

OFFICE OF THE DIRECTOR GENERAL OF POLICE  
MEGHALAYA : SHILLONG

TENDER NOTICE TAP/C-30/2012/01

Meghalaya Police Department intends to appoint service providers for outsourcing the implementation of TRP (Transparent Recruitment Process) for the recruitment of constables and allied posts in the Department.

During the current financial year, the number of existing vacancies is expected to be in the range of 1800 and the number of candidates expected to take part in the recruitment tests would be approximately 12000. These numbers are subject to change.

The rates finalized shall be valid for three financial years, (2012-2013; 2013-14 & 2014-2015) . Accordingly the bidders are required to quote their rates inclusive of all taxes.

The lowest tender will be decided based on the average of the prices quoted by each bidder for the three years.

The department reserves the right to finalize the contract only for the first year, in case the rates for the subsequent years are found to be disproportionately high.

Sealed tenders are invited for automation of the recruitment process following TRP principles for the recruitment of constables in the Meghalaya Police.

**The scope of the jobs required is as follows:**

1. Providing a robust Police Recruitment Application Software and driving the entire recruitment process following TRP principles and enforcing strict principles of transparency and ensuring absolute accuracy and integrity of the data;
2. Printing of OMR based application forms, the scanning of filled-in application forms and preparation of database;
3. Biometric identification, authentication and registration of all candidates; approximately 12000; (number subject to change).
4. Use of technology for the accurate measurement of height of candidates;

5. Use of Radio Frequency Identification (RFID) Technology for accurate time measurement of running events in Police recruitment (10 KMs for male and 5 KMs for Female).

6. Printing of OMR pattern, multiple choice written examination papers for approximately 12000 candidates. Evaluation of answer scripts by way of scanning

7. CCTV coverage. 05 cameras each at 2 recruitment venues.

8. Final collation and processing of data

The Tender Document may be obtained from the Office of the Director General of Police, Meghalaya, Shillong - 793001 (Office of the AIG (ADMN)), on payment of Rs.1,000/- between 11 AM to 4 PM on each working day, during the period 30-04-2012 to 18-05-2012.

Tender document can also be obtained by sending a self stamped (Rs.75.00) envelop of size not less than 35cm x 25cm along with a demand draft of Rs. 1,000/- payable at Shillong drawn in favour of the Asst. Inspector General of Police (Adm), Shillong.

Tender documents specification and requirements may also be down loaded from the website of Meghalaya Police .[www.meghpol.nic.in](http://www.meghpol.nic.in) and submitted along with a D.D. of Rs 1,000/- payable at Shillong in favour of DGP, Meghalaya Police, Shillong.

Bids submitted otherwise than the manner prescribed in the Tender document shall be rejected. The authority inviting the tender has the right to accept or reject the tender (s) without assigning any reason thereof.

Dates:

- |  |                        |
|--|------------------------|
| 1. Date of commencement of sale of Tender Document-<br>(Between 10 AM to 5 PM on working days) | 30-04-2012             |
| 2. Last date of sale of Tender documents   | - 18-05-2012           |
| 3. Last date of receiving Pre-Bid Queries  | - 18-05-2012 (11 A.M.) |
| 4. Pre-Bid Meeting   | - 18-05-2012 (2 P.M.)  |
| 5. Last date of receipt of Tender documents  | - 23-05-2012 (4 P.M.)  |
| 5. Date of opening of the Technical Bids   | - 23-05-2012 (5 P.M.)  |
| 6. Date of opening of the Financial Bids in respect of<br>the technically qualified Bids       | - 25-05-2012 (5 P.M.)  |
| 7. Address:- Assistant Inspector General of Police (Adm),                                      |                        |

O/O Director General of Police,  
Meghalaya, Shillong  
Phone No: (0364) 2226790 (Fax: 2220839)  
Email Id: [phq-meg@nic.in](mailto:phq-meg@nic.in), [aig\\_mlp@yahoo.co.in](mailto:aig_mlp@yahoo.co.in), [aig\\_mlp@yahoo.com](mailto:aig_mlp@yahoo.com)

The tenderers may send their Pre-Bid queries before 18-05-2012 (11 A.M.) through ONLY email to [meghcctns@yahoo.com](mailto:meghcctns@yahoo.com) in the format below:

Sl No.	Clause and Page No	Clause Content	Query
1.			
2.			

