

OFFICE OF THE DY. COMMISSIONER OF POLICE: PROVISIONING & LOGISTICS
5, RAJPUR ROAD, DELHI-110054
(FAX NO. 011-23993344, 011-23974427) (e-mail ID – acpcsa@yahoo.com)

Tender No. 522/CSA (Q-III)/P&L /2019

Digitally signed online e-tenders in two bid system i.e. technical bid and financial bid are invited by the undersigned from manufacturer/authorized distributors/dealers or firms dealing in the trade for hiring of Fingerprint Biometric Barcode Solution system for the verification of identity for applicant in the Recruitment Process through matching of Fingerprint for a period of three years on as and when required basis for use in Delhi Police. Last date for submission of tender is **10/06/2019** upto **1200 Hrs**, which will be opened on **11/06/2019** at **1200 Hrs**. In case the due date is declared holiday, the tenders 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.

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DY. COMMISSIONER OF POLICE:
PROV. & LOGISTICS: DELHI.

TERMS AND CONDITIONS

Digitally signed online e-tenders in two bid system i.e. technical bid and financial bid are invited by the undersigned from manufacturer/authorized distributors/dealers or firms dealing in the trade for hiring of Fingerprint Biometric Barcode Solution system containing Laptops, Printers in accordance with the details of requirement and Technical Specifications provided at Annexure – A & B with trained manpower for the verification of identity for applicant in the Recruitment Process through matching of Fingerprint for a period of three years from the date of signing the agreement on as and when required basis for use in Delhi Police.

Instructions for submitting online e-tender are enclosed at Annexure-D. Bidders are advised to quote their rate/price after careful study of the following terms and conditions:-

1. The tender document can be downloaded from Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app> or from the official website of Delhi Police i.e. www.delhipolice.nic.in . Bid submission will be closed on **10/06/2019 at 1200 Hrs.**
2. Online technical bids will be opened on **11/06/2019 at 1200 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. Submission/uploading of unwarranted/irrelevant/out of context documents/information 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.
6. 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.
7. The legible scanned copy of application fee of Rs.500/- (Rupees Five Hundred only) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque drawn in favour of Dy. Commissioner of Police (Prov. & Logistics), 5, Rajpur Road, Delhi-110054 shall be 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. latest by **1200 Hrs. on 11/06/2019.**
8. The legible scanned copy of Earnest Money Deposit (EMD) of Rs.2,00,000/- (Rs. Two Lakh Only) shall be uploaded in the prescribed column alongwith the Technical Bid of Tender. The E.M.D. shall be in the shape of A/C Payee Demand Draft in favour of Dy. Commissioner of Police, Prov. & Logistics, 5, Rajpur Road, Delhi payable at Delhi. The EMD can also be submitted either in the shape of FDR, Banker's cheque or Bank Guarantee. No tender will be accepted without requisite E.M.D. 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 from the date of opening of tender). The original DD/Bankers Cheque/FDR/BG i.e. EMD shall be submitted by the

bidder either before or at the time of opening of Technical bid of Tender i.e. latest by 1200 Hrs. on **11/06/2019**.

9. 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. latest by **1200 Hrs.** on **11/06/2019**, the tender shall be rejected straightway.
10. 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, the tender shall be rejected straightway.
11. Firms registered with NSIC/MSME/Startups for the particular items/service are exempted from the EMD as well as Application Fee. They have to upload the scanned copy of valid registration document/exemption certificate with the technical bid showing their registration for the said item for such claim.
12. Only GST registered firms are eligible to bid for the Tender. The firm shall quote their GST Registration no. in Technical bid and also upload legible scanned documentary proof of having registered with GST Deptt. for such services/trade. They shall also upload documentary proof of deposit of GST upto 31.03.2018 or thereafter for such services/trade.
13. All the tendering firms must have an experience of at-least one year for conducting Recruitment events like written tests, PE&MT, Trade Test, Interview and Joining of Candidates with any CPOs, State Police Organizations or Paramilitary Forces. In support of their claim, the firm must upload documents related to past experience failing which the tender shall be rejected.
14. Conditional/incomplete bid will be rejected straightway.
15. Tenderer would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids.
16. The firm(s) whose tender is accepted will have to deposit Security Money @ 10% of total contractual amount in the shape of FDR/Bank Guarantee/Demand Draft in favour of DCP/P&L, Delhi within 14 days from the acceptance of the tender or on receipt of information/demand, failing which the Earnest Money will be forfeited and the contract will be cancelled.
17. The firm(s) whose tender is accepted will have to deposit a Stamp Paper worth Rs.100/- for signing the agreement of the contract
18. In case successful bidder fails to deposit the Security Money within 14 days from the date of receipt of demand letter, the E.M.D. of the firm will be forfeited in favour of department and action will be initiated to blacklist the firm.
19. The legible scanned copy of properly filled "Tender Acceptance Letter" Annexure-E duly signed and stamped by the bidder should be uploaded with the technical bid.
20. The price must be quoted as per Performa price schedule **Annexure "C"** in the price bid packet (BOQ in excel sheet only). In case it is submitted in the technical packet, the bid shall be rejected straightaway. Nothing over and above the quoted price would be payable to the successful bidder. The Tenderer must quote the price in clear terms. Any option or condition in the rates will not be entertained and the tender will be rejected straightway.
21. **Technical Evaluation of the product:** Only the documents based qualified firms shall be liable to demonstrate their product before the Technical Committee as and when asked for. The decision of Technical Committee will be final & bound to be accepted by all

participating firms. The price bids of only those firms will be opened which will be declared qualified technically by the Concerned Technical Committee.

22. The user unit (R.Cell) shall place the clear and specific work order for each and every event/work for ensuring the authenticity of the bills claimed by the contractual firm. The quantity of work-stations alongwith manpower which are to be installed and the particular place where they are to be installed especially be mentioned in the work order.
23. The contractual firm shall submit the bills for only that work which has actually been carried out by them. The user unit (R.Cell) shall also ensure that the payment of work done to the contractual firm is made after proper satisfaction as well.
24. In case, the contractual firm fails to provide the system within the stipulated period given by the Department, the same will be hired from open market and the difference of the cost, if any, will be recovered from Security Money and action will be initiated to forfeiture of Security Money and blacklist the firm as well.
25. The contractual firm will have to bear the cost of damage to the Fingerprint Biometric/Barcode solution offered that may occur due to storm, fire, rain, natural calamities and any other unforeseen circumstances.
26. The contractual firm will depute his representative, who will remain present to ensure proper working of the system, till the completion of job, as mentioned in the tender document.
27. The date and location for installation of Fingerprint Biometric/Barcode solution for the verification of identity for applicant will be intimated seven days before the commencement of the examination stage. However, in case of scheduling of test/event at eleventh hour, the intimation will be provided to the firm as soon as possible for providing the system.
28. The contractual firm will have to install the required system at the short notice even in one or two days.
29. The rates will be valid till the contract is completed, in all respect. Contract can be extended on mutually agreed basis.
30. The quantity of the items will be as per requirement of user (R.Cell) and same can be increased or decreased, at any stage till the completion of contract.
31. After technical bid scrutinization and examination of the commercial bids, the Purchase Committee will have discretion to award the contract to more than one firm, if their rates are same.
32. The payment will be made after completion of each examination activity i.e. PEMT, Written Test, Interviews & Joining etc. successfully subject to verification from the user.
33. No advance payment will be made in any circumstances.
34. The Purchase Committee reserves the right to inspect office/infrastructure/equipments of the firm to judge its existence, suitability and capacity to undertake the work.
35. The Purchase Committee reserves the right to reject any or all the tenders without assigning any reasons with the approval of competent authority.
36. The Purchase Committee also reserves the right to relax any terms and conditions in public interest with the approval of competent authority.

37. The Purchase Committee reserves the right to award the contract to one or more firms, in case the L-1 rates offered by them are found to be same.
38. The competent authority reserves the right to terminate/recall the tender at any time/stage due to administrative reasons.
39. No request from the contractual firm(s) to enhance the price/rate approved/accepted by the Department will be entertained during the period of contract.
40. The firm whose tender/rates will be accepted shall not be entitled to refund of security money unless the terms and conditions of the contract have been fully complied with to the entire satisfaction of the user (R.Cell).
41. Any lapse in the performance of the contract by the contractual firm in accordance with the terms and conditions will make it liable for forfeiture of Performance Security, withholding of its pending payments besides action to blacklist the firm will be taken.
42. In case of violation of any clause of work order/contract/agreement deed, the explanation of the firm can be called and in case the reply of firm is not found satisfactory, a show cause notice for forfeiture of Security Money as well as blacklisting of firm can be issued prior taking to any legal action.
43. In case of any differences, the firm can be called for negotiation to patch up the differences on table prior to approaching court.
44. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.
45. The participating firms/companies are requested to upload self attested/scanned legible documentary proof of the following documents with their technical bids:-
 - Application Fee as prescribed.
 - EMD as prescribed.
 - Certificate regarding registration with NSIC/MSME/Startups if claim for Application Fee, EMD exemption.
 - GST registration certificate.
 - Latest GST deposit receipt/challan.
 - Technical Specifications/Brochures/Literature of the quoted products.
 - A list of their owners/ partners etc.
 - 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.
 - Tender Acceptance Letter (Annexure – E).
 - Documents relating to past performance.

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 uploaded with the Price bid.

Details of Rates quoted by the tenderer shall be submitted as per Annexure - C format in clear terms, both in words as well as in figures. The rates must be inclusive of all taxes and charges. The cutting & over-writing in the price bid is not valid. The option in the rates will not be entertained.

46. All firms participating in the tender must upload the scanned copy of the Technical Specifications/Brochures/Literature of the quoted products.

47. All firms participating in the tender must upload 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.
48. 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.
49. Foreign Companies shall participate in the tender, only through their Distributors/Agent in India. No foreign company shall be entertained directly.
50. 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.

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DEPUTY COMMISSIONER OF POLICE:
PROV. & LOGISTICS: DELHI.

SIGN OF TENDERER- _____
NAME IN BLOCK LETTERS _____
FULL ADDRESS: _____

Revised Schedule of Requirement for Biometric Fingerprint Matching application

Sl.No.	Description	Quantity.
1.	Laptop of minimum Core i7 8GB RAM, 64 Bit Operating System, Biometric Fingerprint device and matching software, barcode reader and HD Web Cam on hire basis.	As per the requirement.

REVISED TECHNICAL SPECIFICATIONS

Sl. No.	Specifications
1.0	<u>General Requirements</u>
1.1	Delhi Police intends to use Fingerprint biometric application for the verification of identity for applicant in the recruitment process through matching of fingerprint.
1.2	The requirement of terminals will vary at different stage of recruitment. The bidder must provide equipments as per the requirements arises in the process of every recruitment held from time to time. The recruitment shall be conducted at one or many locations simultaneously anywhere in Delhi or outside Delhi.
1.3	Delhi Police will provide electricity with one electrical point, generator supply and furniture at each setup. Further wiring required will be done by the bidder.
1.4	<u>Different stages of the Tests</u> a) Physical measurement and Endurance Test. b) Written Test. c) Trade Test d) Interview and on selection. e) Joining in the Department
1.5	<u>Requirement during Physical measurement & Endurance Test</u> Finger prints of successful candidates will be captured and stored in computers during physical endurance test. Physical Endurance Test will be carried out in open ground. The Devices will be used in the dusty environment. There can be 1 to 20 blocks in each recruitment cycle in Physical Endurance & Measurement (PEM) Test for the collection and storage of right hand index finger impression of the applicant in the database. The system should also have the capacity to capture left hand index finger of the applicant in case of injury in the right hand index finger. If both the index fingers are not usable then device should be able to store any finger/thumb having clear marking. Database of application provided by Delhi Police will be sliced block wise and then combined after completion of the test, by the bidder. Each block will be headed by one senior officer. All these blocks will be independent in capturing the finger prints. They need not be connected with each other. All captured data with respect to biometrics will be stored against the relevant applicant field in the database. Each admit card of the candidate shall have bar coding of the roll number assigned to him. The database of the applicants with fields such as name, date of birth, religion, qualification, category, photograph, roll No. etc. will be provided by Delhi Police. Any change required in the database structure to store finger prints in the database will be done by the bidder. The database can be given in DBF/MDB.

1.6	<p>Written Test, Trade Test, Interview and Joining the Department.</p> <p>All captured data at the time of PEM Test will be utilized when the qualified candidates will come for the written test. The invigilator/supervisor will call the candidate one by one to the designated place and on reading the roll No. of admit card through bar code reader provided by the bidder the software will retrieve and show the record fields against the Roll Number including the photograph of the candidate. The Candidate will be asked to put his/her index finger on the finger print scan device provided by the bidder. The system will show the result of matching. If photograph and finger prints are matched then candidate will be allowed to sit in the written examination by invigilator.</p> <p>The computer, device and software speed should be good enough to ensure matching result within 5 seconds after putting the finger on biometric device.</p>
1.7	<p>Quality of scanning:-</p> <p>Finger print device should able to reject bad quality/prints.</p>
1.8	<p>Reserve:-</p> <p>The bidder will keep minimum one workstation as reserve in every location and maximum 10% of the total provided.</p>
1.9	<p>Reports:-</p> <p>System should be able to generate statistical as well as detailed reports of total No's enrolled, verified and rejected.</p>
1.10	<p>Training:-</p> <p>Thorough training will be imparted to all the users of Written test for each workstation by the bidder where these devices will be placed for use, during every recruitment cycle.</p>
1.11	<p>Transportation:-</p> <p>Transportation of any equipment to and fro from the examination venue will be arranged by the bidder at no extra cost to Delhi Police.</p>
1.12	<p>Manpower:-</p> <p>The bidder will provide manpower one person per five workstations during written examination and one person per workstation during the Physical Measurement and Endurance Test, Interview and at the time of joining the department. Physical Endurance and Measurement Test (PEMT), Interview and joining of the candidates shall be spread from one day to two months. The written test will be held in one day only. The number of setup required will vary from one to three hundred depending upon type of recruitment. The requirement of Delhi Police will vary from exam to exam and different stages of the exam. (one workstation = Laptop (minimum core i7), Finger Print Device, Bar Code Reader, Cables and suitable extension board as per the requirement).</p>
2.0	<p>Device Features:-</p>
2.1	<p>The device should able to do 1:1, 1:N & N:N matching (De-Duplication). Biometric device should recognizes fingerprints when index finger is placed on the device. Fingerprint sensor should be optical having capability to plug & play with wet or dry capability.</p>
2.2	<p>Software features.</p> <ol style="list-style-type: none"> 1. Login and log out details. 2. Scanning, storage and matching of finger prints. 3. Software should automatically integrate with bar code reader. 4. The final data should be combined and then compiled in the server. 5. FAR should be 0.001%. 6. FRR should be 0.01%.
2.3	<p>Printer:-</p> <p>There will be a requirement of Printer with every workstation placed during PEM test, Trade Test, Interview and at the time of joining of the candidate. A printer with every five workstation will also be provided for written examination, Pen drive required to transfer the data from one work station to other will be arranged by the bidder, to take out reports, Black Ink cartridges/ribbon/tonner will be arranged by the bidder.</p>

2.4	Fingerprint Device features. Size of window : >18 mm x 22 mm Thick Crown Glass : Thickness of 14 mm or better Resolution : 500 PPI/DPI, BMP or better the vendor should be able to Print it on paper in report format for keeping physical record. Fingerprint Sensor : Optical type Image grey scale : 256 level or better Capability : To read dry and wet finger Scanning time : <0.01S Distortion rate : <1% Computer interface : USB2.0 Operating temperature : 0-55 Degree C Environmental humidity : Up to 90%. Film Coating : Hygroscopic
2.5	Bar Code Device features. Scanning speed : minimum 50 scan per second. Colour : Gray (able to scan black as well). Scanning dimension : 12 cm x 5 cm (Length x Breadth)
2.6	Wi-fi facility for entire ground During PE&MT the entire ground should be Wi-Fi for re-verification of successful candidates on the basis of finger prints captures just after qualifying in chest measurement in case of male candidate and just after height measurement in case of female candidate before issuing Admission card. To avoid swapping of candidates during and after PE&MT.
2.7	Biometric De-Duplication Search Biometric De-Duplication search matching (N:N) should be possible in order to detect duplication of candidates.
2.8	Integration and capturing of the facial image of candidates with at least 5 mega pixel Web camera is necessary for verification of candidates having damaged fingerprints at the time of written test. The system is required especially for those candidates whose finger prints get damaged due to hard manual work, where facial image becomes necessary with the help of Face matching software to be provided by the vendor. It is necessary to capture facial image at the time of PE&MT.

SPECIMEN ONLY, NOT TO BE SUBMITTED WITH TECHNICAL BID

PROFORMA FOR PRICE BID FOR HIRING OF FINGERPRINT BIOMETRIC BARCODE SOLUTIONS SYSTEM FOR THE VERIFICATION OF IDENTITY FOR APPLICANT IN THE RECRUITMENT PROCESS.

Sl. No.	Description	Rates offered per day	GST	Extended Rates (inclusive of all taxes)
1.	Per workstation per day			
2.	Manpower per workstation per day			
3.	Printer per workstation per day			

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/services to be supplied/provided. We agree to abide by all the tender terms and conditions.

We hereby offer to carry out the work as 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.

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.

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

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

TENDER FOR HIRING OF FINGERPRINT BIOMETRIC BARCODE SOLUTION SYSTEM FOR THE VERIFICATION OF IDENTITY FOR APPLICANT IN THE RECRUITMENT PROCESS THROUGH MATCHING OF FINGERPRINT FOR A PERIOD OF THREE YEARS ON AS AND WHEN REQUIRED BASIS 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 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)