

**:: :: GOVERNMENT OF MEGHALAYA :: ::**  
**OFFICE OF THE DIRECTOR GENERAL OF POLICE**  
**MEGHALAYA :: :: SHILLONG**

**SHORT TENDER NOTICE**

Sealed tender affixing non-refundable Court Fee Stamp of Rs. 1000/- (Rupees One Thousand) only are invited from bonafide, established, reputed manufactures and registered intending firms and supplier(s) for entering into a rate contract for supply and installation of C.C.T.V in the Police Stations for the year 2015-16, as per terms and conditions laid down in the Tender Notice. The tenders should be in 2(Two) bids system i.e.

**(i) Technical Bid**

**(ii) Price Bid**

**1. Terms and conditions:**

Items offered must be of reputed companies/manufactures and should meet with all the Technical Specifications as given in **Annexure "A"**. Tender should be accompanied with catalogues/Brochures/Warranty/Guarantee and will be received up to **1200 hrs** on or before the **4-09-2015** by hand or by post. These will be opened on the same day at **1530 hrs**. Tenderers or their authorized representatives' are invited to present at the time of opening of the tender.

**2. (i) Tender must be accompanied by the following documents in Technical Bid:**

- (a) Affixed non-refundable court fee stamp as mentioned above.
- (b) Authenticated copy of rate contract with DGS&D if tenders have any existing and valid rate contract with DGS&D.
- (c) Attested Passport size photograph of the bidder.
- (d) Authenticated copy of authorized Dealership/Distributorship certificate for each item quoted from the Principal manufacturer who has authorized dealers specifically certifying that the tenderer is authorized to deal with the equipments quoted in the tender notice. Separate dealership certificate will be required to be furnished by the tenderer if asked for in the list of items.
- (e) Attested copy of SC/ST Certificate issued by the concerned competent authority (for Tribal tenderer).
- (f) Earnest money at the rate of 10% (Ten percent) in case of Non-Tribal and at the rate of 5% (Five percent) in case of Tribal from the total value of the items tendered, in any one of the following forms only:
  - (i) Crossed bank draft; or,
  - (ii) Deposit at Call.Payable to Director General of Police, Meghalaya, Shillong at any Nationalised Bank at Shillong.
- (g) Attested copy of valid VAT Clearance Certificate and VAT Registration. TIN of the tenderer should be enclosed.
- (h) Financial stability Certificate from any Nationalized Bank or Deputy Commissioner concerned.
- (i) Catalogues./Brochures from the manufacturers for the item quoted.
- (j) Attested copy of valid professional Tax Clearance Certificate.

- (k) Attested copies of valid Trading license in terms of KHADC, JHADC, GHADC for Non-Tribal (regulation Act. 1954) in case of Non-Tribal who are required to obtain such license should also be enclosed.
  - (l) Tenderer should also submit the undertaking at Annex-C, D &E.
  - (m) Latest certificates with respect to work experience for supply and installation of CCTV in the last 5 (five) years.
- 2. (ii) Tender must be accompanied by the following document/detail in price Bid:**
- (a) Rate of the item quoted should be placed in separate sealed envelopes.
  - (b) The rate quoted should be as per format enclosed at Annexure- A.
- 3. The following information must be mentioned on the body of the envelope containing the tenders, failing which, the sealed envelope of quoting firm will not be opened.**
- (a) Sales Tax/VAT Certificate wherever is applicable -----is enclosed
  - (b) Earnest money ----- is enclosed.
  - (c) Court fees stamps ----- is enclosed.
  - (d) Trading License (for non-tribal) ----- is enclosed.
  - (e) Dealership certificate from the Principal manufactures ----- is enclosed.
  - (f) SC/ST Certificate ----- is enclosed.
  - (g) Passport size photograph of the bidder ----- is enclosed.
  - (h) “Technical Bid” on the body of the sealed envelope of Technical Bid and “Price Bid for ..... (name of the item)” on each sealed envelope of the item quoted.
  - (i) Attested copy of valid Professional Tax Clearance Certificate.
- 4. Rates Quoted:**
- (a) Should be inclusive of all taxes, levies, charges, packing, insurance, taxes and other installation/incidental charges at Police Stations as per enclosed at **Annexure-B**. Only VAT and local taxes should be shown separately if applicable.
  - (b) Should be inclusive of the cost of all accessories required to make CCTV functional.
  - (c) Should be valid for 1(One) year from the date of acceptance of tender.
  - (d) Should be quoted separately for each item in word and rates should be for 1 (one) item, 1(one) rate basis. Same items with optional rates and optional quality will not be entertained and out rightly rejected.
  - (e) Should be quoted F.O.R Destination i.e., up to the Office of the Director General of Police, Meghalaya, Shillong.
  - (f) Should be written clearly in figures and in words. Any alterations or over writing must be fully signed by the tenderer along with the date.
  - (g) Once the rates offered in the quotation are accepted, no enhancement will be entertained under any circumstances and tenderers will be liable to supply the items at the rate accepted by the Director General of Police, Meghalaya, Shillong. Failure to supply the items at the accepted rates will entail the offer being cancelled and the Security Money will be forfeited to the Government of Meghalaya.