The Bids should be submitted in 3 separate sealed covers-

1. Technical Bid
2. Financial Bid
3. Another Cover which would contain the EMD, Technical Bid and Financial Bid

**All the sealed covers shall have boldly written details of the name of supplier / bidder, the tender call notice number and the last date for submission.**

#### GENERAL BID FORM

TENDER NOTICE TAP/C-30/2012/01.


1. Name :
2. Full Address :
3. Telephone No. / FAX No. :
4. E-Mail id of the Vendor :
5. Legal status of the Vendor :
  
6. Items for which you have submitted the bid :
  
7. Give the location and **full postal** Address of your Office. :
  
8. Have you enclosed the EMD ? If yes, mention the amount and its identifying details. :
  
9. Have you enclosed all the documents and :

Papers called for in this tender document ?  
Please enclose a list.  
(Use a separate sheet of paper)

10. If the answer to (9) above is 'No', :  
which of the documents / papers called for in the  
tender document have not been enclosed.  
(Kindly enclose a list of such documents/papers)  
(Use a separate sheet of paper if necessary)

11. Do you have local office in Shillong? :  
Or where do you propose to open such office  
temporarily. Give name, Full Address, Tel. No. etc.

SEAL & SIGNATURE  
BIDDER.

  
Asst. Inspector General of Police (Adm)  
SIGNATURE AND SEAL OF THE OF THE  
TENDER CALLING AUTHORITY.

Memo No. TAP/C-30/2012/01

Dated Shillong the 20<sup>th</sup> April, 2012

Copy forwarded to:-

1. Addl. Chief Secretary, I/C Finance , Government of Meghalaya, Shillong for kind information.
2. The Principal Secy. to the Government of Meghalaya, Home (Police) Department, Shillong for information.
3. The Addl. Director General of Police (R/PR)/(L&O)/ (SB), Meghalaya. Shillong for information.
4. The Inspector General of Police, ((R/PR)/ (CID)/ (TAP)/ (PHQ), Meghalaya, Shillong/ (L&O), Meghalaya, Tura for information.
5. The Dy. Inspector General of Police, (Admn)/(ER), Meghalaya. Shillong for information.
6. The Superintendent of Police, East Khasi Hills, Shillong/West Garo Hills, Tura/West Khasi Hills, Nongstoin/Jaintia Hills, Jowai/Ri-Bhoi, Nongpoh/East Garo Hills, Williamnagar/South Garo Hills, Baghmara / F&ES.
7. The Spl. Superintendent of Police, (C), MPRO, Shillong / (SB) / (CID) / (Infl.) / Principal, Police Training School, Shillong / Commandants 1<sup>st</sup> MLP Bn., Mawiong, Shillong / 2<sup>nd</sup> MLP Bn., Goeragre, Tura / 3<sup>rd</sup> MLP Bn., (IRBN). Khliehtyrshi, Jowai / 4<sup>th</sup> MLP Bn., (IRBN), Sohpien, Nongstoin / 5<sup>th</sup> MLP Bn. (IRBN) Samgong, Williamnagar / 6<sup>th</sup> MLP (IRBN), Shillong.
8. The Director of Information & Public Relation, Meghalaya, Shillong with 5 (five) spare copies with a request to take necessary action from your end for publication in 1(one) national newspaper and also in the local newspapers (one impression) in English and in Khasi each. Only the gist given below may please be published.

