

TERMS OF REFERENCE(S) (TOR)

FOR SELECTION/EVALUATION OF

Procurement, Installation and Commissioning of

CCTV Cameras



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1 Overview & Background

The United States Educational Foundation in Pakistan (USEFP) was established in 1950 by the governments of Pakistan and the United States. USEFP is a binational commission composed of an equal number of Pakistanis and Americans, with the Chair alternating between a Pakistani and an American Board Member. USEFP is one of 49 'Fulbright Commissions' located throughout the world. Since 1951 when the first group of Pakistani grantees travelled to America and in 1952 when the first American grantees visited Pakistan, the USEFP has fostered mutual understanding between the people of Pakistan and the United States through educational and cultural exchange. Nearly 9,000 Pakistanis and more than 900 Americans have participated in USEFP administered exchange programs.

The Foundation receives support and counsel from both the Pakistan and U.S. Governments, but it is not an agency of either. The Foundation supervises a variety of programs that send Pakistani students and scholars to American campuses while bringing American scholars to universities in Pakistan. The goal of all USEFP programs is to help Pakistanis learn more about the U.S. and to help Americans learn more about Pakistan and its people.

2 Purpose of this Document

The purpose of this document is to specify the approach that USEFP will use to select the vendor/firm interested in providing **CCTV Cameras** for the United States Educational Foundation in Pakistan.

This document also describes the requirements that the contractor has to fulfill in order to be selected.



3 Scope of Work

The United States Educational Foundation in Pakistan (USEFP) is undertaking the construction of their Head Office Building in Islamabad. USEFP would like to invite quotations for the following items from vendors specializing in the provision and services of these items.

1. Procurement, Installation and Commissioning of CCTV Cameras

Functional Requirements:

- 2. The system should provide comprehensive surveillance and monitoring of USEFP premises.
- 3. The system should include high-definition CCTV cameras with features such as Color Vu night vision, motion detection, and remote viewing capabilities.
- 4. The system should support real-time video streaming and recording with high-quality resolution.
- 5. Integration with USEFP's existing IT infrastructure for seamless monitoring and footage storage.
- 6. The system should provide an Automated Time-Lapse Recording System for archival purposes.
- 7. The system should be accessible via a mobile app for remote monitoring and management.
- 8. The system should have real-time alert and notification capabilities for detected incidents.
- 9. The system must feature event logging for real-time analysis and historical review of footage.
- 10. The system should support centralized configuration and management of cameras and recording settings.
- 11. The system must be operational 24/7 with provisions for continuous monitoring and recording.
- 12. The system should provide scalability for future expansions, including additional cameras or integration with other security systems.

Technical Requirements:

- 1. Provide a brief overview of the company specializing in CCTV camera systems, including years of service.
- 2. Detail the company's expertise, including professionals with their experience in CCTV systems and certifications obtained.
- 3. List companies or projects where CCTV camera systems have been successfully deployed.
- 4. Describe the specifications of CCTV hardware, including types of cameras, recording devices, and supporting hardware.
- 5. Outline the support and maintenance services provided, including schedules, technical support availability, and service level agreements.



- 6. Provide information on the proposed project team, including roles, professional expertise, education, tenure with the company, and current positions.
- 7. Share details of the software development, customization, and implementation team separately if applicable.
- 8. Include a project execution plan with timelines for CCTV system deployment, customization, and integration; roles and responsibilities; risk identification and mitigation; operation and support plans; project deliverables; and any staffing or dependencies from USEFP.
- 9. Confirm compliance with all requirements in the Terms of Reference (TOR) provided by USEFP, specifying any that cannot be met.
- 10. Identify any third-party software or hardware requirements, including associated license fees.
- 11. Ensure system compatibility with various web browsers (e.g., Chrome, Firefox, Edge, Safari) and operating systems (e.g., Windows, Mac, OS, Linux).
- 12. Configure regular backups, provide a disaster recovery plan, and support secure remote access for off-site monitoring.
- 13. Provide comprehensive reporting and analytics capabilities for monitoring and evaluating footage.
- 14. Complete job including supply, commissioning, testing, transportation and training to USEFP technical staff is included.

