Our Ref: …………………..   Date: 12th February 2026.

TENDER FOR THE SUPPLY, INSTALLATION, TESTING, AND COMMISSIONING OF CCTV SURVEILLANCE SYSTEM AT NGERE TEA FACTORY COMPANY LIMITED.

This tender invites sealed bids from prequalified and competent security system installers for the design, supply, installation, testing, and commissioning of a complete IP-based CCTV Surveillance System.

1. Background and Objective

The objective of this tender is to procure and install a comprehensive surveillance system to enhance security, monitoring, operational oversight, and asset protection.

2. i. Scope of Work

The contractor shall design, supply, install, test, and commission a complete CCTV and surveillance system for the factory premises. The system must provide comprehensive coverage of production areas, warehouses, the weighbridge, the main gate, and administrative offices. It shall include ANPR functionality for vehicle monitoring, centralized recording, and high-resolution monitoring displays.

The contractor shall design, supply, install, configure, test, and commission a complete CCTV system including:

• IP Bullet Cameras- 41 in number as per the specifications below

• IP Dome Cameras- 7 in number as per the specifications below

• PTZ Cameras – 2 in number as per the specifications below

• ANPR (Automatic Number Plate Recognition) Cameras – weighbridge and main gate (optimized for license plate recognition, integrated IR, motorized varifocal lens, searchable vehicle database).

• 64-Channel Network Video Recorder (NVR)

• PoE Switches and Network Infrastructure

• Fiber optic backbone (where applicable)

• Power backup system (UPS/Inverter)

• Monitoring displays

• Structured cabling and accessories

ii .Deliverables

- **Cameras-Model HIKVision**

o Bullet cameras (IP67, metal housing, IR up to 80 m, resolution up to 2688 × 1520, smart detection features).

o Dome cameras (IP67, IK10 vandal resistant, IR up to 30 m, resolution up to 2688× 1520).

o ANPR (Automatic Number Plate Recognition) cameras for weighbridge and main gate (optimized for license plate recognition, integrated IR, motorized varifocal lens, searchable vehicle database).

o All cameras must be **serviceable models** with guaranteed spare parts availability.

- **Network Video Recorder (NVR)**

    o 64-channel IP input.

    o Recording resolution up to 12 MP.

    o RAID0/1/5/6/10 support.

    o Storage capacity: **50 TB, upgradable to 100 TB**.

    o Interfaces: 8 SATA + 1 eSATA, each HDD up to 10 TB.

- **Network Infrastructure**

    o PoE switches (24-port Gigabit PoE × 2).

    o Shielded CAT6A cabling and fiber optic backbone.

    o 22U network cabinet for NVR, switches, UPS.

- **Power Backup**

    o 5kVA inverter/UPS system with 100AH batteries.

    o Minimum 2-hour backup without mains power.

- **Monitoring Displays**

    o **3 units of 75-inches, 4K UHD monitors** with swivel mounting brackets.

iii. **Technical Requirements**

- **Video Compression:** H.265/H.264 with smart codecs (H.265+/H.264+).

- **Smart Features:** Line crossing, intrusion detection, unattended baggage, object removal, face detection, scene change detection.

- **Network Protocols:** TCP/IP, HTTPS, FTP, DHCP, DNS, DDNS, RTP, RTSP, NTP, SNMP, IPv6

- **Security:** HTTPS encryption, 802.1X authentication, watermarking, IP filtering.

- **Integration:** ONVIF compliance for interoperability.

- **Operating Conditions:** -30 °C to +60 °C, humidity ≤ 95% non-condensing.

iv.   **Maintenance Contract**

   a.   **Preventive Maintenance:** Quarterly inspections, cleaning, firmware updates.

   b.   **Corrective Maintenance:** On-call support with 24–48 hr response time.

   c.   **Spare Parts:** Availability guaranteed for all installed models.

   d.   **Annual Audit:** Performance review, reporting, and optimization recommendations.

   e.   **Training:** End-user training for factory security staff.

v.   **Compliance Requirements**

   a.   All equipment must be **factory-grade**, designed for continuous operation.

   b.   Cameras and NVR must be **serviceable models** with local support.

   c.   System must comply with **international standards** (ONVIF, IEEE PoE, RAID).

   d.   Contractor must provide **as-built documentation** and warranty certificates.

vi.   **Evaluation Criteria**

   a.   Technical compliance with specifications.

   b.   Proven experience in factory surveillance installations.

   c.   Availability of local service and spare parts.

   d.   Competitive pricing and warranty terms.