#### TENDER NOTICE

Sealed tenders for are invited from reputed Service Providers, having requisite experience for providing services for implementation of TRP (Transparent Recruitment Process) for the recruitment of constables and allied posts in the Department. These will be received by the undersigned upto 4.00 PM, 23<sup>rd</sup> May, 2012 and will be opened on the same day at 5.00 PM by the undersigned. Full details regarding the Tender Notice are available in the Office of the undersigned during office working hours as well as in the Meghalaya Police departmental websites - <http://megpolice.gov.in> or <http://meghpol.nic.in>

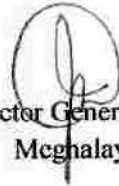
  
Asst. Inspector General of Police (Adm)

Inspector General of Police (Adm)  
Shillong

9. The Director of Printing & Stationery Department, Shillong with 5 (five) spare copies for publication in 2 (two) consecutive issue of the Meghalaya Gazette.

✓ 10. Spl. Superintendent of Police (SCRB), Meghalaya, Shillong for information and necessary action. The Tender notice should be uploaded in the departmental website and it should be downloadable. He should supervise and assist in replying to the pre-bid queries and all activities associated with the above process including tender committee meetings and evaluations.

11. M/S



Asstt. Inspector General of Police (Admin),  
Meghalaya, Shillong

TECHNICAL BID FORMAT  
TENDER NOTICE TAP/C-30/2012/01.

1. SL No.
2. NAME OF THE ITEM
3. WHETHER OFFERED PRODUCT FULFILLS THE DETAILED TECHNICAL SPECIFICATIONS PLEASE ANSWER 'YES' OR 'NO' ONLY
4. PROVIDE DETAILED WRITEUP ON TECHNICAL SPECIFICATIONS OF THE PRODUCTS OFFERED AND HOW THE BIDDER PROPOSES TO CARRY OUT THE PROCESS, AND ALSO GIVE DETAILS OF THE MEASURES THAT THE BIDDER PROPOSES TO ENSURE THE SECURITY AND INTEGRITY OF THE DATA
5. DETAILS OF DEVIATIONS, IF ANY.

**SIGNATURE & SEAL OF BIDDER**

**FINANCIAL BID FORMAT**

**TENDER NOTICE TAP/C-30/2012/01.**

Sl. No.	Description	The consolidated price quoted ( including all taxes for the entire services per candidate. ( please only write the numbers)		
1.	Providing the entire TRP services for recruitment of constables such as: <ul style="list-style-type: none"> <li>• Providing the police recruitment software;</li> <li>• Printing and supply of OMR application forms;</li> <li>• Printing and supply of OMR answer scripts;</li> <li>• Scanning of OMR documents;</li> <li>• Preparation of data base ;</li> <li>• Final preparation of results.</li> </ul>	Financial Year 2012-2013	Financial year 2013-2014	Financial Year 2014-2015
		Rs..... per candidate	Rs -----per candidate	Rs--- .....per candidate

**SIGNATURE & SEAL OF BIDDER**



TENDER NOTICE TAP/C-30/2012/01.  
SPECIAL CONDITIONS OF THE CONTRACT:

1. The Special Conditions given here shall prevail over the General Conditions.
2. **E.M.D.:** - The tender document shall be accompanied with an Earnest Money Deposit (EMD) noted in the Sl. 4 below without which the tender shall be rejected. The earnest money deposit instrument should be available outside the sealed covers of "Technical" and "Financial" bids.
3. **Scope of Work:** - Sealed bids in this tender document have been invited for the supply of the services listed below.

1. Providing a robust Police Recruitment Application Software and driving the entire recruitment process following TRP principles and enforcing strict principles of transparency and ensuring absolute accuracy and integrity of the data;
2. Printing of OMR based application forms, the scanning of filled-in application forms and preparation of database;
3. Biometric identification, authentication and registration of all candidates; approximately 12000; (number subject to change).
4. Use of technology for the accurate measurement of height of candidates;
5. Use of RFID Technology for accurate time measurement of running events in Police recruitment (10 KMs for male and 5 KMs for Female).
6. Printing of OMR pattern, multiple choice written examination papers for approximately 12000 candidates. Evaluation of answer scripts by way of scanning
7. CCTV coverage. 05 cameras each at 2 recruitment venues.
8. Final collation and processing of data

4. **EMD Amount:** Rs 50,000/- (Rupees Fifty Thousand)

5. **Technical Specification :**

5.1 **RFID Technology :** Eligible candidates participating in the 10 Km / 5 Km run are required to be issued with RFID Tag. The detail would be entered into the candidates database. The timing recording system should have a backup at START and FINISH lines. The corresponding system i.e. RFID Tag Readers should function in synchronized manner i.e. the main at START line with the



main at FINISH line for recording the timing and arriving at the NET timings of the candidates. The facility will be made available by the Vendor at 2 locations. The Vendors will fix two digital clock displays to enable the candidates to see the timing while they are running for the test.

