

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR GENERAL OF CIVIL DEFENCE &
COMMANDANT GENERAL OF HOME GUARDS,
ASSAM : BELTOLA : GUWAHATI -28

Tender No.CG.68/Eng.Cell/2014/4

Dated Beltola, the 18th Nov/2014

INVITATION FROM INTENDING SUPPLIERS, DEALERS, DISTRIBUTIORS,
MANUFACTURES OR THEIR AUTHORISED AGENTS FOR SUPPLY OF CC TV
CAMERA WITH MONITORING TV AND BIOMETRIC (PUNCHING MACHINE) ETC.

BIDDING DOCUMENTS

(to be used for furnishing bids by the ELIGIBLE firms)

Rs. 100/-

Address for communication:

The Director General of Civil Defence &
Commandant General of Home Guards, Assam
Beltola, Guwahati – 28.

Tel (off) : 0361-2301756

Fax : 0361-2301756

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TENDERNOTICE

Sealed tender on plain paper affixing (in Technical Bid) non-refundable court fee stamp of Rs.8.25 (Rupees eight and paise twenty five) only are invited from intending registered companies/ firms/ suppliers for supply of CC TV camera with monitoring TV and Biometric (punching machine) etc. as per specification given in **annexure - 1**. The tender addressed to **the Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati – 28** must reach the undersigned up to **03:00 P.M. on 17-12-2014**. No tender received thereafter will be accepted. Tenders received after the due date & time will be returned to the respective tenderer without opening the same. Intending tenderers shall submit tenders in the Tender box placed in front of the office chamber of **Senior Staff Officer (HG) office of the DGCD & CGHG, Assam, Beltola, Guwahati – 28**. The tender box will be opened on the same day at **03:00 P.M.** in presence of tenderers or their authorised representative remain present at that time. In case the date of closing of tender falls on holiday declared by the Govt. under any circumstances, the next working day will be treated as last date of submission of tender.

1. Intending tenderers may collect tender paper / documents on payment of Rs. 100/- (Rupees one hundred) only through uncrossed IPO payable in favour of the DGCD & CGHG, Assam on any working day during office hours.
2. The tenderers must submit tenders in **two bid system i.e. Technical Bid and Commercial Bid**.

All bidders are required to submit their offers in two covers as under :-

- a) **FIRST COVER** (Technical Bid) should contain the following

All tenderers must submit their tenders along with following documents complete in all respect and duly attested by a Govt Gazetted officer and details of which should also be indicated on their letter paid.

- i) Tender documents (Bidding documents all pages) duly completed and signed.

BUT WITHOUT INDICATING THE RATE QUOTED

- ii) Audited financial statements for the last two years duly certified by Chartered Accountant.
- iii) Income Tax Return for last two years.
- iv) Upto-date VAT/ Sales Tax clearance certificate.

- v) Upto-date valid Trade Licence from Municipality/ MahkumaParishad / Town Committee as applicable.
- vi) Permanent Account No. (PAN) issued by Income Tax Department.
- vii) VAT Registration Certificate.
- viii) Financial Soundness Certificate from recognized Bank or Institution.
- ix) In respect of those who are exempted by appropriate authority from payment of any tax under existing rules, they must produce attested copy of certificate from the appropriate authority in its support.
- x) 2% Earnest Money (1% in case of SC / ST / OBC on production of authentic certificate) of the total tendered value in shape of Demand Draft duly pledged in favour of **the Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati – 28** must be submitted. Security Deposit / Earnest Money deposited earlier in connection with earlier tenders if any will not be accepted as Earnest Money for this tender. A format for calculation of Earnest Money payable is enclosed at **Annexure-II** which should be furnished along with the tender showing the calculation of earnest money.

b) SECOND COVER(Commercial/Price Bid) should contain the following :-

- i) Details of rate, Taxes, duties etc. quoted by the tenderer should also be indicated on their letter pad.
- ii) Tender should be clearly typed or written and the rate should be written both in figure and words. There should not be any over writing, erasure in the rates. In case of over writing or erasure or any such alteration, the tender will be rejected outright.

Both the above mentioned covers should be sealed separately and superscribed with the Tender No & date, Name of Item & Name of Firm. These covers should thereafter be kept in a third cover and again sealed and the cover should also be superscribed with the Tender No & Date, Name of Item & Name of Firm.

TERMS AND CONDITIONS

- 1) No tender will be considered unless accompanied by the documents as required in NIT conditions & will be liable for rejection for non compliance of the conditions.
- 2) (a) Tenderer should quote net rate. Tax /VAT etc. if any should be shown separately. They should quote only one rate against the item otherwise the tender will be summarily rejected.
- 3) The Specification laid down in the NIT are the minimum configuration of the item. Items of better/ higher configuration or better technology may be quoted for consideration.
- 4) The tenderer should also submit an **AFFIDAVIT** regarding their non-blacklisting or debarment by any Govt./ Semi-Govt. organisation or previous occasions for indulging in illegal, unethical, corrupt etc. practices.

- 5) Tender should be clearly typed or written and the rates (net) should be written both in figure and words. There should not be any over writing, erasure in the rates. In case of over writing or erasure or any such alteration, the tender shall be rejected outright.
- 6) The tender which do not fulfil all the terms and conditions of the tender notice will be summarily rejected without any reference to the tenderer and no correspondence will be entertained in this regard.
- 7) All pages of the tender document together with terms and conditions and the documents enclosed with the tender shall be signed by the authorised signatory. Acceptance signing of the Notice Inviting Tender and the detailed terms and conditions in the format of certificate enclosed at **Annexure-III** shall be deemed as the final acceptance of these terms and conditions.
- 8) Tenderer(s) are hereby explicitly cautioned that the individuals signing tender (s) must specify the following :-

The rate once quoted will be final and no request for change/ alteration thereto will be entertained thereafter. The rate should be quoted F.O.R. destination Central Store O/O the Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati – 28 and should be inclusive of packing, transportation and other ancillary expenses. VAT / CST/ Excise Duty/ Customs duty/ other Local Taxes etc. if any, should be shown separately, otherwise the quoted price will be treated as inclusive of all taxes etc. Those who need not pay taxes/ duties against the item should submit valid document in support of exemption from payment of such taxes/ duties.

- 9) Rate quoted will be valid for 1 (one) year with effect from the date of submission of bid with a provision for further extension if finally approved. The requirement should at the time of placing of supply order subject to availability of funding.
- 10) Once the rate offered is accepted by the Purchase Board/ Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati – 28, no enhancement will be entertained under any circumstances and approved tenderer will be liable to supply the item at the approved rate. Failure to supply the item at the accepted rate will entail the offer being cancelled and the Security Money will be forfeited to the Govt of Assam.
- 11) Tenders accompanied by all required documents be submitted under sealed cover and distinctly and conspicuously marked as “**Tender for supply of CC TV camera with monitoring TV and Biometric (punching machine) etc.**” on the top of the envelope. The name and address of the tenderer should also be written.
- 12) The approved tenderers will have to supply the articles at the approved rate till the date of validity of the supply order. They will have to furnish **Security Deposit @ 5%** of the total value of the item contracted for in the in shape of Demand Draft duly pledged in favour of the Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati – 28 and execute a **Deed of Agreement** in non-Judicial Stamp paper of the denomination applicable for the purpose.
- 13) (a) The approved suppliers will have to execute the orders of supply within **30 (thirty)** days from the date of issue of the supply order failing which Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati –

28 will be at liberty to obtain the indented stores from other sources for which the amount spent, in excess for such purchase, will be recovered from the security deposit of the tenderer or such other necessary penal action will be initiated against defaulting firm as deemed fit and proper.

(b) The suppliers must conform to the approved make a model as prescribed by the Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati – 28. In case the supplies do not strictly conform to the approved make a model and supplies are not made within the stipulated time, the same will not be accepted and security deposit will be forfeited to the Govt.

(c) The indented stores will have to be supplied at the Central Store, (CD&HG), Beltola, Guwahati – 28. The indented stores shall be received the Receiving Committee authorised for the purpose which will satisfy themselves as to the quantity and quality of the stores supplied as per the approved sample.

