AT/2026-27 dated 26.05.2026.

Sir,

I / We _____ hereby confirm that our firm has not been banned or blacklisted by any State or Central Government Organization / Financial institution / Court / Public Sector Unit.

(Signature and seal of the Bidder)

Date:



LIST OF LOCATIONS FOR DELIVERY OF CCTV SURVEILLANCE SYSTEM

| Sl No | Location | Address | Contact Person Name & Phone | Remark |
|-------|----------|---|--|---|
| 1 | GUWAHATI | Income Tax Appellate Tribunal, Jivan Prakash Bhavan, 2nd Floor, Fancy Bazaar, S. S. Road, Guwahati – 781 001., Assam | Assistant Registrar Tel: 0361-2544637 | |
| 2 | JABALPUR | Flora House, 46, Napier Town, Near Krishna Hotel, Jabalpur - 482001, Madhya Pradesh | Assistant Registrar Tel: 0761-2450543 | |
| 3 | JODHPUR | 27-A, Hanuwant Vihar, Rai Ka Bag, Jodhpur - 342001, Rajasthan | Assistant Registrar 0291-2544591 | |
| 4 | RAJKOT | 5th Floor, Amruta Estate, M.G. Road, Beside Girnar Cinema, Rajkot - 360001, Gujarat | Assistant Registrar Tel: 0281-2970721 | |
| 5 | RANCHI | Income Tax Appellate Tribunal, 1st floor, Block-'A' Shahdeo Towers (West Entrance) PP Compound, Near Maharana Apartment, Ranchi, Jharkhand- 834001. | Assistant Registrar Tel: 0651-2332445 | |
| 6 | MUMBAI | Income Tax Appellate Tribunal, 3 rd & 4 th Floors, Pratishtha Bhawan, 101, Maharshi Karve Marg, New Marine Lines, Mumbai-400020 | Assistant Registrar Tel:022-22014528 | The delivery, installation and commissioning of the CCTV surveillance units at the Mumbai Benches shall be undertaken only upon completion of the ongoing renovation works, so as to ensure proper installation, prevent any risk of damage during construction activities, and enable optimal positioning and functionality of the system. Vendor shall be informed accordingly by email who will proceed for delivery etc. within 4 weeks from the date of communication. |

Form of Contract Agreement

CONTRACT AGREEMENT

This Agreement, made on the ____ day of _____, by and between the **Income Tax Appellate Tribunal, 3rd & 4th Floors, Pratishtha Bhawan, 101, Maharshi Karve Marg, Mumbai-400020** (hereinafter called "the Purchaser") and _____ (name and address of Supplier hereinafter called "the Supplier") of the other part. Whereas the Purchaser is desirous that the Supplier execute Contract for supply and installation of CCTV SURVEILLANCE SYSTEM vide Letter No. _____ dated _____ and the Purchaser has accepted the Bid/Quotation submitted by the Supplier for the execution and completion of such Contract.

Now this Agreement witnesses as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.

2. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to execute and complete the Contract in conformity in all respects with the provisions of the Contract.

3. The Purchaser hereby covenants to pay the Supplier in consideration of the execution and completion of the Contract the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

4. The General Conditions and Special Conditions of the contract document (enclosed) as contained in the Tender Document. No.1-IT Cell/AT/2026-27 constitutes part of this contract agreement and terms and conditions contained therein will be binding on the Purchaser and the Supplier.

In Witness whereof the parties hereto have caused this Agreement to be executed on the ____ day of _____.

.....
(Name, Designation & Signature) Purchaser

.....
(Name, Designation & Signature) Supplier



FORMAT FOR SERVICE LEVEL AGREEMENT

Terms of the Service Level Agreement would be as under:

1. All the supplied goods should be under **THREE YEARS** on site comprehensive warranty including replacement of defective spare parts.
2. For all locations, the response time for maintenance call of equipments should not exceed 24 hours. The Service down time should not exceed 48 hours from the time at which the complaint was made for these locations. If the down time is more than the stipulated period, the Supplier will provide stand by equipment. In case the Service is not provided or alternative equipment not arranged within the stipulated period from the time of failure report then the Purchaser may choose to get the same serviced from any other agency and the cost and expenditure incurred therein shall be recoverable from the Supplier.
3. In case the equipments are not made operational within 21 days (three weeks) from the lodging of the complaint, Bank Guarantee provided by the Bidder to Income Tax Appellate Tribunal shall be invoked in respect of equipment during warranty period.
4. The Downtime of the equipment starts from the time complaint is lodged/logged in at the Bidder address or Customer Care Centre as provided by the Bidder for escalating complaints. The complaint can be logged during working hours (9.00 AM - 6.00 PM on all working days, excluding Sundays & National Holidays).

Date:

(Signature and seal of the Bidder)



BID SUBMISSION DOCUMENT AS PER TENDER CHECKLIST

| Sl. | Documents submit by Bidders | Yes / No |
|-----|--|----------|
| 1 | Authorised signatory certificate from the appropriate authority | |
| 2 | Bid form as per Annexure II duly filled in, signed and complete in all respects | |
| 3 | Authority letter from OEM (applicable only for Authorised Dealer) as per annexure IV | |
| 4 | Commitment letter for Warranty / Service Support from the OEM as per Annexure V | |
| 5 | Copy of last three years Audited Balance Sheet /CA Certified Turnover | |
| 6 | Copy of successfully executed single contract for supply of similar equipment to any other Government Organization within last three years | |
| 7 | Copies of Certificates of company registration as per Government Rules (GST) | |
| 8 | Copy of Permanent Account Number (PAN) Card | |
| 9 | Original tender documents (with all pages duly signed) | |
| 10 | Any other appropriate documents in support of eligibility of the Bidder | |
| 11 | EMD of amount Rs.2,00,000/- (Rs. Two Lakh) | |