**5.2** While arriving at the results of the candidates, the time recorded by the main system, the time recorded by the back-up system should be taken into account.

**5.3** The Vendor would be required to submit daily report in hard and soft copy to the **Central Selection Board** regarding number of candidates appeared, timing of each candidate etc. as per the format provided by the Recruitment Board.

**5.4 Biometric Authentication:** The Vendor would be required to record finger print and photograph of candidates in the database. The finger imprint capturing devise should be hand held and capable of holding candidate's data and photograph which can be displayed upon keying candidate id. It should have a well defined buffer devise management system to ensure adequate back-up in the wake of any contingency. The Devise should have camera with in-built flash for the purpose of capturing photos. The Devise should possess battery back-up.

**5.5** The Vendor at all the 2 venues will engage his staff to capture the finger print and photograph of all selected candidates. This data should be available to authenticate the candidates on the day of examination.

**5.6 (i) Printing of OMR applications forms, scanning of applications**  
The Vendor should print and make available the OMR based application forms. Subsequently, the Vendor will arrange to scan all the application forms and prepare the database by directly importing the data from the application forms.

**5.6 (ii) Printing and evaluation of carbonless OMR Pattern of written examination.**  
The Vendor is required to print the answer sheets in carbonless OMR Pattern of written examination. The candidates will be allowed to carry the carbonless copy of the OMR answer sheet after the examination is over. After the examination the answer sheet shall be scanned for evaluation by the Vendor. Both hard and soft copies of the mark sheets shall be provided by the Vendor. The question papers shall be set and printed by the Central Selection Board.

**5.7 CCTV Coverage:**  
The activities going on at the testing centre are to be video graphed by placing video / CCTV cameras at both the 2 centres. The requirement of video / CCTV cameras will be minimum 5 numbers at each venue

Adequate number of Display monitor shall be placed in the control room to enable the District Board to monitor the entire activity. The camera, if required, may be reinstalled at another location to record an event on the request of the District Board.

**5.8** The recording shall be stored in separate folders at periodical interval of every 30 mins. for easy search and retrieval.

**5.9** A separate server shall be used for storing the recording of the Video / CCTV and one copy of the recording should be handed over to the Central Selection Board everyday.

**5.10 Locations where CCTV needs to be installed.**

- a. Physical Measurement Area - (1)
- b. Running event (Starting/Finishing Point) - (2)
- c. Written Test Area - (2)

**6. Location of the centres / Services to be provided.**

RFID	Biometric Authentication	CCTV Coverage
(2 Locations)	(2 Locations)	(2 Locations)

**6.1** The quantities of various items in the schedules for the work to be executed are only approximate and are for the guidance of the Vendor. They are likely to vary during execution of work.

**6.2** The Vendor will give per candidate cost for biometric authentication and printing of OMR answer sheet / scanning. Payment will be made on the basis of actual appearance of candidates in different centres. As regards installation of CCTV (2 locations) and RFID technology of running events (2 locations), the Vendor will quote price, location wise.

**6.3** While quoting the price as per candidate basis, the Vendor will quote the price as per the following slab, for a minimum of two venues

- Slab 1 - Up-to 9,500 candidates**
- Slab 2 - More than 9,500 & < than 13,000 candidates**
- Slab 3 - More than 13,000 candidates**

**6.4** Should the Central Selection Board Selection Board decide to introduce RFID at extra venues, the same slab shall be applicable.