(h) For import items rate should be indicated separately i.e., rates with **Custom duty and rates without Custom Duty.**

5. Tenderer must sign all pages of the Bid (Both Technical and Price Bid) and also submit the signed Undertaking Certificate at Annexure – ‘E’, as a proof of the tenderer having fully understood the terms and conditions mentioned in the NIT.
6. Tender/quotation should be addressed to the undersigned by designation and not by name. Sealed envelopes containing the quotation must be super-scribed as Tender for supply and installation of CCTV and sent by registered post or hand delivery. The tenderer should affix his full address on the left bottom of the envelope containing the tender documents.
7. In no case tenders received after due date and time shall be accepted and the Director General of Police, Meghalaya, Shillong shall not be responsible for any delay in the submission of tender. All tenders received after the due date and time shall be returned to the respective tenderer without opening the same.
8. Due to unavoidable reason(s) if the office of the Director General of Police, Meghalaya, Shillong remains closed on the date prescribed for submission/opening of the tenders, the tenders will be received during the next working day at the same venue and the same timing.
9. If at the time of opening of tender, should there be any objection raised by the Tenderers/Representatives present as to validity of any tender, the objection will be duly recorded and will be put up to the Purchase Board for consideration. The decision of the Purchase Board on such objection will be final and binding.

**10. The successful tenderer will be:**

- (a) Intimated by letter of acceptance of Director General of Police, Meghalaya, Shillong. Till then, no bidder has any right to assume that his/her quotation has been accepted. There shall be no claim for compensation for any expenditure incurred by any tenderer, in anticipation of acceptance letter.
  - (b) Required to furnish a Security Deposit as per rates mentioned below and execute the Contract agreement to fulfillment of the terms and conditions of the contract, which successful tender(s) will have to enter into. Such Security Deposit will be subjected to forfeiture in case of non-fulfillment of terms and conditions of the tender notice on the Contract Agreement. The Earnest money of the successful tenderer will not be released till the Security Deposit is furnished. Earnest Money of the successful tenderer(s) will be forfeited to the Govt. of Meghalaya in case of failure to furnish security money.
  - (c) Earnest Money of the unsuccessful tenderer(s) will be released by the Department after the selection process of successful Tenderers is finalized.
11. Rates of Security Deposit:- The successful tender will have to deposit Security Deposit @ 10% (for all categories) of the total amount of the contract.
12. The Director General of Police, Meghalaya, Shillong may rescind forthwith the contract in writing if:-
- (a) A contractor assigns or sub lets any contract in respect of any other entered into with the Government.

