



**OFFICE OF THE DEPUTY COMMISSIONER OF POLICE, OPS. & COMN, DELHI**  
**INTEGRATED COMPLEX, OPS & COMN, FC-50, SHALIMAR BAGH, DELHI 110088.**  
**Tel:011-23490251 Tel/Fax 011-23712728, E-mail: dcp.opscomn@delhipolice.gov.in**

**NOTICE INVITING E-TENDER**

**Tender Notice No. V/02/17/DP/OPS&COMN/CCTV-PHQ**

Digitally signed online e-tenders are invited by the undersigned in two bid system for hiring of CCTV Camera system to cover the Police Headquarters, MSO Building premises, I.P. Estate. The requirement of CCTV Cameras is as tabulated below:-

<b>Sl. No.</b>	<b>Description of work</b>
1.	Hiring of 23 Nos. CCTV Cameras & other accessories in PHQ Building premises for One Year

Last date for submission of tender is **28.11.2017 upto 1100 Hrs**, which will be opened on **29.11.2017 at 1130 Hrs. in Committee Room, Old Police Line, 5, Rajpur Road, Delhi**. In case the due date is declared holiday, the tender will be opened on the next working day at the same time. For more information please log on Central Public Procurement Portal (CPPP): <https://eprocure.gov.in/eprocure/app>. or on official website of Delhi Police i.e. [www.delhipolice.nic.in](http://www.delhipolice.nic.in).

**(S.K.SINGH)**  
ADDL.DY. COMMISSIONER OF POLICE-II  
OPS. & COMMUNICATION: DELHI

## TERMS & CONDITIONS

Online e-tenders are invited in two bid system i.e. Technical Bid and Price/commercial bid by the undersigned from the manufacturers, authorized distributor/Dealers or firms dealing in the trade for the hiring of CCTV Cameras and other accessories for use in Delhi Police to cover the Police Headquarters, MSO Building, I.P. Estate, as per details given below:-

Sl. No.	Description of work	EMD	Application Fee
1.	Hiring of 23 Nos. CCTV Cameras & other accessories in PHQ Building and premises for One Year	Rs.35,000/-	Rs. 500/-

The details of technical specifications are mentioned at **Annexure A**, quantity at **Annexure B** and schedule of requirement of the required CCTV Cameras & accessories are mentioned at **Annexure C**. Instructions for submitting online e-tender are enclosed at **Annexure F**. Bidders are advised to quote their rate/price after careful study of the tender specifications as well as the following terms and conditions:-

1. The tender document can be downloaded from Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>. Bid submission will be closed **on 28.11.2017 at 1100 Hrs.**
2. Online technical bids will be opened **on 29.11.2017 at 1130 Hrs** in the Committee Room, at 5, Rajpur Road, Delhi. The bidders or their authorized representatives may remain present, if so desire.
3. Only authorized representative will be allowed to attend the meeting of the Purchase Committee. He/She should also bring authority letter on company/firm's letter head and any decision/negotiation taken by him/her would be accepted by company/firm.
4. No representative shall be allowed to attend the meeting of the Purchase Committee on behalf of more than one tendering company/firm. The representative, who is deputed to attend the meeting, should be Director or Partner or Owner or an employee of the company possessing an authority letter, whose specimen signatures should be attested by the company/firm's authorized signatory with seal.
5. In case where the manufacturer has submitted the bid, the bids of its authorized dealer will not be entertained and EMD will be returned. And in case of violations both infringing bids will be rejected.
6. Only GST payee firms are eligible to bid for the tender. The firm shall quote their GST registration No. in their technical bid and also attach/upload legible scanned documentary proof of having registered with GST department for such services/trade.
7. The firm shall also upload/attach a legible scanned copy of documentary proof of depositing their latest GST in the concerned GST department (in the language of English/Hindi).
8. As per instructions of the Govt., the tender document has been published on the Central Public Procurement Portal: <http://eprocure.gov.in> The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates before the stipulated date & time.
9. The legible scanned copy of application fee of **Rs.500/- (Rupees Five Hundred only) separately for each work** in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque drawn in favour of Dy. Commissioner of Police, Communication, Delhi shall be attached/uploaded in the prescribed column alongwith the Technical Bid of Tender. **The application fee is non-refundable.** The original DD/Pay Order/ Bankers Cheque i.e. Application Fee shall be submitted by the bidder either before or at the time of tender opening i.e. upto **1130 hrs. on 29.11.2017.**