- 6.5 Trial run must be successfully executed simultaneously in both the 2 locations and should be done 2 days before the start of the actual project date, in presence of the members of the Central Selection Board.
7. The Vendor shall open a local office in Shillong/Tura during the duration of the recruitment process.
8. The Vendor should mobilise manpower, hardware, networking and integrated software at their own cost at all the designated venues. Accommodation and transport for the operational staff of the vendor for movement in the state in connection with recruitment and various processes associated with it and security will be provided by the State Police.

**9. EVALUATION CRITERIA**

The Technical Committee constituted for the purpose shall evaluate the proposal submitted by the Vendors / firms. The criteria listed below shall be applied to evaluate the proposals. The Firms / Vendors securing 75% or more weightage shall be eligible for entering the next stage i.e. opening of the Financial Bid.

Sl. No.	Particulars	Weightage
1	Annual turnover of the firm – minimum 1 Crore for each of preceding 3 years.	10
2	Whether the firm has any experience in handling recruitment process for minimum 2 similar projects for other Police Forces or Para-military forces in India, each project having minimum 10,000 candidates.	30
3	Whether the firm has adequate infrastructure, resources, equipments for which it has offered it's bid. Please mention the number / quantity & brand (make).	30
4	Work plan, methodology and comprehensive solution.	30

- 9.1 The following documentary evidence should be provided along with the proposal for allotting marks based on the above evaluation criteria.  
Contract/work/Engagement orders, indicating details of assignment, client, value of assignment, date of award etc.  
Audited Accounts/Certificate from Auditors infrastructure and other details.

9.2 Please furnish a declaration to the effect that the tenderer has not been blacklisted or your contract/engagement/work order was not terminated by the client in any of the states in India.

10. The working of the equipment shall also be demonstrated and the expenses incurred on demonstration shall be borne by the Vender.
11. Bidders intending to participate in the tender are required to submit

Meghalaya VAT Clearance Certificate. When any bidder is selected from outside the State after observance of approved tender formalities, he may not submit VAT Clearance Certificate. However, before award of the contract, the said supplier from outside the State shall furnish an undertaking in form of an affidavit stating that they have no business in Meghalaya and have no liability under the Meghalaya VAT Act.

12. 100% of the payment will be made on delivery of services and successful completion of job.

**SEAL & SIGNATURE  
OF THE BIDDER.**

**SIGNATURE AND SEAL OF THE  
TENDER CALLING AUTHORITY.**

TENDER NOTICE TAP/C-30/2012/01

GENERAL CONDITIONS OF THE CONTRACT

Vendors shall qualify to bid for this requirement, subject to the fulfillment of the following terms and conditions: -

1. The Registered Office of the Vendor should be in India.
2. The Vendors would be permitted to consortiums of joint ventures to execute the project. However the vendor shall have an unconditional accountability of the deliverables forming a part of the recruitment.
3. The Vendor and / or partners of the consortium or partnership, if any, should have the prior experience of using RFID equipment for measuring the timing of runners' simultaneously in 2 locations or more.
4. The Vendor and / or partners of the consortium or partnership, if any, should have prior experience within the previous two years of covering 10,000 candidates or more in a single event.
5. Additionally, the vendor and / or partners of the consortium or partnership, if any, should have prior experience of having successfully executed a minimum of two projects for the Police or Para-Military Forces, within the previous two years of covering 10,000 candidates or more in a single written test.
6. The Vendor and / or partners of the consortium or partnership, if any, should have prior experience of handling all the activities related to the recruitment of personnel, scrutiny of application forms, conduct of written test, evaluation or OMR answer sheets and preparation of result sheets and handling logistics & other related activities, if any.
7. The Vendor and / or partners of the consortium or partnership, if any, should also have the experience in the use of biometric technology for Recruitment / Written Examination for preventing impersonation, during a minimum of 2 similar written tests, held concurrently in multiple locations.
8. The Vendor and or any one partner of the consortium or partnership, if any, should have a turnover a minimum Rs. 1 crore or more during each of the two preceding financial years; a copy of duly attested auditor's certificate (certificate to be provided by an auditor who is registered with ICAI) indicating the turnover details has to be enclosed along with the application.