The details of CCTV Camera System along with Monitoring & Recording Modules are listed at the end of this document. Proposals for Hikvision or equivalent models are invited for CCTV Camera System Solution.

Selection Criteria

The agency will be selected based on following criteria:

	Criteria	Marks
1	Company Information	20
1.1	Legal structure of company (Proprietorship, Private Ltd, Public Ltd)	
1.2	Expertise and experience in the field, year of establishment etc. (more than 15 years)	



1.3	Geographical Coverage – in the case of all provinces, especially in Islamabad.	
1.4	(Manufacturer) In case of Authorized Dealer, Authorization Letter must be attached with the technical bid in favor of End	
	Users.	
1.5	1 Years comprehensive warranty including parts and onsite support and installation with free services and Training to End	
	users.	
1.6	Bidder should have trained engineers/technicians on the proposed CCTV/ Network/Servers/Storage Devices.	
1.7	Qualified IT / NETWORK/Electronics/Electrical Engineer minimum 6 from recognize university. Qualified IT /	
	NETWORK/Electronics/Electrical Diploma Holder minimum 4 from recognize institute.	
1.8	A valid PEC Registration Certificate in Category C3, along with expertise in the following Engineering Codes: EE02, EE04, EE07,	
	EE08, and EE09, is required for the CCTV Surveillance Project.	
1.9	The firm is required to furnish a comprehensive plan detailing the execution strategy for the Project on a turnkey basis. The Bidder / Firm shall be liable for all expenses pertaining to Test / Trial during Evaluation process.	
	Bluder / Firm shall be hable for all expenses pertaining to rest / That during Evaluation process.	
2	Technical Functionality	20
2.1	Prior / present experience of working with NGOs, Embassies, national & international organizations	
	A) List past (not exceeding 15 years) clientage with names & period of engagement	
	B) List present clientage with names & date of business engagement	
22	Affiliated Services / One Window Services	
	A) Partnerships status with Vendor (Principle) if any.	



	B) After Sales Support and Services	
3	Pricing	50
3.1	Product Pricing	
3.2	Volume discounts and other incentives to USEFP	
4	Delivery & Installation Timeline	10
	Grand Total	100

5 Other Terms and Conditions

Registration & Taxes: The applicant firms must be registered companies having complete postal address, telephone, fax, National Tax Number (attach copy). The quoted price shall be inclusive of all applicable taxes and duties. Income tax and sales tax will be withheld from payment, as applicable, under the relevant laws. In case of any exemptions, attach proof.

General Conditions: USEFP reserves the right to reject all or a part of this (TOR) WITHOUT NOTICE. Any changes to the proposal requirements will be made by written addendum. USEFP is under no obligation to select any of bidder(s) submitting the proposal and has right to cancel the assignment without any cause.

Pricing and Currency: PKR prices will be preferred. USEFP reserves the right to negotiate separate preferential rates with the third-party supplier etc. If prices are not in PKR, USEFP exchange rate on the date of cheque preparation will be used for conversion. The US Dollar exchange rate of USEFP for September 2024 is Rs. 278.74.

Payment Terms: 100% upon delivery. All payments will be made in PKR by cheque. Payment processing time will be 30 working days after delivery has completed and invoice has been submitted.

Warranty: Vendor/firm should provide undertaking on company's letterhead that all warranties will be claimed at site and will be vendor/firm responsibility. USEFP will not contact manufacturers or official warranty centers for warranty claims. All warranty services will be provided on site at the USEFP office in Islamabad, where equipment is installed. All transportation along with parts will be vendors responsibility without any cost to USEFP during the warranty period.



Liability of Costs and Responsibility: USEFP shall not be liable for any costs incurred in preparing response to this TOR. The Respondent hereby indemnifies to hold USEFP harmless from all liability(ies), claim(s) or expense(s) incurred in any manner whatsoever by or on its behalf of that person or organization in connection with or relative to this process.

Validity: All responses must be valid for at least 90 days commencing on the Due Date, during which USEFP may request clarification or elaboration of the response for the purpose of evaluation. Such clarifications or elaborations shall not affect the remainder of the response except for the portion so amended or clarified.

Information Only: The information provided within this TOR is intended to help prospective respondents in creating a viable proposal. However, it shall be the sole and absolute responsibility of those responding to this TOR to complete their own due diligence.

5 Undertaking

Signature and Seal

6 Proposal

The Proposal should clearly detail all the required information against the selection criteria mentioned above.

The sealed proposals in marked envelope "Proposal for the CCTV Cameras" complete in all respects should reach latest by 4:30 pm on October 18, 2024, to:

Director Alumni
United States Educational Foundation in Pakistan
House # 5, St # 17, F-6/2
Islamabad.

An e-mail must be sent to procurement@usefp.org informing that proposal has been submitted to USEFP.



8 Contact information

Mr. Rizwan Baig

Director Examination In-charge Administration & Security United States Educational Foundation in Pakistan (USEFP) Phone # 051- 8431- 300

Email: rizwan@usefp.org



CCTV Camera System along with Monitoring & Recording Modules

Sr	Product	Minimum Specifications	Quantity
No 1	Core Switch	Providing and fixing of 54 Port 10G L3 Switch □ 24 × 1 Gigabit RJ45 port □ 24 × 1 Gigabit fiber optical port □ 6 × 10 Gigabit fiber optical port □ MAC Address Table: 32K □ Forwarding Mode: Store-and-forward switching □ Switching Capacity: • Whole-Device Performance: 216 Gbps • Port Performance: 216 Gbps □ Packet Forwarding Rate: • Whole-Device Performance: 160.71 Mpps • Port Performance: 160.71 Mpps □ Device Maintenance □ VLAN □ Link Aggregation □ Operating Temperature: 0°C to 50°C	1
2	SAN Storage	Model: DS-3E3754TF, Make Hikvision or equivalent Providing and Fixing of 24-slot Cost-efficient Cluster Storage □ Data network interface □ MiniSAS interface □ Network Protocols □ Interface/capacity: SSD up to 16 TB □ RAID: • RAID0, 1, 3, 5, 6, 10, 50 • JBOD • Hot-Spare □ Direct Streaming Mode: video (2 Mbps) + picture □ IPSAN Mode: 256-ch (recording + playback) □ Processor: 64-bit multi-core processor □ Cache: 8 GB (extendable to 32 GB)/controller □ Disk inspection, alarm, and repair □ Downloading mode □ Device Maintenance □ Power supply: Redundant □ Operating Temperature: +5°C to +35°C Model: DS-A82024D (C) , Make Hikvision or equivalent	2
3	Hard Drives	DS-AIOT HDD HK7210AH/10T*1, 10TB SAS HDD	48
4	HikCentral	DS-VE11D-C/HW01 or equivalent	1
5	HikCentral	HikCentral-P-VSS-Base/0Ch or equivalent	1
6	HikCentral	HikCentral-P-VSS-1Ch or equivalent	181



7	HikCentral	HikCentral-P-SmartWall-Module or equivalent	1
9	Controller Output Card	Providing and Fixing of Video Wall Controller Casing 10 Gigabit network switching Sub board slot (service board) × 11 Switching board slot × 1 Main control board slot × 2 Management Network Interface Dual Device Hot Backup support Screen Size: 105.42 mm (length) × 67.07 mm (width), 480 × 272 Chassis Height: 4.5 U Signal Source Live View support Operating Temperature: 0°C to 50°C Model: DS-C30S-S11 (V2), Make Hikvision or equivalent Providing and Fixing of HDMI Output Board 4 × HDMI output board (each board supports 4 × HDMI and 444 output) Maximum Video Output Resolution: 1080P Single mesh port with load: 2,600,000 Width: 288-3840	2
		☐ Height: 288-2160 ☐ Supports LED screen and custom resolution output ☐ Can be configured with a maximum area (length × width) less than 260 W Model: DS-C30S-04HO (V2),Make Hikvision or equivalent	
10	Input Card	Providing and Fixing of HDMI Input Board 4 × HDMI input board (supports 4 HDMI inputs for a single output) 444 acquisition Supported Resolutions: 720P@50Hz 720P@60Hz 1080P@50Hz 1080P@60Hz Model: DS-C30S-04HI (V2),Make Hikvision or equivalent	2
11	Decoder	Providing and Fixing of 4K Decoder ☐ HDMI (adaptable to DVI-D) and BNC output interfaces ☐ RJ45 interface × 2 (10/100/1000 Mbps adaptive) ☐ Optic interface × 2 (100 base-FX/1000 base-X) ☐ Combo: RJ45 interface and optic interface ☐ RS-232 (RJ45) × 1 ☐ RS-485 × 1	5



		 □ Two-way Audio Out 1 (3.5 mm connector, 2.0 Vp-p, 1 KΩ) □ Two-way Audio In □ Supports up to 24MP (only for 3 encoder tracks mode) □ Decoding Channel: 128-ch □ Split Screen: 1/4/6/8/9/12/16/25/36 □ Input Resolution: • VGA, DVI-I: ○ 1080p: 1920 × 1080@50/60 Hz ○ 720p: 1280 × 720@50 Hz/60 Hz □ Output: • HDMI × 16 • BNC × 8 (DB15 × 2) 	
		Power Supply: 100 to 240 VAC Operating Temperature: -10°C to 55°C Model:DS-6916UDI(B),Make Hikvision or equivalent	
12	LCD Screens	Providing and Fixing of 55-inch 1.8mm LCD Display Unit ☐ 4K signal input ☐ Auto loop up to 30 screens with HDMI interfaces ☐ Factory calibration for color and brightness uniformity ☐ Resolution: 1920 × 1080 ☐ Viewing angle: 178° ☐ Extreme-narrow 1.8 mm bezel design ☐ Active Display Area: 1209.6 (H) mm × 680.4 (V) mm ☐ Pixel Pitch: 0.63 mm ☐ Physical Seam: 1.8 mm ☐ Brightness: 700 cd/m² ☐ Video & Audio Input:	8
		 VGA × 1 HDMI × 1 DVI × 1 DP × 1 USB × 1 	
		☐ Control Interface:	
		RS232 IN × 1RS232 OUT × 1	
		☐ Power Supply: 100-240 VAC, 50/60 Hz☐ Operating Temperature: 0°C to 40°C Model:DS D2055HE-G,Make Hikvision or equivalent	
13	Wall Mount	Providing and Fixing of Wall-mounted Bracket ☐ Solid steel structure (prevents screen bending or twisting)	8



		☐ Cold-rolled steel plate (SPCC)	
		□ VESA: 600 (H) mm × 400 (V) mm	
		☐ Surface Treatment: Electrostatic spraying	
		Model:DS-DN5501W,Make Hikvision or equivalent	
14	Connectors	RJ-45 connectors.	3
15	Accessories	HDMI Cables 15 Meter 4K	8
16	Outdoor	Providing & fixing of 8MP camera	66
	Camera	☐ Sensor: 1/1.8" CMOS	
		☐ Maximum Resolution: 3840 × 2160	
		☐ Color: 0.0028 Lux @	
		☐ Varifocal lens, motorized	
		☐ Lens: 2.7 to 13.5 mm	
		☐ Aperture: F1.2	
		☐ IR, White Light up to 60m	
		☐ Memory: 40 MB	
		☐ Smart RAM: 350 MB	
		□ eMMC: 2 GB	
		☐ Features:	
		T 10	
		Target Cropping	
		WDR 130 dB Company and the company an	
		BLC (Backlight Compensation) H.C. (Highlight Compensation)	
		HLC (Highlight Compensation) 2D DNR (Digital Naise Reduction)	
		 3D DNR (Digital Noise Reduction) Defog	
		• Delog	
		□ Network:	
		• 1 RJ45 (10M/100M)	
		,	
		☐ Storage: SD card up to 512GB	
		☐ Advanced Functions:	
		Face Capture	
		People Counting	
		□ Protection: IP67	
		Model:DS-2CD3686G2HT-LIZS, Make Hikvision or equivale	nt
17	Mount	Providing and Fixing of Wall mount bracket suitable for	66
		various outdoor cameras	
		☐ Designed for durability and weather resistance	
		☐ Appearance: stainless Steel	
		☐ Material: Aluminum Alloy	
		☐ Dimension: 126 mm × 105 mm × 250 mm	
		☐ Range of Application: Suitable for Bullet camera	
		mounting	
		Model:DS-1276ZJ-SUS,Make Hikvision or equivalent	
17	Indoor	Providing & fixing of EMD	102
17	Indoor	Providing & fixing of 6MP	103
	Camera	□ Sensor: 1/1.8" CMOS□ Maximum Resolution: 3200 × 1800	
		☐ Color: 0.0028 Lux @	
		L COIGI. 0.0020 Lux @	



		☐ Lens:	
		Varifocal, motorized2.7 to 13.5 mm	
		 □ Aperture: F1.2 □ IR and White Light □ Supplement Light Range: Up to 40 m □ Smart Supplement Light □ Memory: 	
		RAM: 40 MBSmart RAM: 350 MBeMMC: 2 GB	
		☐ Features:	
		 Target Cropping Day, Night, Auto, Schedule modes WDR (Wide Dynamic Range): 120 dB BLC (Backlight Compensation) HLC (Highlight Compensation) 3D DNR (Digital Noise Reduction) Defog 	
		 □ Network: 1 RJ45 (10 M/100 M) □ Audio: 2 built-in microphones □ Storage: MicroSD Card up to 512 GB □ Advanced Functions: 	
		Face CapturePeople Counting	
		 □ Operating Temperature: -30°C to 60°C □ Protection: IP67 Model:DS-2CD3766G2HT-LIZS/ES or equivalent 	
18	Mount	Providing and Fixing of Wall mount bracket suitable for various outdoor cameras ☐ Designed for durability and weather resistance ☐ Weight: 440g ☐ Appearance: Hikvision White ☐ Material: Aluminum Alloy ☐ Dimension: Φ120 × 122 × 173.5 mm ☐ Range of Application: Suitable for dome camera wall mounting ☐ Description: Φ120 Wall Mounting Bracket for Mini Dome Camera Model:DS-1272ZJ-120,Make Hikvision or equivalent	111



19	POE Switch	Providing and Fixing of 16 Port Gigabit Smart POE	16
		Switch	
		□ Ports:	
		16 × Gigabit PoE ports	
		2 × Gigabit fiber optical ports	
		3	
		☐ MAC Address Table: 8K	
		☐ Switching Capacity: 56 Gbps	
		☐ Packet Forwarding Rate: 41.66 Mpps	
		☐ Internal Cache: 4.1 Mbits	
		☐ Ports 1 to 16: Up to 300m long-range performance (may vary depending on camera model or cable	
		condition)	
		☐ Features:	
		Link Aggregation	
		Loop PreventionVLAN	
		HPP (High Priority Port)	
		Port Rate-Limiting	
		J	
		☐ Power Supply: 100 to 240 V AC	
		☐ Operating Temperature: 0°C to 45°C	
20	CED Madula	Model:DS-3E1518P-SI,Make Hikvision or equivalent	1.0
20	SFP Module	Providing and Fixing of SFP Module ☐ Form Factor: Small Form Factor Pluggable (SFP),	16
		MSA compatible	
		☐ Single Power Supply: 3.3V	
		☐ Supported Ethernet: 1.25G	
		☐ Data Rate: 1250 Mbps	
		☐ Operating Temperature: 0~70°C	
21	SFP Module	Model:HK-SFP-1.25G-20-1550,Make Hikvision or equivaler Providing and Fixing of SFP Module	16
21	Si i i iodaic	Trovialing and Tixing of Str Troduct	10
		 Form Factor: Small Form Factor Pluggable (SFP), 	
		MSA compatible	
		Connector: Single fiber bi-directional LC	
		Cost-effective SFP solution	
		 Supports higher port densities and greater bandwidth 	
		Supported Ethernet: 1.25G	
		Data Rate: 1250 Mbps	
		 Power Supply: DC 3.3V 	
		 Operating Temperature: 0~70°C 	
		Madalulik CED 1 2EC 20 1210 Maka Hikuisian ar aguiyala	nt
		Model:HK-SFP-1.25G-20-1310, Make Hikvision or equivale	IIL
22	PTZ Camera	☐ Providing & fixing of 8MP camera	
		☐ Sensor: 1/1.2" CMOS	
		☐ Color: 0.002 Lux @	
		☐ Zoom:	



	42x optical16x digital	
	 Maximum Resolution: 3840 × 2160 □ Zoom Speed: 7.5s □ Aperture: Max. F1.6 □ Smart Supplement Light □ Supplement Light Range: up to 500 m □ Presets: 300 □ Patrols: 8 (up to 32 presets for each patrol) □ Pattern Scans: 4 □ Record Time: Over 10 minutes for each scan □ Modes: 	4
	DayNightAutoScheduled-switch	
	☐ Features:	
	 BLC (Backlight Compensation) HLC (Highlight Compensation) 3D DNR (Digital Noise Reduction) WDR (Wide Dynamic Range): 140dB Optical Defog Built-in gyroscope to improve EIS (Electronic Image Stabilization) performance Regional Exposure Regional Focus 	
	☐ Storage: MicroSD Card up to 256GB☐ Tracking:	
	Manual trackingAuto-tracking	
	☐ Advanced Functions:	
	 Face Capture Face Comparison Road Traffic License Plate Number Vehicle Model Vehicle Color Recognition 	
	□ Protection: IP67□ Model:DS-2DF8C842IXS-AEL(T5), Make Hikvision or ed	uivalent



23	Providing & fixing of 6MP camera	8
	☐ Sensor: 1/1.8" CMOS ☐ Maximum Resolution: 3200 × 1800 ☐ Color: 0.0028 Lux @ ☐ Lens:	
	 Varifocal, motorized 2.7 to 13.5 mm Modes: Auto, Semi-auto, Manual 	
	 □ Aperture: F1.2 □ IR and White Light □ Supplement Light Range: Up to 40 m □ Smart Supplement Light □ Memory: 	
	RAM: 40 MBSmart RAM: 350 MBeMMC: 2 GB	
	☐ Features:	
	 Target Cropping Day, Night, Auto, Schedule modes WDR (Wide Dynamic Range): 130 dB BLC (Backlight Compensation) HLC (Highlight Compensation) 3D DNR (Digital Noise Reduction) Defog 	
	□ Network: 1 RJ45 (10 M/100 M)□ Storage: MicroSD Card up to 512 GB□ Audio:	
	2 built-in microphones221 built-in speaker	
	☐ Advanced Functions:	
	Face Capture	



	People Counting
	 □ Operating Temperature: -30°C to 60°C □ Flashing Light: White Light □ Protection: IK10 Model:DS-2CD3766G2HT-LIZSU/SL, Make Hikvision or equivalent
24	42U Rack Imported Size 600x1000 With 5 fix 1 sliding shelves and 4 fans Make Kotohira systems or equivalent
25	15U Rack Imported Toten Size 600x600 2 Make toten or equivalent
26	6U Rack Imported 600x600 Make Toten or equivalent