- (b) Tenderer or his agent or servants are found guilty of fraud of this contract or any other contract.
  - (c) Declines, neglect or delays to comply with demand/requisition or in any other way fails to perform or observe any condition of or all conditions of the Contract Agreement.
13. In case of such rescission, the Security Deposit, in full, shall stand forfeited and absolutely be at the disposal of Government without prejudice to another remedy or action that the Government shall be entitled to recover from the successful Tenderer any extra expenses Government may deem necessary in obtaining the supplies.
- i) In the event of the successful Tenderer failing to perform his/her part of any or all the contract agreement to the satisfaction of the Department of disregarding terms and conditions of the Tender Notice and or the contract agreement the successful Tenderer shall be liable to any of or all of the following action at the discretion of the Director General of Police, Meghalaya, Shillong on behalf of Government of Meghalaya.
  - ii) Forfeiture of security deposit in whole or part.
  - iii) Making good the loss caused to the government through the liability, neglect, delay in complying with the demand.
  - iv) Cancellation of the contract without any prior notice to the contractor.
14. If the successful Tenderers willfully neglects, fails to perform or observe any or all conditions of the contract agreement or attempts to cheat or indulge in foul practices, the Director General of Police, Meghalaya, Shillong may impose a ban upon such Tender(s) for future business within the Department.
15. Quantities/accessories mentioned in the list are only illustrative and may be increased/reduced on finalizations of order depending on the availability of fund actual requirements.
16. Once the Model is approved, no change of brand name, shape, pattern, quality or specification will be entertained even on the plea on non-availability offer of the same quality or alternative offer of the same quality.
17. The store supplied must be of the same models/specifications as approved by the Departmental Purchase Board as well as in the Supply order. The Director General of Police, Meghalaya, Shillong reserves the right of non-acceptance of items which are not found as per the prescribed specification.
18. Delivery and installation must be completed within 60(sixty) days from the date of receipt or firm orders. No extension of delivery period will be entertained.
19. **Payment will be made to the suppliers directly, only on completion of supplies, installation** and based on the recommendation of the **Line Committee** . Documents/vouchers/R.R. bills etc., routed through Banks will not be accepted. Consignments will be dispatched by the firm after payment of all freight charges at source. Freight to pay 'R.Rs' will not be accepted.
20. Risk of transportation will be borne by the Tenderer themselves.
21. Comprehensive onsite warranty should be indicated along with after sale services facilities.
22. One set of manual of (Instruction and Maintenance) should be supplied free of cost for the item wherever applicable.
23. The purchase Board reserves the right to reject the lowest rate or any of the tender without assigning any reason.

24. The Tendering Authority has the right to cancel the tender at any time without assigning any reason thereof.
25. The Tendering Authority reserves the right to alter the quantity/reduce any items/equipments before issue of supply order and the Tenderer shall not have any claim what so ever on this account.
26. Any dispute arising out of or in respect of these terms and conditions of the Contract Agreement shall be in the jurisdiction of the Courts in Meghalaya.
27. The items for which the tenderers would be quoting must fulfill the given technical specifications and if it does not then it will not be accepted.
28. Printed conditions of the firm sent along with the quotation, if any, shall not be binding on us.
29. If the trade enquiry reveals that the item being offered is being manufactured by a Public Sector Undertaking (PSU), the Purchase Board reserves the right to reject the tenders and purchase the item directly from the Public Sector Undertaking (PSU).
30. The Tender should be in 2 (Two) Bids i.e (1) Technical Bid and (2) Price Bid. Tender should submit separate sealed cover for Technical Bid and separate cover for Price Bid. Price bid should be submitted in a separate sealed cover for each item quoted. Tender Opening Committee of the Office of the Director General of Police, Meghalaya, Shillong will open the Technical Bid in the presence of the representatives of the Tenderers if any. The technical bids will be properly evaluated by the committee and only those quotations/Bids which fully comply with the terms and conditions prescribed in NIT and also the prescribed Technical Specifications enclosed with the NIT of this office will be accepted. Price Bids of only those Technical Bids which fully conforms to our required Technical specifications will be opened.
31. **Eligible/qualified Tenderers should demonstrate the equipment before the Tendering Authority.**
32. Specification of the CCTV is at Annexure- 'A'.  
N.B: Details can be obtained from the office of the undersigned on any of the working days 10:00 Am to 4:00 Pm.

Sd/-  
Director General of Police,  
Meghalaya, Shillong.

**Memo No. ADG/L&O/C-44/Pt.I/2014/55**

**Dated, Shillong the 14<sup>th</sup> August, 2015.**

<b>Sl. No</b>	<b>Minimum Specifications of the CCTV</b>
1	<b>Camera</b> - Bullet IR Camera ,1/3 DIS, high resolution color 600TVL, 3.6MM fixed lens, upto 20 metres distance .
2	<b>DVR</b> - 4Ch video & 1 ch audio input, 1 SATA interface, VGA output , 1920X1080 DVI interface resolution, WD1 resolution: 12fps/ch, iU case.
	<b>Accessories quoted should make the CCTV completely functional</b>
1	BNC
2	DC connection (zero Hum)
5	Power supply, 4 amp for 4 camera
6	LED Monitor - 15 inch or 17”/19”
8	3+1 video cable
9	WD surveillance hard disk with storage capacity of 3TB and back up of data captured by the camera for at least 3 (three) months.
10	UPS for Client site
11	HDMI cable (3 or 5 m)

**Bidder should quote the above items as below:-**

<b>Sl. no</b>	<b>Item</b>	<b>Qty</b>	<b>Make &amp; model</b>	<b>Unit price (inclusive of all taxes except VAT)</b>	<b>VAT</b>	<b>Total</b>
1	Surveillance hard Disk Storage Capacity 3TB.	1				
2	LED Monitor 15”	1				
3	LED Monitor 17”	1				
4	LED Monitor 19”	1				
	<b>Other items</b>					
	<b>Grand total</b>					

**LIST OF POLICE STATIONS IN MEGHALAYA**

<b>EASTERN RANGE</b>													
<b>EAST KHASI HILLS</b>		<b>WEST KHASI HILLS</b>		<b>RI-BHOI</b>		<b>WEST JAINTIA HILLS</b>		<b>SOUTH WEST KHASI HILLS</b>		<b>EAST JAINTIA HILLS</b>		<b>PHQ</b>	
1	Shillong Sadar	1	Nongstoin	1	Nongpoh	1	Jowai	1	Mawkyrwat	1	Khliehriat	1	CID
2	Laitumkhrah	2	Mairang	2	Umiam	2	Dawki	2	Ranikor	2	Saipung		
3	Lumdiengjri	3	Shallang	3	Khanapara	3	Amlarem						
4	Laban												
5	Mawlai												
6	Rynjah												
7	Madanrting												
8	Mawsynram												
9	Pynursla												
10	Sohra												
11	Mawryngkneng												
12	Shella												

<b>WESTERN RANGE</b>									
<b>WEST GARO HILLS</b>		<b>EAST GARO</b>		<b>SOUTH GARO</b>		<b>SOUTH WEST</b>		<b>NORTH GARO</b>	
1	Tura	1	Williamnagar	1	Baghmara	1	Ampati	1	Mendipathar
2	Dalu	2	Rongjeng	2	Chokpot	2	Mahendraganj	2	Bajengdoba
3	Tikrikilla	3	Songsak	3	Rongara	3	Monabari (U/S)		
4	Phulbari			4	Nangalbibra				
5	Dadenggre								

**ANNEXURE - C**

**TO BE SUBMITTED ALONGWITH TECHNICAL BID  
CERTIFICATE TO BE FURNISHED BY THE VENDOR**

1. The equipment once delivered will be subjected to an Inspection by the acceptance Committee at given consignee location. The details of the procedure will be worked out jointly between the vendor and the customer. The specifications of the equipment will be in conformity with the details provided by the user. **The date of completion of acceptance of the Line Committee would be deemed to be date on which the warranty will commence.**
2. We shall provide onsite comprehensive warranty of 1 year for the items being supplied. The equipment will be repaired at our service centre or on site by the engineers of our firm. In case the equipments required to be repaired at our service centre, the same will be collected/carried by our engineers from the user/consignee local.
3. We guarantee to provide spares/up gradations and consumables on payment for a period of three years from the date of completion of warranty.
4. We guarantee that the equipment will be tested and will meet all the specification given in tender notice and that no re-conditioned /retrofitted parts/spares will be used in the equipment.
5. We guarantee to provide 100% up time for the equipment during guarantee/warranty.
6. We confirm that we abide by the delivery schedule as laid out in tender enquiry.
7. We hereby agree to provide training to the customer as per the Tender enquiry.
8. We certify that any cost incurred on additional items/systems/components/accessories required would be borne by us.

Authorized Signatory of the Bidder

Place: \_\_\_\_\_

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



**ANNEXURE - D**  
**TO BE SUBMITTED ALONGWITH TECHNICAL BID**  
**ACCEPTANCE OF TERMS AND CONDITIONS BY THE BIDDER/VENDOR FOR**  
**DELIVERY OF CCTV.**

1. **Validity:** Prices are valid upto \_\_\_\_\_ (fill date-minimum 365 days)
2. **Payment:** The terms and conditions of the payment will be as under:-
  - (a) 100% of payment will be made on successful delivery, installation and Recommendation of the Line Committee.
3. **Terms of Delivery:**
  - (a) The item/equipment will be **delivered at** (Delivery Address) within 60 days from the date of supply order.
  - (b) Installation of all item/equipment will be completed within **one month** on acceptance of all items/equipments at the given consignee location.
4. **Penalty clause/liquidated damages (LD):** in addition if the supplier fails to complete delivery within the delivery period of award of contract then penalty at the rate of 0.1 % shall be deducted from the supplier's bill
5. All prices are landed cost, exclusive of all taxes levies freight etc. which have been quoted separately.
6. **Warranty Clause:** The equipments should be covered with minimum warranty of 1 year for the equipment against any defect of workmanship and materials from the date of Final inspection at consignee location. During this period of warranty, if any defect is found, the firm shall be bound to repair it. During the warranty period all warranty benefits received by the Vendor from the OEMs for any equipment pertaining to third party will be passed on to the Customer. Vendor will ensure 100% equipment/systems availability, during the warranty period.
7. RFP or Tender Documents should be for turnkey Project/system for a minimum period of 3(three) years, along with an option for Annual Maintenance Contract (AMC) for 2(Two) more years. The implementing Agency should design, implement, run and maintain the complete system for (three) years.

**Conditions during Warranty**

The vendor should fulfill the following conditions during the guarantee/warranty:-

- (a) Any failure in the system/equipment or a subsystem thereof should be rectified within a maximum period of 15 days of lodging a complaint.
  - (b) If the system is down beyond 15 days, it will be rectified at vendors end.
  - (c) Any system failing at sub-system level three times within a period of three months or displaying chronic faulty behavior or manufacturing defects or quality control problems will be totally replaced by the vendor at his risk and cost within 30 days of being intimated.
8. The above mentioned terms, conditions and the other conditions as mentioned in the Tender Enquiry are accepted.

Authorized Signatory of the Bidder

Place: \_\_\_\_\_

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

**Annexure – “E”**

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.

Vide No. .... dt. .... in respect of supply of CCTV to the Office of the Director General  
of Police, Meghalaya, Shillong due to be opened on ....., 2015.

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/her Authorized signatory.

Dated.....

Name .....

Address .....

.....

Phone No. ....