9. The Vendor and / or partners of the consortium or partnership, if any, should have the capacity of organizing a comprehensive and integrated activities across the State of Meghalaya, covering simultaneously both the locations as specified in the tender document.
10. The Vendor and / or partners of the consortium or partnership, if any, must be capable of organizing and mobilizing the resources – manpower, hardware, networking and integrated software for assisting in the conduct of recruitment at all the specified locations in the state of Meghalaya within a period of two weeks.
11. The Vendor and / or partners of the consortium or partnership, if any, is required to undertake the execution of the project with Strict Confidentiality.
12. The attested / original Documents of work Completion Certificate issued by the authorities who have organised / conducted the recruitment events shall be enclosed in support of the claim.
13. The Tender Committee may at their discretion call for the original of the credentials for verification from the Tenderer or any clarification / confirmations on the contents of the documents submitted.
14. Interested Vendors may apply for the Tender as a sole contractor or in Joint Venture Partnership.
15. A Vendor may be an individual person, private entity, government-owned entity or any combination of them within a formal intent, in the form of MOU to enter in to an agreement or under an existing agreement in the form of a Joint Venture (JV). The Vendor must ensure the following:
  - In case of single entity – Submit Power of Attorney authorizing the signatory of the Bid to commit the Tenderer.
  - In case of a Joint Venture Separate Identity / Name shall be given to the Joint Venture Firm. The Joint Venture shall not consist or more than three partners.
  - A member of Joint Venture shall not be permitted to participate either in individual capacity or as a member of another Joint Venture for the same Tender.
  - All the members of the Joint Venture shall individually certify / that they have not been black listed or debarred by any Ministry / Department of the Central Government of India / State Government from participation in tenders / contract in the past either in their individual capacity or the Joint Venture or partnership in which they were members / partners.

16. The first Stage of Evaluation consists of fulfilling the Eligibility Criteria and a successful demonstration of the proposed technology.
17. Only the Vendors who have given successful demonstration shall be considered eligible for consideration to the next stage, which is the Opening of Price bid.
18. **PROCESS TO BE CONFIDENTIAL:** The nature of work is highly confidential and unique in nature. The methodology adopted; information processed in this work are to be maintained secret during the contract period and even after completion of work. The Tenderers / Contractors should not disclose or communicate any of the information dealt in this contract to any individual or any private or semi-government / government agency or sell it out any information / data dealt in this work for any other work / purpose of his own or his sister concern or to others under any circumstances during the period of contractor even after completion of the contract, without getting authorization in writing from the Police Dept., Meghalaya.
19. In the event of accident at the work site on account of vendors negligence or the negligence of his men, penalty as deemed fit shall be imposed on the vendor and recovered from his / their bills. The decision of the Ground in- charge in this regard shall be final and binding on the vendor. Any damages / compensation arising out of such incident shall be borne by the vender.
20. The tenders (also called bids), not submitted in prescribed format or in the prescribed manner, shall be rejected at the risk and responsibility of the bidder. Also, this tender document is non-transferable. Only the bidder to whom it has been provided / sold is eligible to submit a bid in response to the tender notice.
21. All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without the use of abbreviations. It shall be submitted in English.
22. All the crucial figures, like rates and amount should be written in figures followed by words in a bracket.
23. There shall be no over-writing in the tender document and other papers submitted. All the additions, alterations, deletions and cuttings



should be initialed with rubber stamp (or seal) by the same person who signs the tender document. Failing so, the tender may be rejected.