10. The legible scanned copy of Earnest Money Deposit (EMD) as tabulated above shall be deposited/uploaded by the bidders with the Technical bid of respective tender. **No tender will be accepted without requisite E.M.D.**, as mentioned in tender notice. Bidder shall submit/upload the EMD of the work he is participating for. In case a bidder applies for more than one work, the EMD shall be deposited/uploaded in proportion to the EMD amounts mentioned in the table above for the purpose. The E.M.D. shall be in the shape of A/C Payee Demand Draft in favour of Dy. Commissioner of Police Communication, Delhi. The EMD can also be submitted either in the shape of FDR, Banker's cheque or Bank Guarantee. No interest will be given on E.M.D. The EMD should be valid for Forty Five days beyond bid validity (i.e. 180 days). The original DD/Bankers Cheque/FDR/BG i.e. EMD shall be submitted by the bidder at the time of tender opening i.e. upto **1130 Hrs. on 29.11.2017**.
11. In case the firm fails to submit the Original Demand Draft / Pay Order / Banker's Cheque of Application Fee as well as EMD before opening of tender i.e. upto **1130 Hrs. on 29.11.2017**, the tender shall be rejected straightway.
12. In case the firm fails to upload the scanned copy of Demand Draft / Pay Order / Banker's Cheque/Bank Guarantee in respect of application fee as well as EMD online, the tender shall be rejected straightway.
13. The bidders registered with DGS&D/NSIC/MSME for this particular item/service shall be exempted from Application Fee as well as EMD. But they have to attach/upload the scanned copy of valid registration document/exemption certificate with the technical bid showing their registration for the said item for such claim.
14. **Conditional tender will not be accepted.**
15. Submission/uploading of unwarranted/irrelevant/out of context documents online with the bid with an intension to disturb/misuse online procurement system will be taken seriously and stringent action against such bidders besides action for rejection of bid and blacklisting of firm initiated.
16. The price must be quoted as per proforma price schedule as per **Annexure-D**. Nothing over and above the quoted price would be payable to the successful bidder. The Tenderer must quote the price both in words as well as in figures. Any over writing/cutting etc. will render the tender invalid. The option in the rates will not be entertained and the tender will be rejected straightway.
17. The rates quoted in this tender for hiring CCTV camera at PHQ, MSO, Building, I.P. Estate, New Delhi should be valid for a period of one year. The separate case for procurement of CCTV Cameras at PHQ Building is under process. Hence as and when the new CCTV cameras is installed, the successful bidder who have installed CCTV cameras on hiring basis, will dismantle their system and henceforth no hiring charges will be paid by Delhi Police.
18. Tenderer would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids.
19. The firm whose rates are accepted will have to deposit 10% of the contractual amount as Security Money in the shape of an Account Payee Demand Draft/ Bank Guarantee/FDR from any of the Commercial Bank in an acceptable form in favour of Deputy Commissioner of Police, Communication, Delhi within 10 days from the date of work order. Security Money shall bear no interest. Security Money should be valid for a period of 60 days beyond the completion of all contractual obligations by the vendor.
20. In case successful bidder fails to deposit the Security Money within 07 days from the date of receipt of letter, the E.M.D. of the firm will be forfeited in favour of department and action will be initiated to blacklist the firm.