- 14) The Earnest Money of the unsuccessful tenderer will be released to them after finalisation of the tenders. No interest shall be paid by the purchaser on Earnest Money deposited by the firm/ tenderer.
- 15) The selected supplier may convert their Earnest Money to Security Deposit on application.
- 16) The Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati – 28 does not bind himself to accept the lowest rate and reserves the right to reject any or all the tenders without assigning any reason thereof. The decision of the purchase Board/ DGCD & CGHG, Assam will be final and binding in this regard.
- 17) The Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati – 28 reserves the right not to place any order even after execution/ acceptance on the formal contract agreement and for which no claim or compensation whatsoever will be entertained.
- 18) In case any manufacturing defect in the articles supplied is detected or any damages to the stores during transit/ handing before final acceptance by the department, Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati – 28 will be at the liberty to return the stores at the expense of the supplier who is turn will replace the stores without any financial liability to the department. Else the security deposit will be forfeited to the Govt and penal action in the form of debarring/ blacklisting may also be imposed on the defaulting firm if considered necessary.
- 19) No Advance payment will be made to the approved supplier.
- 20) The Bills should be submitted to the Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati – 28 in triplicate along with delivery challan.
- 21) No representation what so ever in regard to the tender will be entertained after submission of tender (s).
- 22) The tenderer(s) are hereby cautioned that every clause of the tender notice above, should be strictly followed failing which, tender will be liable for rejection forthwith.
- 23) Risk of transportation will be borne by the tenderer themselves.

24) The security money of the approved tenderer will normally be returned after 6 (six) months from the date of acceptances on satisfactory supply.

Sd/- D.K.BORAH, IPS
DIRECTOR GENERAL

Memo No.CG.68/Eng.Cell/2014/4-A Dated Beltola, the 18th Nov/2014
Copy forwarded to :-

1. The Director of Information and Public Relation, Dispur for information and necessary action.
2. The Deputy Secretary to the Govt. of Assam, Home Department, Dispur, Guwahati for favour of information.
3. The Office Notice Board/ Website.

(P. HAZARIKA)
SENIOR STAFF OFFICER (HG)

Annexure – I

Sl. No.	Name of items	Quantity	Specification
1.	CC TV CAMERA	19 (nineteen) Nos	<ol style="list-style-type: none">1. 2 MP CMOS Sensor2. Full HD 1080p Video Output3. True Day / Night4. Private Mask, Eclipse5. OSD menu6. EXIR Technology7. Up to 20m IR distance8. IP66 rating9. Vandal Proof
2.	Monitoring T.V	3 (three) Nos	
3.	BIOMETRIC MACHINE	1 (one) No	<ol style="list-style-type: none">1. 32 Bit high speed embedded processor2. Language: English3. User Capacity: 5004. Transaction Storage: 50,0005. Sensor: Optical Sensor 500DPI6. Battery Backup: Inbuilt7. Identification time: less than 2 seconds8. Communications: USB

STATEMENT SHOWING THE CALCULATION OF EARNEST MONEY

Name of the Firm : _____

Sl. No.	Sl.No. of the item in the tender	Name of the item	Quantity as per tender	Rate quoted against the item	Total cost of the items	Earnest Money due 2% (1% in case of SC/ST/OBC) of Column No. 6	Remarks
01	02	03	04	05	06	07	08
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10							

Total Earnest Money due Rs.

Signature of Tenderer

ANNEXURE – III

CERTIFICATE OF ACCEPTANCE OF TERMS AND CONDITIONS
(To be furnished along with the tender documents)

I/ We have read and fully understood the terms and conditions as laid down in the NIT Memo No..... in respect of supply of items as mentioned in the NIT for Assam Home Guards organisation during the year 2014-15.

I/We agree to abide by the same.

I/We have signed all the pages of the tender documents as laid down.

Signature and seal of the
Tenderer or his authorised
Signatory

Date :-

Address :-

Phone No :

Fax No :

e-mail