24. All the rates and amounts shall be quoted in Indian Rupees (INR) and shall be presumed to be Indian Rupees unless specifically permitted to be quoted otherwise in this tender document.
25. The rates quoted shall be valid for a period of three financial years namely 2012-2013; 2013-2014 and 2014-2015 *subject to the condition given in the Introduction to this Tender notice.*
26. Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
27. For the Companies and Corporations making the bids, the tender document shall be signed by the Managing Director. If it is otherwise, a letter or certificate of authorization to sign the tender paper on behalf of the Company / Corporation shall be enclosed. In case of Partnership Firm, it shall be signed by the active Partner. In case of Proprietary Firm, the Tender document shall be signed by the Proprietor.
28. "Legal Status" of a bidder shall mean either proprietorship or partnership or private / public limited company or otherwise (to be specified) as the case may be. The bidder shall furnish an ink signed certificate of proprietorship along with the tender.
29. Bidder shall quote the latest model of the product and furnish a certificate to that effect.
30. The bidder may use separate sheet of paper, where the space provided in the format in this tender documents for submission of information is not sufficient. The separate piece of paper should be authenticated and page marked.
31. All the promotional and technical literature of the products intended to be supplied should be submitted for proper appreciation of the bid, whether or not, specifically called for in this Tender document. This literature should also be in English.
32. Submission of more than one competitive bid by the same firm in response to the Tender call Notice is prohibited. All such bids, except one, will be cancelled at the discretion of the authority calling the bids.

33. All the information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of knowledge of the bidder.
34. The Sales Tax Clearance Certificate (STCC) and Income Tax Clearance Certificate (ITCC) shall at least be submitted for the 2<sup>nd</sup> preceding Financial Year with reference to the current financial year.
35. Vendors are required to give a Demand Draft / Pay Order / Bank Guarantee (of Nationalised Scheduled Bank) drawn in favour of "Asst. Inspector General of Police (Adm), Shillong", payable at any branch of any scheduled or nationalized bank and valid for 3 months from the due date of the tender opening for Rs 50,000/- (Rupees Fifty Thousand only) as Earnest money Deposit (EMD) along with their offer.

The earnest money deposit shall be non-interest bearing and is refundable to unsuccessful bidders. The successful bidder's EMD will be discharged upon the successful bidder executing the contract and furnishing the Security Deposit of 5% of the order.

The EMD may be forfeited-

- a) If a tenderer withdraws its tender during the period of bid validity
  - b) Or in case of a successful tenderer, if the tenderer fails
    - a. To sign the contract, in accordance with the terms and conditions;
    - b. To furnish the Bid Security Deposit as specified in terms and conditions.
36. This tender document has prescribed a two bid format for submitting the offers. It contains the "Technical" and "Financial" bid formats. Both the bids shall be submitted in separate sealed covers identified as "Technical" or "Financial" bid after detaching their formats from this tender document. Both the sealed covers, the remaining part of this Tender Document and all other papers / documents should be put inside a bigger sealed cover and shall be delivered as per conditions published in the tender call notice. All the sealed covers shall have boldly written details of the name of supplier / bidder, the tender call notice number and the last date for submission.
  37. The tenders or the bids can be sent by Regd. With A.D. Post or courier as well.  
How ever, the authorities shall not be responsible for the postal and

other delays in receipt of bids.

38. If the last date for Submission of the Tender / bid turns out to be a holiday, it will automatically be extended to next working day.
39. The Tender Calling Authority shall make arrangements in his office for issuing a written acknowledgement, under proper seal and signature, of the filled -in -tenders, provided those are submitted on or before the due date. The acknowledgement receipt shall be issued even if the tenders are required to be dropped in a sealed box. The acknowledgement receipt shall mention, among others, the tender call notice number.
40. A bid submitted can not be withdrawn. The bidder or his authorised representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussion. Clarifications sought, if any, may be provided by them.
41. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss / damage suffered by the bidders on account of such rejections.
42. The "Technical" bids shall be opened and scrutinized only in those cases, where the bidders have been found to have fulfilled all the prescribed criteria and conditions of this tender document other than technical specification of the products.
43. The bidder must submit in a separate paper mentioning complied or not complied against each column of the Technical Specification given in the tender document.
44. "Financial bids" shall be opened only in those cases, where one or more of the offered product / services have fulfilled the prescribed technical evaluation criteria.
45. All the prices quoted shall be for Shillong, Meghalaa which means that the prices shall include the cost of delivery at Shillong, if nothing otherwise is mentioned in the Special conditions of contract.
46. Financial negotiations with firms other than the lowest bidder shall not be held without the prior approval of Government.
47. The order for supply may be placed on the successful bidder but the

technical specification for the purpose of supply shall be those which were offered and accepted by the Technical Committee and not those specified in the tender documents.