21. The legible scanned copy of properly filled "Tender Acceptance Letter" **Annexure-E** duly signed and stamped by the bidder should be uploaded/attached with the technical bid.
22. Technical Demonstration for technical Evaluation:- The participating firms, who will declared qualified on the basis of documents, will have to demonstrate minimum 03 CCTV Cameras (01 PTZ & 02 Fixed) & accessories alongwith live viewing and recording facility of their proposed system at PHQ building and premises by installing Cameras, one PTZ at Main gate, one front side and one back side of building before the Technical Committee. The bidders have to record 48 hours of Day/Night recording of the Camera before the date of demonstration/evaluation. The date and time for demonstration of equipments will be informed to the bidders well in advance. No request to assign another date for demonstration will be entertained.
23. Any accessories/fittings or items which are not specially mentioned in the specifications but are necessary, are to be provided by the supplier without any extra charge for completeness of the work under this tender.
24. The CCTV Cameras alongwith their accessories as per schedule of requirement, shall be handed over by the contractual firm to the user at least 24 hours before the prescribed date of hiring duly operational, failing which penalty @ 01% per day of contractual amount and maximum upto 20% will be recovered from the bills of the firm besides action will be initiated for forfeiture of Security Money and blacklisting the firm.
25. The contractual firm shall ensure that daily cleaning schedule of CCTV System and accessories installed at each venue shall be made and strictly adhered to.
26. The contractual firm will have to bear the cost of damage to the CCTV Cameras & Accessories that may occur due to storm, fire, rain, natural calamities and any other unforeseen circumstances.
27. The contractual firm will depute his representative, who will remain present to ensure proper working of the system, till the completion of function.
28. The service/calls are to be attended by the contractual firm **with in 02 hours** from the time of such calls. Defective card/item should be repaired the same day at user's location. In case of major defects requiring the defective card/item to be taken to the supplier workshop, it should be returned within 01 week duly repaired and immediate substitute card/item will be provided by the contractual firm for the smooth operation of CCTV Cameras. The to and fro transportation of card/item will be responsibility of the contractual firm.
29. Delays in attending the call and or repairing the defective CCTV Cameras beyond the time limit given in this Clause, without providing the substitute, will attract penalties. Hiring charges of the delayed period will not be paid if the delay is more than **12 hours** from the specified time limit on pro-rata basis.
30. If the contractual firm fails to perform any of the Services of the Contract within the time period specified in the tender, the user shall, without prejudice to its other remedies under the tender, deduct from the pending bills/Contract Performance Bank Guarantee, by way of penalty, a sum of equivalent to One (1) percent of the price of the hiring rates and maximum upto 10% for each and every week (part of a week being treated as full week) of delay until actual performance.
31. The quantity of the items mentioned in the tender notice can be increased or decreased, at any stage till the completion of contract.
32. The Contractual firm will complete the installation of CCTV Cameras at the site and made them operational at least one day in advance.
33. The payment will be made on quarterly basis for the actual numbers of CCTV Camera systems installed and after receipt of the satisfactory reports from the user after completion of Contract successfully. No advance payment will be made.

34. If the quality of the system is found inferior to the approved product/specifications by the Purchase/Technical/Survey Committee, the supplier will have to replace the system as per approved samples within the stipulated period at his own cost. In case the supplier fails to replace the installation as per approved specifications, the Security Money will be forfeited as well as action for blacklisting can also be taken prior to taking any legal action.
35. The Bid shall remain **valid for six calendar months** from the date of opening of the tender.
36. After examination of the technical bid and price bid, the purchase committee will have discretion to award the contract to more than one firm, if their rates are lowest and same.
37. The payment will be made depending upon the availability/release of funds by the Govt. and the agencies/contractors shall have no claim in case of delayed payment and no interest will be paid for the delay.
38. The Purchase Committee reserves the right to relax any terms and condition in the govt. interest with the approval of Competent Authority.
39. The Purchase Committee reserves the right to reject any tender or all tenders without assigning any reasons thereof.
40. The competent authority reserves the right to scrap/call off the tender at any stage on administrative reasons.
41. All disputes are subject to the jurisdiction of the Courts in the N.C.T. of Delhi.
42. The participating firms/companies are requested to **attach/upload self attested/scanned legible documentary proof** of the following documents with their technical bids. In the absence of any of these documents, the bid will be disqualified/cancelled straightway without any further clarification:-
  - a) Application Fee as prescribed.
  - b) EMD as prescribed for respective work.
  - c) Certificate regarding registration with DGS&D, NSIC, MSME if claim for Application Fee as well as EMD exemption.
  - d) GST registration certificate.
  - e) Latest GST deposit receipt/challan.
  - f) A list of their owners/ partners etc.
  - g) A Certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India.
  - h) Undertaking mentioning therein the entire details (like make/model, technical specifications and brochures) of the product which are to be demonstrated/used for the purpose (i.e. CCTV Cameras PTZ/Fixed, Monitors, NVR/DVR, UPS alongwith associate accessories etc.)
  - i) Tender Acceptance Letter (Annexure – E).
  - j) Documents relating to past performance, if any.

**THE SELF ATTESTED & STAMPED SCANNED COPIES OF FOLLOWING DOCUMENTS REQUIRED TO BE ATTACHED WITH PRICE BID :-**

**PRICE BID shall contain price only and no other documents shall be attached with the Price bid.**

Details of Rates quoted by the tenderer shall be submitted as per **Annexure - D** format in clear terms, both in words as well as in figures. The rates must be inclusive of all taxes and charges. **Any condition/option in the rates will not be entertained.**

43. All firms participating in the tender must upload/attach a list of their owners/partners etc. and a certificate to the effect that the firm is neither blacklisted by any government department/agency nor any criminal case is registered against the firm or its owners/partners anywhere in India.
44. The tender will be rejected straightway without assigning any reasons if the firm founds to be involved in any criminal cases, declared black listed by any Govt./Semi govt. department/agencies etc. at any stage of procurement process of the tender.
45. In case of any differences, the firm can be called for negotiation to patch up the differences on table prior to approaching court.
46. In case of violation of any clause of work order/contract/agreement deed, the explanation of the firm can be called by issuing show cause notice, if the reply is not found satisfactory. Security money can be forfeited as well as action for blacklisting can also be taken prior to taking any legal action.
47. Foreign Companies shall participate in the tender, only through their Distributors/Agent in India. No foreign company shall be entertained directly. In case any Indian Agent/Supplier desired to quote directly on behalf of their foreign principal, the supplier/agent should get themselves enlisted with DGS&D and copy of the same be attached with technical bid. The enlistment of such firm with DGS&D will not entitle the firm for exemption of EMD as well as Application Fee.
48. All the procedure for purchase of store laid down in GFRs & DPFRs shall be adhered to strictly and the bidders are to be bound to respect the same.

**(S.K.SINGH)**  
ADDL.DY. COMMISSIONER OF POLICE-II  
OPS. & COMMUNICATION: DELHI

SIGN. OF TENDERER: \_\_\_\_\_  
NAME IN BLOCK LETTERS: \_\_\_\_\_  
FULL ADDRESS : \_\_\_\_\_

**SPECIFICATIONS AND ALLIED TECHNICAL DETAILS FOR HIRING OF CCTV CAMERAS SYSTEM & OTHER ACCESSORIES TO COVER POLICE HEADQUARTERS, MSO BUILDING, I.P ESTATE**

<b>1.0</b>	<b>General Requirements</b>
1.1	The CCTVs System will be installed to cover the Police Headquarters MSO Building premises. The cameras will be installed as per the requirement of Police Headquarters, MSO Building premises requirements to cover all the strategic locations.
1.2	The Control Rooms will be installed on the ground floor of Police Headquarters building. The system will also be monitored in C4i at Police Headquarter.
1.3	Working environment of all the equipments should be -5 degree centigrade to 50 degree centigrade with relative humidity upto 90% non condensing.
<b>2.0</b>	<b>Outdoor C/CS Mount PTZ Camera with weather proof/temper proof housing</b>
2.1	Latest Imager 1/4" CCD or better.
2.2	Colour Resolution minimum 600 TV Lines or better for sharp pick up of live video. The Day/Night camera should have minimum
2.3	The Day/Night camera should have minimum color illumination of 0.2 lux@1.6 (50 IRE) and 0.01 Lux@F1.6 (50 IRE) for deliverance of video captured in very low- luminous environment/conditions.
2.4	The lens should have the capability to focus on large areas, as well on small unidentified objects with a wide focal length of at least 04 to 120mm and minimum 36x optical zoom.
2.5	The camera shall be able to be zoomed on to any suspicious object/human being with minimum optical zoom of 36X or better (Day and night mode of mission critical application).
2.6	Pan Range 0 to 360 deg. Continuous 24x7 application having IP 66 Housing.
2.7	The operator in the control room shall be able to manually control pan speed 6 Deg/Sec. or better The same should also be programmed as a preset 6 Deg/Sec. or better for effective outdoor coverage with at least 20 presets.
2.8	Tilt Range - ± 60 deg with a tilt speed of 3 deg/sec for maneuverability in all directions.
2.9	The monitor should automatically display the area name for all the above 20 preset positions with minimum 16 characters for easy recognition of the operator.
2.10	The camera being able to be programmed as per site requirement with automatic scanning mode as programmed. There should be two such modes i.e. day and night.
2.11	Housing Outdoor (IP 66) Housing vandalism proof.
2.12	Input Voltage 230 V AC/50 Hz.
2.13	System should ensure that once recorded, the Video cannot be altered, ensuring that audit trail is intact for evidential purposes.
<b>3.0</b>	<b>Outdoor CS Mount Fixed camera with zoom lens, outdoor housing with water proof and vandalism proof.</b>
3.1	Latest Imager 1/3" CCD or better.
3.2	Color Resolution of 600 TV Lines or better for sharp pick up of live video.
3.3	The camera should have minimum color illumination of 0.5 lux for color and 0.005 Lux for B/W for deliverance of video captured in very low luminous environment/conditions.
3.4	Wide focal length of at least 5 to 50 mm or better with auto IRIS control.
3.5	Electronic shutter 1/50 to 1/125,000 sec, on/off selectable.
3.6	Camera Settings on Screen Display for Camera programming.
3.7	Video output 1 V p-p
3.8	Back light Compensation off/on
3.9	Housing Outdoor (IP 66)
3.10	CS type, Mounting Wall/Poll as per site requirement.
<b>4.0</b>	<b>42" Color LED Monitor</b>
4.1	Viewable picture area 40" when measured Diagonally, TFT LED
4.2	SVGA or better supported

4.3	Luminance Level 500 Cd /m sq
4.4	704x576 (4 CIF) or better
4.5	Contrast ratio 500:1
4.6	Monitor Control on screen display, programmable with front panel.
4.7	Video Input Level :1.0 Vp-p/1 kHz
<b>5.0</b>	<b>46" LED Panel of Reputed make</b>
5.1	Screen Size : 46" wide
5.2	Resolution : 1024 x 768 or better
5.3	Contrast ratio : 30000 : 1 or better
5.4	Aspect ratio : 16 : 9
5.5	PC signal connectivity : VGA, SVGA, XGA
5.6	Viewing Angles : 176 H/176 V Degrees
5.7	Operating Voltage : 230, ±10% VAC
<b>6.0</b>	<b>Digital Keyboard for P/T/Z Cameras</b>
6.1	Connectivity RS -232/RJ11/USB connections
6.2	P/T/Z Control Joystick
6.3	Selectivity of features LED Screen with backlight buttons for selection of various features
<b>7.0</b>	<b>DVR</b>
7.1	The DVR recorder should be capable to operate at 24x7 days with trouble free operation
7.2	It should have minimum recording capability of 400 frames per second for 16 channels
7.3	The system should also have capability to record video in quad and octave
7.4	It should have sufficient capacity of Hard Disk to cover all cameras recording for minimum 3 Tera Byte hard disk for one month recording.
8.0	<b>UPS:</b> Commensurate capacity of UPS of reputed make for Control Room for providing minimum 60 minutes power backup for the entire system.
9.0	<b>Cables:</b> - All CCTV Cables should be of reputed brand RG-59 Co-axial/multi/single mode fiber with steel support for video signal. 6 Core round 14/36 cable. 4 Core round 14/36 double sealed cable. Flat power cable 14/36 and any other cable required for completion of the project.



**LOCATIONS OF INSTALLATION OF CCTV CAMERAS****1. TOTAL 23 NOS. CCTV CAMERAS FOR PHQ BUILDING AND PREMISES.****A. PTZ CAMERAS (02 Nos.)**

Sl. No.	Camera No.	Location
1.	1	AT CPCAR PARKING.
2.	2	AT PHQ OFFICIAL CAR PARKING.

**B. FIXED CAMERAS (21 Nos.)**

Sl. No.	Camera No.	Location
1.	F-1	AT MAIN GATE OF PHQ.
2.	F-2	AT MAIN ENTRY GATE OF PHQ.
3.	F-3	MAIN PUBLIC ENTRY GATE AT DFMD.
4.	F-4	OUTSIDE PHQ AT MOSQUE CORNER.
5.	F-5	AT PWD PARKING.
6.	F-6	AT CPWD OFFICE.
7.	F-7	MOTORCYCLE PARKING.
8.	F-8	MOTORCYCLE PARKING.
9.	F-9	AT REAR GATE INSIDE THE COMPOUND.
10.	F-10	AT REAR GATE INSIDE THE COMPOUND AT SANTRI POST.
11.	F-11	AT REAR ENTRY GATE AT DFMD POINT.
12.	F-12	AT AC PLANT.
13.	F-13	AT CORNER OF GARAGE ROOM.
14.	F-14	AT PHQ OFFICIAL CAR PARKING.
15.	F-15	AT OUT GATE.
16.	F-16	AT OUT GATE.
17.	F-17	AT OUT GATE.
18.	F-18	AT ENTRY POINT NEAR X-RAY BAGGAGE MACHINE.
19.	F-19	AT RECEPTION.
20.	F-20	OUTSIDE FIRE CONTROL ROOM.
21.	F-21	MOTORCYCLE PARKING.

**Schedule of Requirements**

Sl. No.	Description	PHQ Building premises
	<b>CLOSED CIRCUIT SURVEILLANCE TELEVISION</b>	
1.	Outdoor P/T/Z Camera with 36 X optical Zoom or better	02
2.	Fixed Camera with Varifocal Lens	21
3.	46” Colour LCD High Resolution Monitor for monitoring 16 Camera on each LCD panel	03
4.	Keyboard for P/T/Z/ Cameras	As per requirement
5.	DVR 16 Channel having capability to record 400 frames per second with redundancy	As per requirement
6.	Accessories	1 set
7.	Swith/Optical Fibre/CDT 6 Cable/ another other accessories/ service required for connection with Delhi Police C4i	As per requirement
8.	Nearest Cyber Highway Node)	As per requirement
9.	UPS with battery for 60 minutes backup.	One set

**Note :**

- The finally selected bidder will also collect the details of locations for setting up of Control Rooms for recording/viewing the footage of cameras from the office of Addl. DCP/CPCR.

PROFORMA FOR PRICE SCHEDULE  
(Attach with price bid)

**TENDER FOR HIRING OF CCTV CAMERA SYSTEMS TO COVER  
POLICE HEADQUARTERS, MSO BUILDING PREMISES.**

S. No.	Description of work	Qty required	RATE offered by the Bidder Per Camera/Per Day (inclusive of GST)	Total Rates offered by the Bidder per day (including GST) <b>(3 x 4)</b>
(1)	(2)	(3)	(4)	(5)
1.	<b>Rates offered by the firm for Hiring of 23 Nos. CCTV Cameras with accessories as per tender specifications for PHQ Building and premises .</b>	<b>23 Nos.</b>		

**NOTE:-1. NO CONDITIONS SHOULD BE INSERTED IN THE PRICE BID AS CLARIFIED IN THE TERMS & CONDITIONS.**

It is hereby certified that we have understood all the terms and conditions specified in the tender document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all the tender terms and conditions.

We hereby offer to carry out the job and (or) supply the goods/items detailed above or such portion(s) thereof as you specify in the notification of award.

A Standard EXCEL Sheet of Price Schedule format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the EXCEL Sheet of Price Schedule file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the Standard EXCEL Sheet of Price Schedule format file is found to be modified by the bidder, the bid will be rejected.

(Signature and seal of the Bidder)

Date \_\_\_\_\_

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**  
**(Enclose with Technical Bid)**

Date: \_\_\_\_\_

To,

The Deputy Commissioner of Police,  
Ops & Communication FC-50 Shalimar Bagh,  
Delhi-110 088

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**

**TENDER FOR HIRING OF CCTV CAMERA SYSTEM TO COVER THE PHQ BUILDING AND PREMISES FOR USE  
IN DELHI POLICE**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) \_\_\_\_\_ namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents including all documents like annexure(s), schedule(s), etc., which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**REGISTRATION**

- i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> by clicking on the link "Click **here to Enroll**" on the CPP Portal which is free of charge.
- ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- vi) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

- i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

**PREPARATION OF BIDS**

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please take note of the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while

submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- i) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- v) A standard Price Schedule provided with tender document (excel sheet) format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the Price Schedule provided with tender document (excel sheet) file, open it and complete the while coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the Price Schedule provided with tender document (excel sheet) file is found to be modified by the bidder, the bid will be rejected.
- vi) The serve time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- vii) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- viii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- ix) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- x) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

- i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

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