3. Camera Schedule (As per Survey Report)-The Bidders MUST quote based on the following proposed no. of cameras and installation location as stated; All the specifications stated (under 4-Technical specifications) must be met.

	LOCATION	**TYPE**	**QUANTITY**
1.0	Outside Dispatch Area	Bullet	1
2.0	Inside Dispatch Area	Bullet	1
3.0	Packing Area	Bullet	1
4.0	Sorting Area	Bullet	1
5.0	CFU Area	Bullet	1

6.0	Factory Workshop inside	Dome	1
7.0	Factory Store inside	Dome	1
8.0	CTC near bank A	Bullet	1
9.0	CTC A-D (mounted outside QC)	Bullet	1
10.0	Near CTC A(mounted on wall to face factory offices entrance	Bullet	1
11.0	CFU Area(to be mounted facing factory workshop)	Bullet	1
12.0	Factory Offices corridor(mounted outside pm office)	Bullet	1
13.0	Inside PM office(to monitor server room & Safe)	Dome	1
14.0	Inside Quality Control room	Dome	1
15.0	Main Factory offices entrace corridor	Bullet	1
16.0	Factory pathway(mounted near transfer conveyor)	Bullet	1
17.0	Withering Deck 3 right side	Bullet	1
18.0	Withering Deck 3 Left side	Bullet	1
19.0	Withering Deck 2 right side	Bullet	1
20.0	Withering Deck 2 Left side	Bullet	1
21.0	Withering Deck 1 right side	Bullet	1
22.0	Withering Deck 1 left side	Bullet	1
23.0	Offloading Gl Reception Right side	Bullet	1
24.0	Offloading Gl Reception Left side	Bullet	1
25.0	AWM(mounted facing Power panels & entrance)	Bullet	1
26.0	AWM(between the 2 machines) facing entrance	Bullet	1
27.0	Orthodox offloading bay	Bullet	1
28.0	Inside Orthodox Quality Control room	Dome	1
29.0	Othodox rolling section	Bullet	1
30.0	Orthodox Sorting	Bullet	1

31.0	Orthodox Drying	Bullet	1
32.0	Orthodox Dispatch	Bullet	1
33.0	Orthodox inside Dispatch(facing dispatch door)	Bullet	1
34.0	Othodox offices entrance(mounted outside)	Bullet	1
35.0	Generator room Inside facing power distribution panel	Bullet	1
36.0	Boiler section facing makeup & sedementation tanks	Bullet	1
37.0	Boiler section facing all boilers feeding	Bullet	1
38.0	Weighbridge office inside	Dome	1
39.0	Weighbridge platform(mounted on boiler roof	Bullet	1
40.0	Main gate(mounted on pole to face main gate)	Bullet	1
41.0	Trucks parking near dispatch area	PTZ	1
42.0	Fuel pump	Bullet	1
43.0	Firewood sheds(mounted at extreme end facing factory side)	Bullet	1
44.0	Motor vehicle workshop Inside	Dome	1
45.0	Motor vehicle workshop Outside-mounted on roof(facing leafbase & admin block)	PTZ	1
46.0	Admin block(mounted on kitchen wall)	Bullet	1
47.0	Behind Admin block facing main gate(mounted on pole)	Bullet	1
48.0	Behind Factory building(mounted on Abolution block)	Bullet	1
49.0	Pallet area & value addition dispatch(mounted on abolution block)	Bullet	1
50.0	Value Addition section Inside facing dispatch door	Bullet	1

TOTAL NO. OF CAMERAS	50
BULLET	41
DOME	7
PTZ	2

4. Technical Specifications

All equipment supplied must meet or exceed the following minimum specifications:

I. BULLET CAMERAS

Image Sensor	1/2.5" Progressive Scan CMOS
Min. Illumination	Color: 0.008 lux @(F1.2, AGC ON), 0.014 lux @(F1.6, AGC ON), 0 lux with IR
Shutter Speed	1/3 s to 1/100,000 s
Slow Shutter	Yes
Day & Night	IR Cut Filter
Digital Noise Reduction	3D DNR
WDR	120dB
3-Axis Adjustment	Pan: 0° to 360°, tilt: 0° to 100°, rotate: 0° to 360°
Lens	
Focal Length	2.8, 4, 6, 8, 12 mm
Aperture	F1.6
Focus	Fixed
FOV	2.8 mm, horizontal FOV: 109°, vertical FOV: 60°, diagonal FOV: 131° 4 mm, horizontal FOV: 88°, vertical FOV: 46°, diagonal FOV: 105° 6 mm, horizontal FOV: 53°, vertical FOV: 30°, diagonal FOV: 61° 8 mm, horizontal FOV: 41°, vertical FOV: 23°, diagonal FOV: 48° 12 mm, horizontal FOV: 25°, vertical FOV: 14°, diagonal FOV: 29°
Lens Mount	M12
IR	
IR Range	I5: Up to 50 m I8: Up to 80 m

Wavelength	850nm
Compression Standard	
Video Compression	Main stream: H.265/H.264 Sub-stream: H.265/H.264/MJPEG Third stream: H.265/H.264
H.264 Type	Main Profile/High Profile
H.264+	Main stream supports
H.265 Type	Main Profile
H.265+	Main stream supports
Video Bit Rate	32 Kbps to 16 Mbps
Smart Feature-set	
Smart Event	Line crossing detection, intrusion detection, unattended baggage detection, object removal detection, face detection, scene change detection
Basic Event	Motion detection, video tampering alarm, exception (network disconnected, IP address conflict, illegal login, HDD full, HDD error)
Linkage Method	Trigger recording: memory card, network storage, pre-record and post-record Trigger captured pictures uploading: FTP, HTTP, NAS, Email Trigger notification: HTTP, ISAPI, Email
Region of Interest	Support 1 fixed region for main stream and sub-stream
Image	
Max. Resolution	2688 × 1520
Main Stream	50Hz: 25 fps (2688 × 1520, 2304 × 1296, 1920 × 1080, 1280 × 720) 60Hz: 30 fps (2688 × 1520, 2304 × 1296, 1920 × 1080, 1280 × 720)
Sub-Stream	50Hz: 25 fps (640 × 480, 640 × 360, 320 × 240) 60Hz: 30 fps (640 × 480, 640 × 360, 320 × 240)
Third Stream	50Hz: 25 fps (1280 × 720, 640 × 360, 352 × 288) 60Hz: 30 fps (1280 × 720, 640 × 360, 352 × 240)
Image Enhancement	BLC/3D DNR/HLC
Image Settings	Rotate mode, saturation, brightness, contrast, sharpness, AGC, and white balance adjustable by client software or web browser

Target Cropping	No
SVC	H.264 and H.265 encoding support
Day/Night Switch	Day/Night/Auto/Schedule
Network	
Network Storage	Support microSD/SDHC/SDXC card (128G), local storage and NAS (NFS,SMB/CIFS), ANR
Protocols	TCP/IP, UDP, ICMP, HTTP, HTTPS, FTP, DHCP, DNS, DDNS, RTP, RTSP, RTCP, PPPoE, NTP, UPnP, SMTP, SNMP, IGMP, 802.1X, QoS, IPv6, UDP, Bonjour, SSL/TLS
General Function	Anti-flicker, three streams, heartbeat, mirror, privacy masks, password reset via e-mail, pixel counter, HTTP listening
API	ONVIF (PROFILE S, PROFILE G, PROFILE T), ISAPI, SDK
Security	Password protection, complicated password, HTTPS encryption, 802.1X authentication (EAP-TLS 1.2, EAP-LEAP, EAP-MD5), watermark, IP address filter, basic and digest authentication for HTTP/HTTPS, WSSE and digest authentication for ONVIF, TLS1.2
Simultaneous Live View	Up to 6 channels
User/Host	Up to 32 users 3 levels: Administrator, Operator and User
Client	iVMS-4200, Hik-Connect, Hik-Central
Web Browser	Plug-in required live view: IE8+ Plug-in free live view: Chrome 57.0+, Firefox 52.0+, Safari 11+ Local Service: Chrome 41.0+, Firefox 30.0+
Interface	
Communication Interface	1 RJ45 10M/100M self-adaptive Ethernet port
On-board storage	Built-in microSD/SDHC/SDXC slot, up to 128 GB
Reset Button	Yes
General	
Operating Conditions	-30 °C to +60 °C (-22 °F to +140 °F), humidity 95% or less (non-condensing)
Web Client Language	32 languages English, Russian, Estonian, Bulgarian, Hungarian, Greek, German, Italian, Czech, Slovak, French,

	Polish, Dutch, Portuguese, Spanish, Romanian, Danish, Swedish, Norwegian, Finnish, Croatian, Slovenian, Serbian, Turkish, Korean, Traditional Chinese, Thai, Vietnamese, Japanese, Latvian, Lithuanian, Portuguese (Brazil)
Power Supply	12 VDC ± 25%, Φ 5.5 mm coaxial plug power PoE(802.3af, class 3)
Power Consumption and Current	I5: 12 VDC, 0.7 A, max. 7.5 W PoE (802.3af, 36V to 57V), 0.3 A to 0.1 A, max. 9.5 W I8: 12 VDC, 1 A, max: 11.5 W PoE (802.3af, 36V to 57V), 0.4 A to 0.2 A, max. 12.9 W
Protection Level	IP67
Material	Metal

II. DOME CAMERAS

image Sensor	1/2.5" Progressive Scan CMOS
Min. Illumination	Color: 0.008 lux @(F1.2, AGC ON), 0 lux with IR Color: 0.014 lux @(F1.6, AGC ON), 0 lux with IR
Shutter Speed	1/3 s to 1/100,000 s
Slow Shutter	Yes
Day & Night	IR Cut Filter
Digital Noise Reduction	3D DNR
WDR	120dB
3-Axis Adjustment	Pan: 0° to 355°, tilt: 0° to 75°, rotate: 0° to 355°
Lens	
Focal Length	2.8 mm
Aperture	F1.6
Focus	Fixed
FOV	2.8 mm, horizontal FOV: 109°, vertical FOV: 60°, diagonal FOV: 131° 4 mm, horizontal FOV: 88°, vertical FOV: 46°, diagonal FOV: 105° 6 mm, horizontal FOV: 53°, vertical FOV: 30°, diagonal FOV: 61°

	8 mm, horizontal FOV: 41°, vertical FOV: 23°, diagonal FOV: 48° 12 mm, horizontal FOV: 25°, vertical FOV: 14°, diagonal FOV: 29°
Lens Mount	M12
IR	
IR Range	Up to 30 m
Wavelength	850nm
Compression Standard	
Video Compression	Main stream: H.265/H.264 Sub-stream: H.265/H.264/MJPEG Third stream: H.265/H.264
H.264 Type	Main Profile/High Profile
H.264+	Main stream supports
H.265 Type	Main Profile
H.265+	Main stream supports
Video Bit Rate	32 Kbps to 16 Mbps
Audio Compression (-S model)	G.711/G.722.1/G.726/MP2L2/PCM/MP3
Audio Bit Rate (-S model)	64Kbps(G.711)/16Kbps(G.722.1)/16Kbps(G.726)/32-192Kbps(MP2L2)/8Kbps-320Kbps(MP3)
Smart Feature-set	
Smart Event	Line crossing detection, intrusion detection, unattended baggage detection, object removal detection, face detection, scene change detection
Basic Event	Motion detection, video tampering alarm, exception (network disconnected, IP address conflict, illegal login, HDD full, HDD error)
Linkage Method	Trigger recording: memory card, network storage, pre-record and post-record Trigger captured pictures uploading: FTP, HTTP, NAS, Email Trigger notification: HTTP, ISAPI, alarm output (-S), Email
Region of Interest	Support 1 fixed region for main stream and sub-stream
Image	
Max. Resolution	2688 × 1520

Main Stream	50Hz: 25 fps (2688 × 1520, 2304 × 1296, 1920 × 1080, 1280 × 720) 60Hz: 30 fps (2688 × 1520, 2304 × 1296, 1920 × 1080, 1280 × 720)
Sub-Stream	50Hz: 25 fps (640 × 480, 640 × 360, 320 × 240) 60Hz: 30 fps (640 × 480, 640 × 360, 320 × 240)
Third Stream	50Hz: 25 fps (1280 × 720, 640 × 360, 352 × 288) 60Hz: 30 fps (1280 × 720, 640 × 360, 352 × 240)
Image Enhancement	BLC/3D DNR/HLC
Image Setting	Rotate mode, saturation, brightness, contrast, sharpness, AGC, and white balance adjustable by client software or web browser
SVC	H.264 and H.265 encoding support
Day/Night Switch	Day/Night/Auto/Schedule/Triggered by Alarm In (-S)
Network	
Network Storage	Support microSD/SDHC/SDXC card (128G), local storage and NAS (NFS,SMB/CIFS), ANR
Protocols	TCP/IP, UDP, ICMP, HTTP, HTTPS, FTP, DHCP, DNS, DDNS, RTP, RTSP, RTCP, PPPoE, NTP, UPnP, SMTP, SNMP, IGMP, 802.1X, QoS, IPv6, UDP, Bonjour, SSL/TLS
General Function	Anti-flicker, three streams, heartbeat, mirror, privacy masks, password reset via e-mail, pixel counter, HTTP listening
API	ONVIF (PROFILE S, PROFILE G, PROFILE T), ISAPI, SDK
Security	Password protection, complicated password, HTTPS encryption, 802.1X authentication (EAP-TLS 1.2, EAP-LEAP, EAP-MD5), watermark, IP address filter, basic and digest authentication for HTTP/HTTPS, WSSE and digest authentication for ONVIF, TLS1.2
Simultaneous Live View	Up to 6 channels
User/Host	Up to 32 users 3 levels: Administrator, Operator and User
Client	iVMS-4200, Hik-Connect, Hik-Central
Web Browser	Plug-in required live view: IE8+ Plug-in free live view: Chrome 57.0+, Firefox 52.0+, Safari 11+ Local Service: Chrome 41.0+, Firefox 30.0+
Interface	

Audio (-S model)	1 input (line in/mic in), 1 output, mono sound, terminal block
Alarm (-S model)	1 input, 1 output (max. 12 VDC, 30 mA), terminal block
Video Output	No
Communication Interface	1 RJ45 10M/100M self-adaptive Ethernet port
On-board storage	Built-in microSD/SDHC/SDXC slot, up to 128 GB
Reset Button	Yes
Audio (-S model)	
Environment Noise Filtering	Yes
Audio Sampling Rate	8kHz/16kHz/32kHz/44.1kHZ/48kHz
General	
Operating Conditions	-30 °C to +60 °C (-22 °F to +140 °F), humidity 95% or less (non-condensing)
Web Client Language	32 languages English, Russian, Estonian, Bulgarian, Hungarian, Greek, German, Italian, Czech, Slovak, French, Polish, Dutch, Portuguese, Spanish, Romanian, Danish, Swedish, Norwegian, Finnish, Croatian, Slovenian, Serbian, Turkish, Korean, Traditional Chinese, Thai, Vietnamese, Japanese, Latvian, Lithuanian, Portuguese (Brazil)
Power Supply	12 VDC ± 25%, Φ 5.5 mm coaxial plug power PoE(802.3af, class 3)
Power Consumption and Current	12 VDC, 0.5 A, max. 6 W PoE (802.3af, 36V to 57V), 0.2 A to 0.1 A, max. 7.5 W

Unit: mm(inch)

Protection Level	IP67, IK10
Material	Camera body: metal, bubble: plastic

NETWORK VIDEO RECORDER (NVR)

The network video Recorder shall be a 64 Channel System with at least the following Specifications:

Video/Audio input	IP video input	Up to 12 MP resolution
Two-way audio	1-ch, RCA (2.0 Vp-p, 1 k Ω)	
Network	Incoming bandwidth	320 Mbps;
		or 200 Mbps (when RAID is enabled)
Outgoing bandwidth	256 Mbps, or 200 Mbps (when RAID is enabled)	
Remote connection	128	
Video/Audio output	Recording resolution	12 MP/8 MP/6 MP/5 MP/4 MP/3 MP/1080p/UXGA/720p/VGA/4CIF/DCIF /2CIF/CIF/QCIF
CVBS output (Optional)	1-ch, BNC (1.0 Vp-p, 75 Ω), resolution: PAL: 704 × 576, NTSC: 704 × 480	
VGA1 /HDMI1 output resolution	HDMI1: 4K (3840 × 2160)/60Hz, 4K (3840 × 2160)/30Hz, 2K (2560 × 1440)/60Hz, 1920 × 1080p/60Hz, 1600 × 1200/60Hz, 1280 × 1024/60Hz, 1280 × 720/60Hz, 1024 × 768/60Hz	
	VGA1: 2K (2560 × 1440)/60Hz, 1920 × 1080p/60Hz, 1600 × 1200/60Hz, 1280 × 1024/60Hz, 1280 × 720/60Hz, 1024 × 768/60Hz	
VGA2 /HDMI2 output resolution	1920 × 1080p/60Hz, 1280 × 1024/60Hz, 1280 × 720/60Hz, 1024 × 768/60Hz	
Audio output	2-ch, RCA (2.0Vp-p, 1 KΩ)	
Decoding	Decoding format	H.265/H.265+/H.264/H.264+/MPEG4
Synchronous playback	8-ch	16-ch
Capability	2-ch @ 12 MP (20fps) / 4-ch @ 8 MP (25fps) / 8-ch @ 4MP (30fps) / 16-ch @ 1080p (30fps)	
Network management	Network protocols	TCP/IP, DHCP, H HTTPS ik-Connect, DNS, DDNS, NTP, SADP, SMTP, NFS, iSCSI, UPnP™

Hard disk	SATA	8 SATA interfaces
eSATA	1 eSATA interface	
Capacity	Up to 10TB capacity for each HDD	
Disk array	Array type	RAID0, RAID1, RAID5, RAID6, RAID10
Number of arrays	4	
external interface	Network interface	2, RJ-45 10/100/1000 Mbps self-adaptive Ethernet interface
Serial interface	RS-232; RS-485; Keyboard	
USB interface	Front panel: 2 × USB 2.0; Rear panel: 1 × USB 3.0	
Alarm in/out	16/4	
General	Power supply	100 to 240 VAC, 50 to 60 Hz
Max. Power	200 W	
Consumption (without hard disk)	≤ 30 W	

NETWORK SWITCH SPECIFICATIONS

Network Parameters			
Port Number	4 x gigabit PoE ports, and 1 x gigabit RJ45 port	16 x gigabit PoE ports, 1 x gigabit RJ45 port, and 1 x gigabit SFP fiber optical port	24 x gigabit PoE ports, 1 x gigabit RJ45 port, and 1 x gigabit SFP fiber optical port
Port Type	RJ45 port, full duplex, MDI/MDI-X adaptive		
Standards	IEEE 802.3, IEEE 802.3u, IEEE 802.3x, IEEE 802.3ab, IEEE 802.3z		
Forwarding Mode	Store-and-forward switching		
Mac Address Table	2K	8K	
Switching Capacity	10 Gbps	36 Gbps	56 Gbps

Packet Forwarding Rate	7.44 Mbps	26.784 Mpps	38.688 Mbps
Internal Cache	1 Mbits	4.1 Mbits	
PoE Power Supply			
PoE Standard	IEEE 802.3af, IEEE 802.3at		
PoE Power Pin	Support 4-core power supply, and Ethernet cable 1/2/3/6 provide power supply		
PoE Port	Ports 1 to 4	Ports 1 to 16	Ports 1 to 24
Maximum Port Power	30 W		
PoE Power Budget	60 W	230 W	370 W
Maximum Power Consumption	65 W	250 W	400 W
General			
Shell	Metal material		
Weight	6.35 lbs (2.88 kg)		
Dimensions (L x H x D)	17.3" x 1.7" x 8.7" (440 mm x 44 mm x 220.8 mm)		
Operating Temperature	32° F to 104° F (0° C to 40° C)		
Storage Temperature	-40° F to 185° F (-40° C to 85° C)		
Operating Humidity	5% to 95% (no condensation)		
Storage Humidity	5% to 95% (no condensation)		
Power Supply	100 to 240 VAC, maximum 6.5 A		
Storage HDD	8TB *4		
LG HD Monitor 75" c/w Swivel Mounting Bracket	3 Monitor(s)		
Power inverter/Smart UPS	Inverter/UPS 5kva		

System complete with 100AH Batteries (2Hrs standby time with no KPLC Mains power)			
Network Cabinet (for NVR, switch, UPS)	Cabinet 22 U		
POE Switches 2	24 PORT GIGA POE *2		
Cabling	Shielded CAT6A and Fiber Optic to connect Buildings/Premises		

5. Installation & Commissioning Requirements

• All installations shall follow structured cabling standards isolated from the existing LAN system.

• Proper labeling and cable management is mandatory.

• As-built documentation must be provided.

• User training shall be conducted upon commissioning.

6. Maintenance & Warranty

• Minimum 12-month warranty on all equipment and workmanship.

• Quarterly preventive maintenance.

• 24–48 hour corrective response time.

• Availability of spare parts locally.

7. Tender Submission Requirements

All Tender documents can be downloaded from the company's website www.ngere.ktdateas.com

And submit payment of a **Non-Refundable fee of Kshs. 5,000** per copy/Category payable to **(Family Bank Account Name: Ngere Tea Factory Co Ltd FUM Account Account Number:005000050660)**.

Prospective suppliers must submit one copy of the complete documents and other requested information to reach: -

The Factory Unit Manager,
Ngere Tea Factory Company Limited,
P.O.BOX 1118-01000
Thika, Kenya.

And be deposited in the Tender Box provided at the entrance to the Main Administration Box to be received on or before **24th February 2026 at 10:00 am**. Tender documents will be opened promptly after closing. Bidders or their representatives are welcome to attend the opening session at the **Board Room.**

The Registration Application should be prepared and submitted in a plain sealed envelope clearly marked

FORM PQ-1 SUBMISSION DOCUMENTATION

All prospective candidates/ firms MUST provide:

(a) A copy of the Certificate of Business Registration OR Incorporation.

(b) Tax compliance Certificate/ Exemption Certificate from Kenya Revenue Authority **(Failure to produce this certificate to prove compliance will lead to automatic disqualification, thus no further evaluation of your application).**

(c) Copies of PIN Certificates of firm/Company/Individual.

(d) Bank references and attach a copy of the firm's last recent audited Accounts for the previous one (1) year or certified financial statements for the last Six (6) Months.

(e) Capacity Statement; CV, academic and professional certificates, latest dealership letters in area of trade.

(f) Statement to indicate a willingness to provide goods and services on credit

(g) CR12 certificate dated not later than 6 months

(h) Certificates from affiliated Professional Bodies/Associations, Where the Nature of Supply or Service is applicable /Specific to your line of Business e.g. EPRA, NCA, IATA, REREC,NEMA registration. Accompanied by current annual practicing licenses.

(i) Copy of Official stamped Bank Slip issued.(Mandatory)

FORM PQ-2: PRE-QUALIFICATION DATA

You are advised that it is a serious offence to give false information on this form.

GENERAL BUSINESS INFORMATION

Official Trading Name (As Registered):………………………………………………………………………………....
.....

KRA PIN:
………………………………………………………………………...
..

Office Physical Location:
………
…

Street/Road:
………

Postal Address &Postal Code:
………………………………………………………………………………………………

City:
……………………………………………………Country:………………………………………………
…

Telephone No.:
………

Nature of Business:
………
…..

Current Trade License Number: ………………………………………………Expiry Date:……………..

Maximum Value of business you can handle at any one time, Kes………………………………..

CONTACT PERSON DETAILS

a) Name: ……………………………………………………………. b) Title:
………………………

c) Cellphone No.: ……………………………………………….d) Email address:
……………………

NOTE: The email address provided herein will be used when sending requests for quotations and LPOs,payments follow-ups etc.

BANK DETAILS

Bank Code:

……………………………………………………………………………………………

Bank Name:

……………………………………………………………………………………………
…

Bank Branch Code:

……………………………………………………………………………………………

Bank Branch Name:

…………………………………………………………………….........................

Bank Account Name:

……………………………………………………………………………………………
…

Bank Account Number:

……………………………………………………………………………………………..

Swift Code:

……………………………………………………………………………………………
…

ORGANIZATION AND BUSINESS INFORMATION

Managing Director or Designate:

…………………………………………………………………………………

Telephone No:

……………………………………………………………………………………………

Email Address:

……………………………………………………………………………………………
…

CONFIDENTIAL BUSINESS QUESTIONNAIRE

To be completed as applicable.

PART (A) –Sole Proprietor

Name:

………………………………………….……………………………………………………
…

Nationality: ……….……………………………………. Country of Origin:
……………………..

ID/Passport Number:

………………………………………………………………………………………………….

PART (B) –Partnership

No	Name	Nationality	ID/Passport Number	Shares
1.				
2.				
3.				
4.				
5.				

PART (C) –Registered Companies

Private or Public:

State the nominal and issue capital of the company

Nominal Kes.…………………………………Issue
Kes.…………………………………………

Give details of all directors as follows:

No	Name	Nationality	ID/Passport Number	Shares
1.				
2.				
3.				
4.				
5.				

If Kenyan Citizen, indicate under Citizenship Details whether by Birth, Naturalization or Registration.

Date: …………………………………   Signature & Stamp of Tender: ………………………

FORM PQ-3: PERSONNEL INFORMATION

SUPERVISOR

Name:
…………………………………………………………………………………………………
…

Academic Qualification:
…………………………………………………………………………………………………

Professional Qualification:
………………………………………………………………………………………………

Length of service with contractor or supplier position held:
………………………………………………………….

PROPOSED TECHNICAL PERSONNEL AND DESIGNATION

(a)
…………………………………………………………………………………………………

(b)
…………………………………………………………………………………………………

(c)
…………………………………………………………………………………………………

(d)
…………………………………………………………………………………………………

(e)
…………………………………………………………………………………………………

(f)
…………………………………………………………………………………………………

(g)
…………………………………………………………………………………………………

A brief statement of supply and service delivery method the supplier plans to use to execute
thecontract……………………………………………………………………………………
……

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FORM PQ-4: FINANCIAL POSITION DETAILS

4.1 Attach a copy of the firm's last recent audited Accounts for the previous one (1) year or certified financial statements for the last Six (6) Months giving a summary of assets and current liabilities/or any other financial support.

FORM PQ-5: PAST EXPERIENCE

NAMES OF APPLICANTS, OTHER CLIENTS, AND VALUES OF CONTRACT/ORDERS IN THE LAST TWO YEARS *(Please attach LPOs that support the information provided)*

1.
Name of 1st client (organization)………………………………………….…………………………
…

Address of client (organization)……………………………………………………………………
……

Name of the contact person at the client (Organization)………………………………………………………………

Telephone no. of client………………………………………………………………………………

Value of contract……………………………………………………………………………………
…

Duration of contract…………………………………………………………………………………
…

2.
Name of 2nd client (organization)
…………………………………………………………………………………..

Address of client (organization)…………… …………………………………………………….

Name of the contact person at the client (organization)………………………………………………………….

Telephone no. of client………………………………………………………………………………
……

Value of contract……………………………………………………………………………………

Duration of contract (Date)………………………………………..…………………………………
…

3.

Name of 3rd Client (organization)……

Address of client (organization)………………………………………………………..…..…………………………………………….

Name of the contact person at the client (organization)………………………………..…………………………………….

Telephone no. of client………………………………………………………………………………………………………

Value of contract………

Duration of contract (Date)…………………………………………………………………………………………………
…

FORM PQ-6: SWORN STATEMENT

Having studied the tender information for the above project we/I hereby state:

a) The information furnished in our application is accurate to the best of my/our knowledge.

b) If we are qualified, we acknowledge that this grants me/us the right to participate in due time in   submitting a tender or quotation based on provisions in the tender or quotation documents to follow.

c) We/I have enclosed all the documents and information required for the pre-qualification evaluation.

Date…………………………………………………………………………………...……
…

Applicant's
Name…………………………………………………………………..………………
…

Represented
by…………………………………………………………………………………………

Signature……………………………………………………………………….……………
…

Designation………………………………………………………………………….…………
…

(Full name and designation of the person signing and stamp or seal.)

FORM PQ-7: LITIGATION HISTORY

Provide any litigation or arbitration history resulting from any contractual obligation. If none state so.

FORM PQ-8: LIST OF ONGOING CONTRACTS/ PROJECTS (GOODS, SERVICES)

List and provide evidence of three recent ongoing contracts/projects in the last TWO (2) years.

9. Evaluation Criteria

The evaluation shall be conducted using a Quality and Cost Based Selection (QCBS) method:

• Technical Compliance – 40%

• Experience & Capacity – 20%

• Warranty & Support – 10%

• Financial Proposal – 30%

10. Award of Contract

The contract shall be awarded to the bidder achieving the highest combined technical and financial score, subject to Board and Management approval.

11. Confidentiality

All information contained in this tender document is confidential and shall not be disclosed without written authorization.