48. All the transit risk shall be the responsibility of the supplier.
49. Terms and conditions of the tender documents can not be negotiated for variations without obtaining the prior approval of Government.
50. The authorities are not bound to accept the lowest financial bid.
51. Entire tender document duly filled in, shall be treated as part of the contract agreement for supplies in case of the successful bidders.
52. All the disputes shall be subject to jurisdiction of Civil Courts situated at Shillong
53. Tenderers belonging to SC/ST may deposit 50% of the amount above subject to the production of such certificate.
  - a. Authenticated copy of rate contract with DGS and D if tenderers have any existing and valid rate contract with DGS and D.
  - b. Attested copy of Passport size photograph.
54. Whatever of these items are under DGS & D rate contract of Government of India, the same rate should be quoted along with copy of DGS & D rate contract.
55. The following information must be mentioned on the body of the envelope containing the quotations, failing which the sealed envelope of the quoting firm will not be opened.
  - (a) Sale Tax Certificate - is enclosed
  - (b) Income Tax Certificate - is enclosed
  - (c) VAT Certificate - is enclosed
  - (d) Earnest Money - is enclosed
  - (e) Court fee Stamp - is enclosed

(f) Latest passport Size Photograph - is enclosed

**56.** Whenever a tender quotes rate for particular brand, a certificate to the effect that the tenderer is an authorized agent is to be furnished by the manufacturer, should be enclosed by the tenderer.

**57. Rates of Security Deposit:-**

A) For contract upto Rs. 10,000/2% from local and 3% from non-local

For contract upto Rs. 50,000/-----3% from local and 4% from non-local

For contract above Rs. 50,000/-----5% of the total amount

B) In the event of the tenderer(s) to perform his/her part in the contract to the satisfaction of the department and disregarding terms and conditions of the tender notice or the contract agreement to the tenderer(s) will be liable to any or all of the following actions at the discretion of the Director General of Police, Meghalaya, Shillong.

i) Forfeiture of security deposit in whole or part.

ii) Making good the loss caused to the Govt. through the liability, neglect, delay in the complying with the demand.

iii) Cancellation of the contract without any prior notice to the service provider .

SEAL & SIGNATURE OF THE  
BIDDER.

SIGNATURE AND SEAL OF THE THE  
TENDER CALLING AUTHORITY.



TENDER NOTICE NO TAP/C-30/2012/01

To,

The Asstt. Inspector General of Police, (Admn),  
Meghalaya, Shillong.

**Subject: Tender for appointment of service providers for outsourcing the implementation of TRP (Transparent Recruitment Process) for the recruitment of constables and allied posts in the Department.**

Sir,

In response to your Tender Notice dated \_\_\_\_\_, I/We have the honour to submit my/our Tender as follows: -

1. Earnest Money: - Rs 50,000/- with details \_\_\_\_\_ dated \_\_\_\_\_ is attached herewith.
2. Security of Deposit:- 5% of the total value of the contract will be deposit in accordance with the Tender Notice.
3. Place of delivery:- Delivery of the services and products will be made at the Office of the Inspector General of Police ( Training & Armed Police), Shillong. No extra charges will be taken for delivery of the products/services at the specified locations.
4. (a) I/We do Hereby agree to abide by all the terms and conditions of the Tender Notice dated \_\_\_\_\_ issued by you for appointment of service providers for outsourcing the implementation of TRP (Transparent Recruitment Process) for the recruitment of constables and allied posts in the Department.  
(b) I/We undersigned do hereby also agree on acceptance of my/our Tender period of the currency of the contract as per your instructions laid in the Tender Notice dated \_\_\_\_\_ issued by you.

Signature of Tenderer.

Full Address: