

**OFFICE OF THE DY. COMMISSIONER OF POLICE: PROV. & LOGISTICS: DELHI**  
(AN IS/ISO 9001: 2008 UNIT)  
5, RAJPUR ROAD, DELHI-110054  
[acpcsa@yahoo.com](mailto:acpcsa@yahoo.com)

**TENDER NOTICE NO. 506/HAMT (I)/DCP/P&L/2019**

**TERMS & CONDITIONS**

Online e-tenders are invited in Two Bid System i.e. Technical Bid and Price Bid by the undersigned only from the manufacturers/their authorized distributors/dealers or traders dealing in the trade for the **purchase and installation of items/accessories to be fitted in 375 Nos. Bicycle of Delhi Police as per details mentioned in (Annexure-“A”)** through Central Public Procurement Portal e-Tender system website: <https://eprocure.gov.in/eprocure/app> by **1200 Hrs. on 21.01.2019. Off-line/physical bids shall not be accepted and no request will be entertained on any ground/reason:-**

Interested **bidders are advised to quote their unit/consolidate rate/price as per requirement/specifications after careful inspection of the samples of above said items available in CMT Stores/P&L, on any working day** as well as the following terms and conditions:-

**GENERAL CONDITIONS:**

1. On-line e-Tender shall be in two bid system TECHNICAL BID as well as for PRICE BID for the purchase and installation of **items/accessories to be fitted in 375 Nos. Bicycle of Delhi Police Bicycles** as mentioned above for use in Delhi Police. Instructions for submitting on-line e-tender are enclosed at **Annexure-B**.
2. 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.
3. The tender document can be downloaded from Central Public Procurement Portal website <http://eprocure.gov.in/eprocure/app>. **Bid submission will be closed on 21.01.2019 at 1200 Hours.**
4. On-line TECHNICAL BIDS will be opened on **22/01/2019 at 1230 Hours** in Committee Hall/P&L, 5-Rajpur Road, Delhi-110054 and the FINANCIAL BIDS of only technically qualified firms will be opened only after scrutiny of technical bid and technical evaluation of the system.
5. Only GST registered company/firm(s) are eligible to participate in this tender. The self attested & stamped scanned copy of valid GST Registration Certificate shall be attached with technical bid.
6. The self attested & stamped scanned copy of latest GST Deposit receipt shall be attached with the technical bid.
7. The bidders should have Digital Signature Certificate (DSC) for filling-up the bids. The person signing the tender documents should be authorized for submitting the on-line e-tender.
8. The scanned copy of an undertaking duly signed & stamped by the authorized signatory as a token of acceptance of all the terms & conditions of the tender documents by the bidder shall be attached along with the tender as per enclosed **Annexure-D**.

9. The Scan copy of application fee of **Rs.500/- (Rupees Five Hundred only)** in the form of a Demand Draft/Pay Order/Bankers Cheque drawn in favour of Dy. Commissioner of Police (Prov. & Logistics), 5, Rajpur Road, Delhi-54 shall be attached in the prescribed column alongwith the Technical Bid of Tender. The application fee is non refundable. **Failure to do so will result in rejection of the bid. The original DD/Pay Order/Bankers Cheque shall be submitted by the bidder at the time of tender opening failure to do so will result in rejection of the bid.**
10. The scanned copy Earnest Money Deposit (EMD) of **Rs. 45,000/- (Rupees Forty five thousand only)** shall be deposited by the bidders with the Technical bid, which can be submitted in the form of Account Payee Demand Draft, FDR, Banker's Cheque or Bank Guarantee from any Nationalized/Commercial Bank in an acceptable form in favour of "Deputy Commissioner of Police, Prov. & Logistics, 5, Rajpur Road, Delhi". EMD deposited with the tender shall bear no interest. The EMD should be valid for a period of forty five days beyond the date of the bid validity i.e. 6 months+ 45 days. Earnest money shall be refunded to the unsuccessful bidders, after finalization of tender and award of work, to the successful bidder(s). The same original EMD shall be submitted by the bidder at the time of opening of Tender. No tender will be opened/accepted without EMD and shall be rejected straightway.
11. The bidders registered with Micro and Small Enterprises (MSEs) as defined in MSE procurement policy and issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department or Start ups as recognized by Department of Industrial Policy & Promotion (DIPP) for the requisite item/items is exempted from Bid Security and Application Fee. However the bidders will have to submit scanned copy of the Registration Certificate with the technical bid of the tender to avail this exemption. The original document projected for application exemption can be verified/checked.
12. All the firms participating in the tender must attach a scanned copy of list of their Directors/Owners/Partners/Proprietor etc. on the letter head of firm duly self attested and stamped with the technical bid.
13. Foreign firm can participate in the tender only through their authorized distributor/agent appointed in India. In case bidder is an Indian Agent of foreign firm/principal, the bidder shall have to submit the copy of agreement between the parties containing terms and conditions and quantum of agency commission. No foreign company shall be entertained directly.
14. All the firms participating in the tender must attach a scanned copy of a certificate duly self attested and stamped to the effect that the company/firm is neither blacklisted by any Govt. Deptt. nor any criminal case is registered/pending against the company/firm or its director/owner/partner anywhere in India. The company/firm who is blacklisted by any Govt./Semi Govt. Deptt. or any criminal case is registered/pending against the company/firm or its Director/Owner/Partner/ Proprietor anywhere in India is/are not eligible to participate in this tender.
15. Only authorized representative will be allowed to attend the meeting of the Purchase Committee. He/She should also bring authority letter on firm's letter head that any decision/negotiation taken by him/her would be accepted by firm.
16. Not more than one representative shall be allowed to attend the meeting of the Purchase Committee on behalf of more than one tendering firm. The representative, who is deputed to attend the meeting, should be Director or Partner or Owner or an employee of the company bearing an authority letter, whose specimen signatures should be attested by the firm's authorized signatory having seal of the firm.
17. The tender will be rejected straight way without assigning any reason, if the Proprietor, Partner(s), Director(s) or the firm found involved in any criminal case at any stage, declared blacklisted by any Govt./Semi Govt. department etc.

18. All the bidders will submit their samples of each items/accessories to HAMT Branch/Prov. & Logistics office duly tagged with sealed and stamp of their company. for inspection, at the day of opening of tender. **Non-adherence/failure of submission of requisite samples of items/accessories will result in rejection of the bid.**
19. After evaluation of technical bid(s) of all the tendering firms, the samples of those firms, which are declared technically qualified in the technical bid on the basis of documents, will be examined/inspected by the committee and decision of committee in this regard will be final and not open for discussion.
20. In case where manufacture has submitted bid, the bids of its authorized dealer(s) will not be entertained and EMD will be returned. In case of violations, both infringing bids will be rejected.
21. The Bidder shall fill-up the rates in the price schedule in excel sheet format provided on CPP Portal in-line with **Annexure-“C”** attached to these document the Unit Prices and total Prices of the Goods it proposes to supply under this tender in the following manner:-
  - i. Unit Price including incidental charges and other Govt. levies, if any, in Indian Rupees
  - ii. GST in Indian Rupees.
  - iii. Total Unit Price in Indian Rupees.
  - iv. Total Extended Price FOR destination including Taxes, Levies, Duties and others Charges, in Indian Rupees.

**Note: Optional rates shall not be considered and the bid shall be rejected.**

22. The price should be quoted strictly in line with the price schedule leaving no column blank whatsoever to avoid any ambiguity.
23. The supply/billing should be made from the firm/place of GST Registration/Work Contract Registration.
24. The Purchaser will make all payments, under this contract, in Indian Rupee.
25. The bidder should ensure that the prices are quoted in line with the price schedule leaving no column blank. After opening of the price bid, no clarifications whatsoever shall be entertained by the Purchase Committee.
26. Optional/Conditional tender will not be accepted.
27. The Financial Bid shall be filled on-line as per proforma **Annexure-‘C’** available at Central Public Procurement portal e-tender system website <https://eprocure.gov.in/eprocure/app> . Off-line Financial bid shall not be accepted.
28. **The tender/contract will be awarded to the firm who will offer lowest rate (L-1 bidder) for all the items in consolidated manner i.e. total cost of all items/accessories including taxes.**
29. The bid validity shall be for a period of six months from the date of opening of e-tender.
30. Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
31. The bidder shall ensure to attach/submit the requisite document(s) in the prescribed columns. In case any irrelevant/unwarranted/nuisance/Out of contest document found attached with the on-line e-tender, the bid will be rejected. Besides, legal action as per penal sections of Law/Rules/Instructions can be initiated against the firm as well as blacklisting of the firm.
32. The rates will be F.O.R. at 5, Rajpur Road, Delhi – 54.

33. The firm whose rates are accepted shall have to deposit **10% of the total cost of the item as Performance Security (Security Money)** within 14 days from the date of receipt of demand letter in the shape of an Account Payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee from a Nationalized/Commercial Bank in an acceptable form in favour of Deputy Commissioner of Police, Provisioning & Logistics, 5, Rajpur Road, Delhi – 110054 before the supply order is placed to the company/firm. The Performance Security (Security Money) shall bear no interest. The Performance Security should be valid for 60 days beyond the completion of all contractual obligations by the supplier including the warranty/guarantee period i.e. Warranty/Guarantee period + 60 days.
34. The quantity of the item mentioned in the tender notice can be increased or decreased, at any stage till the delivery of consignment is completed.
35. The Purchase Committee will have discretion to award the contract to more than one firm, if their L-1 rates are found the same.
36. The supply and installation of the stores will be made/completed within 15 days from the date of receipt of confirmed supply order.
37. The department reserves the right to cancel the supply order or part supply thereof in case of the following contexts:-
  - a. Failure of the firm to supply the stores as per time schedule prescribed in Clause No. 36.
  - b. If the supplied store is inferior to the samples approved/technical specifications.
38. In case of cancellation of the supply order, as at Clause 37 above, the balance store can be procured from open market and the difference of cost, if any, will be recovered from the pending bill/Performance Security of the company/firm, besides forfeiture of the entire Performance Security and other punitive action like blacklisting of the company/firm will be taken.
39. The stores will be supplied within the stipulated period failing which liquidated damage charges will be claimed @ 0.5% of total cost of delayed quantity per week, which may be maximum upto the limit of 10% of delayed quantity cost. The bidder shall deposit the LD charges within reasonable period otherwise, the same can be deducted from the outstanding bill or can be claimed from the EMD/Security Deposit. Besides, action can be taken to blacklist the company/firm and forfeiture of its Performance Security.
40. **Force Majeure:** The Contractor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure. For purposes of the clause "Force Majeure" means an even beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, flood, epidemics, quarantine restrictions, freight embargoes etc.
41. In case, the supply is found inferior to the approved sample/technical specifications, the consignment will be rejected. The supplier will have to take back the consignment at his own cost and replace it with fresh stock within the specified period. In case the supplier fails to give or to replace the supply, the Performance Security will be forfeited, besides cancellation of supply order and action for blacklisting of the firm will be initiated. The un-acceptable stores shall be subject to replacement at the risk and responsibility of the bidder.
42. The tendering firm will also submit a certificate that the items/accessories offered by them is as per sample available in the CMT/Stores/Prov. & Logistics Office and technical specifications of the tender.

43. The unsuccessful bidders shall be responsible to collect the sample deposited by them with the tender within 15 days from the date of deciding the tender. Thereafter, no claim to return the samples will be entertained by the Purchaser.
44. The Competent Authority reserves the right to reject/scrap/call off any tender or all tenders without assigning any reason(s) thereof on the recommendations of the Purchase Committee/Purchaser or at his own.
45. The payment will be made on receipt, installation and acceptance of store in good condition as per approved sample. No advance payment will be made. The payment will be made depending upon the availability/release of funds by the Govt. under appropriate head of accounts and the bidders shall have no claim of interest in case the payment is delayed, due to this or any administrative reason(s).
46. The Competent Authority reserves the right to relax any terms and conditions in the Govt. interest on the recommendation of the Purchase Committee/Purchaser during the tender process.
47. In case of any difference(s) arises between company/firm and department, the company/firm can be called for negotiation on table to patch-up the matter amicably prior to approaching court.
48. Instructions/order/amendment issued by Government of India time to time, with regard to provisions of the Procurement Policy, General Financial Rules (GFR), DFPR etc. shall be strictly adhered and bidders are bound to comply/accept the same.
49. All disputes are subject to the jurisdiction of the Courts in the N.C.T. of Delhi.
50. The Bidder shall provide Guarantee/Warranty for all goods/item at least for a period of **01 (one) Year** from the date of final acceptance of the goods/item.
51. In case, the bidder(s) violate/breach any of the terms & conditions of the tender or supply order, an explanation of the company/firm can be called by issuing Show Cause Notice. If the reply of Show Cause Notice is not found satisfactory, strict legal action as per law/tender conditions will be taken, besides forfeiture of EMD/Security Deposit and blacklisting of firm.
52. The competent authority reserves the right to terminate or recall the tenders at any time due to administrative reasons. At any time up to the last date for receipt of bids, the Delhi Police may, for any reason, whether at its own initiate or in response to a clarification requested by a prospective Bidder, modify the Tender document by an amendment and extend date of submission of bids. The amendment will be notified on Central Public Procurement Portal website: <https://eprocure.gov.in/eprocure/app> and shall be binding on the bidders.
53. **Preference for bidders under “Make in India” Policy, Govt. of India**  
  
As per instructions contained in the order’s No. P-45021/2/2017-B.E.-II dated 15th June 2017 circulated/issued by Government of India, Ministry of Commerce and Industry, Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi in pursuance of provision of Rule 153(iii) of General Financial Rule 2017, to encourage “Make in India” and promote manufacturing and production of goods and services in India, preference will be given to local supplier/bidder meeting the criteria prescribed in the above said order. All the instructions mentioned therein will be adhered. No representation/request of any firm (s) against the decision taken by the Deptt. in pursuance of these orders/instructions will be entertained at any stage on any ground whatsoever it is.
54. Any new Government levies/taxes imposed or increased in taxes after the contract date shall be paid as per actual against submission of documentary evidence and in case of decrease thereof, the same

shall be adjusted by the contractor as per revised slabs. In case, the tax rates are reduced after release of payment the same shall be adjusted against future bills or from the performance security of the contractor.

55. **Contents of Bid:** The Online Bids prepared by the Bidder shall comprise of the following two components:-
- A) **TECHNICAL BID:-** THE SELF ATTESTED & STAMPED SCANNED COPIES OF FOLLOWING DOCUMENTS SHALL BE SUBMITTED WITH THE TECHNICAL BID IN A VALID PDF FORMAT: -
1. APPLICATION FEE OF RS.500/- IN SHAPE OF AN ACCOUNT PAYEE DEMAND DRAFT IN FAVOUR OF DCP/P&L, 5, RAJPUR ROAD, DELHI.
  2. EARNEST MONEY OF RS. 45,000/- IN SHAPE OF AN ACCOUNT PAYEE DEMAND DRAFT, BANKER'S CHEQUE, FDR OR BANK GUARANTEE FROM ANY COMMERCIAL BANK IN AN ACCEPTABLE FORM IN FAVOUR OF DCP/P&L, 5, RAJPUR ROAD, DELHI – 110054.
  3. REGISTRATION CERTIFICATE OF NSIC/DGS&D/STARTS UP/MSME FOR THE ITEM, IF REQUESTED EMD/APPLICATION FEE EXEMPTION.
  4. GST REGISTRATION CERTIFICATE.
  5. LATEST GST DEPOSIT RECEIPT.
  6. PROOF OF MANUFACTURER/ AUTHORIZED DISTRUBUTORSHIP.
  7. COMPLIANCE OF TECHNICAL SPECIFICATIONS OF THE QUOTED ITEMS/ACCESSORIES.
  8. LIST OF DIRECTORS/OWNERS/PARTNERS OF THE COMPANY/ FIRM WITH THEIR CONTACT NUMBERS.
  9. CERTIFICATE TO THE EFFECT THAT THE COMPANY/ FIRM IS NEITHER BLACKLISTED BY ANY GOVT. DEPARTMENT NOR ANY CRIMINAL CASE IS REGISTERED AGAINST THE COMPANY/FIRM OR ITS DIRECTOR/OWNER/ PARTNER, ANYWHERE IN INDIA.
  10. SAMPLE OF ALL ITEMS/ACCESSORIES
  11. CERTIFICATE REGARDING ITEMS/ACCESSORIES OFFERED BY THE FIRM IS AS PER SAMPLE AVAILABLE IN MT/STROE/PROV. AND LOGTISTICS AND TENDER'S TECHNICAL SPECIFICATIONS. (CLAUSE NO. 42)
  12. UNDERTAKING OF GUARANTEE/WARANTEE AS PER CLAUSE NO. 50.
  13. TENDER ACCEPTANCE UNDERTAKING AS MENTIONED AT **ANNEXURE-“D”**.
  14. ALL OTHER SUPPORTING DOCUMENTS AS REQUIRED IN THE TENDER SHALL BE ATTACHED.
- B) **Commercial Bid** to be filled in accordance with the format provided in the Tender Document (Annexure-“C”). The Price Schedule will be filled in excel sheet provided with the tender documents.

Sd/-  
DY. COMMISSIONER OF POLICE:  
PROV. & LOGISTICS: DELHI.

**BILL OF REQUIREMENT FOR ITEMS/ACCESSORIES TO BE FITTED IN DELHI POLICE BICYCLES SHALL BE AS FOLLOWS:**

<b>Sl. No.</b>	<b>Description of articles/items &amp; accessories</b>	<b>Size <math>\pm</math> 5%</b>	<b>Material</b>	<b>Weight <math>\pm</math> 5%</b>	<b>Total Qty.</b>
1.	Plate for Front Delhi Police monogram	12" x 5"	Fiber, 5mm thickness	150-175 gm	375
2.	Sticker for Front Delhi Police monogram	12" x 5"	Radium		375
3.	Clamps for holding front plate	4.5"	Iron (Black)	200-220 gm	750
4.	Round Plate for Rear Delhi Police monogram	8" x 8"	Fiber, 5mm thickness	130-150 gm	375
5.	Sticker for Rear Delhi Police monogram	8" x 8"	Radium		375
6.	Clamp (L shape) for holding Rear plate	17" x 5"	Iron (Black) 4mm thickness	500-600 gm	375
7.	Plate to be fixed on Basket for Delhi Police Logo	6" x 6"	Fiber, 5mm thickness	60-80 gm	375
8.	Sticker having Delhi Police Logo to be fixed on Basket	6" x 6"	Radium	--	375
9.	Nut & Bolts to be used for Plate connection.	8 & 10 Nos. Mix	Iron	--	7500
10.	Baton Clamp for holding Delhi Police Stick.	3.5"	Plastic	20-40 gm	375
11.	Mobile Phone Holder	45-115mm, Arm Length, Good Quality	ABS Quality Plastic	100-120gm	375
12.	Bottle Cage	High Grade Alloy, Good Quality	Mounting on frame	30-50 gm	375
13.	Seat Post Bag (to be mounted on the saddle post)	Good Quality	Single Zipper with Velcro		375

(Quote includes fitting of above items/accessories in bicycles)

**PROFORMA FOR PRICE SCHEDULE****(Enclose with commercial bid)**

Date of opening..... Time .....Hrs.

We, \_\_\_\_\_, hereby certify that we are established reputed firm with expertise in supply of articles/items/accessories etc., and are open to inspection by the representative of the purchaser. We hereby offer to undertake the work for **“Supply and installation of articles/items/accessories for 375 Bicycles of Delhi Police”** at the mentioned in the excel sheet proforma as per details indicated below:

Sl. No.	Description of items/accessories as per details mentioned in Terms & Conditions above	Qty.	Unit Price (in Indian Rupees)	GST on unit price In Indian Rupees	Total Unit Price FOR Destination in Indian Rupees	Total extended Price FOR Destination including all taxes and other charges (in Indian Rupees)
(A)	(B)	(C)	(D)			(E)
1.	Plate for Front Delhi Police monogram	375				
2.	Sticker for Front Delhi Police monogram	375				
3.	Clamps for holding front plate	750				
4.	Round Plate for Rear Delhi Police monogram	375				
5.	Sticker for Rear Delhi Police monogram	375				
6.	Clamp (L shape) for holding front plate	375				
7.	Plate to be fixed on Basket for Delhi Police Logo	375				
8.	Sticker having Delhi Police Logo to be fixed on Basket	375				
9.	Nut & Bolts to be used for Plate connection.	7500				
10.	Baton Clamp for holding Delhi Police Stick.	375				
11.	Mobile Phone Holder	375				
12.	Bottle Cage	375				
13.	Seat Post Bag (to be mounted on the saddle post)	375				
	<b>Total</b>					

- It is hereby certified that we have understood all the work and conditions specified in the tender document and are thoroughly aware of the work to be undertaken. We agree to abide by all the tender terms and conditions.
- Quote price includes fitting of above items/accessories in bicycles
- We hereby offer to undertake the work detailed above or such portion(s) thereof as you specify in the notification of award.

**Dated:** -----

(Signature and seal of Bidder)

**Note: The rates should include:**

1. All works as per specification and measurements given in the tender document.
2. GST/any other charges included in the above quoted price.



**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 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 note 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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**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**(Enclose with Technical Bid)**

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

To,

The Deputy Commissioner of Police,  
Prov. & Logistics, 5, Rajpur Road,  
Delhi-110 054

**Subject: - Acceptance of Terms & Conditions of Tender.**

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

**Name of Tender/Work: Purchase and installation of items/accessories in 375 Bicycles of 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 from Page No. \_\_\_\_\_ to \_\_\_\_\_ (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)