

## POLICE HEADQUARTERS, CHHATTISGARH, NAYA RAIPUR

**TENDER NOTICE**

No. PHQ/Admn/Sel./M-4398 /2017 Naya Raipur

Dated : 23/12/2017

Director General of Police Chhattisgarh Raipur, on behalf of Governor of Chhattisgarh, invites sealed tenders in 03 separate envelopes earmarked as (pre-qualification bid, Technical bid and Financial bid) for outsourcing following services required for the recruitment of Chhattisgarh Police during calendar year 2018 for following items :-

Sl. No	Name of Items
1-	Providing facilities for digital measurement of height and chest during physical standard test (P.S.T)
2-	Providing RFID system for measuring running time during Physical Efficiency Test (P.E.T .) RFID synchronisation.
3-	Scanning of OMR written examination sheets
4-	Comprehensive application software for the recruitment program including data entry and compilation of result.

The tender document may be obtained from the office of the under signed on payment of Rs. 1,000/- (Rupees One Thousand only) in the form of Demand Draft/Banker Cheque issued by any nationalized/Scheduled bank in favour of A.I.G., Accounts, Police HeadQuarters, Naya Raipur, Payable at Raipur. Tender form can be downloaded from Chhattisgarh Police Website and can be submitted along with Rs. 1,000/- Demand Draft. Detail of the Scope of work & tender condition are available on the website of Chhattisgarh Police i.e. <http://www.cgpolice.gov.in>.

**Addl. Director General of Police (Recruitment/Selection)**  
**Police Head Quarters, Chhattisgarh, Naya Raipur**  
**Pin : 492 002,**  
**Phone & Fax : 0771- 2211400**

The Tender offer in the prescribed tender form along with all the relevant documents sealed and completed in all the respect must be submitted as per the schedule below :-

### SCHEDULE FOR TENDER

a)	Address for submission of Tender Document: -	Addl. Director General of Police (Recruitment/Selection), Police Headquarters, Chhattisgarh, Naya Raipur
b)	Pre - Bid conference	<b>03-01-2018 at 11:30 AM</b>
c)	Last date & time for availability of tender forms	<b>23-01-2018 till 12:00 Hrs.</b>
d)	Last Date and Time for receipt of Tender: -	<b>23-01-2018 till 15:00 Hrs..</b>
e)	Place, Time and Date of Opening Technical Bid : -	Addl. Director General of Police (Recruitment/Selection), Police Headquarters, Chhattisgarh, Naya Raipur <b>23-01-2018 at 16:00 Hrs.</b>
f)	Place, Time and Date of opening Financial Bid: -	Shall be intimated .
g)	Date till which the Bid to remain valid	<b>Till 31/12/2018</b>

**Note :-**

- 1- In case of tender opening date being declared as holiday, tenders will be opened on next working day.
- 2- Tender forms shall not be supplied by Post.

  
**A.I.G. of Police (Selection)**  
**For- Director General of Police**

Tender Form No : - .....

POLICE HEADQUARTERS CHHATTISGARH, N AYA RAIPUR  
TENDER DOCUMENT FOR services in recruitment examination of Chhattisgarh Police

**SECTION I**  
**INVITATION FOR TENDER**

No. PHQ./Admn/Sel./M- /17 Naya Raipur,

Dated /12/2017

1.1 Notice inviting Tender is being published in two National Daily and two state level newspapers . The detailed Tender Document has been prepared to elaborate all techno - commercial conditions of this Tender . In case of any discrepancy between the Press Advertisement and detailed provisions in this Tender Document, the later will prevail .

1.2 Director General Of Police Chhattisgarh Raipur, on behalf of Governor of Chhattisgarh, invites sealed tenders in 03 separate envelopes earmarked as (Pre - qualification bid, Technical bid and Financial bid) for outsourcing services required for the recruitment of Chhattisgarh Police during calendar year 2018 for following items: -

Sl. No .	Name of Items
1-	Providing facilities for digital measurement of height and chest during physical standard test (P.S.T)
2-	Providing RFID system for measuring running time during Physical Efficiency Test (P.E.T.)
3-	Scanning of OMR written examination sheets
4-	Comprehensive application software for the recruitment program including data entry and compilation of result.

The tender document may be obtained from the office of the under signed on payment of Rs . 1,000/- (Rupees One Thousand only) in the form of Demand Draft /Banker Cheque issued by any nationalized/ scheduled bank in favour of A.I.G., Accounts, Police Headquarters, Naya Raipur, Payable at Raipur. Tender form can be downloaded from Chhattisgarh police Website and can be submitted along with Rs. 1000 Demand Draft. Detail of the scope of work & tender condition are available on the website of Chhattisgarh Police i.e. [http://www . cgpolice . gov.in](http://www.cgpolice.gov.in)

The tender offer in the prescribed tender form along with all the relevant documents sealed and completed in all the respect must be submitted as per the schedule below .

**SCHEDULE FOR TENDER**

a)	Address for submission of Tender Document: -	Addl . Director General of Police (Recruitment/Selection), Police Headquarters, Chhattisgarh, Naya Raipur
b)	Pre - Bid conference	<b>03-01-2018 at 11:30 AM</b>
c)	Last date & time for availability of tender forms	<b>23-01-2018 till 12:00 Hrs.</b>
d)	Last Date and Time for receipt of Tender: -	<b>23-01-2018 till 15:00 Hrs.</b>
e)	Place, Time and Date of Opening Technical Bid : -	Addl . Director General of Police (Recruitment/Selection), Police Headquarters, Chhattisgarh, Naya Raipur <b>23-01-2018 at 16:00 Hrs.</b>
f)	Place, Time and Date of opening Financial Bid: -	Shall be intimated .
g)	Date till which the Bid to remain valid	<b>Till 31/12/2018</b>

- 1.3 The Purchaser shall not be responsible for any postal delay resulting into non - receipt / non - delivery or late receipt of completed tender documents .
- 1.4 Tenders with incomplete documents shall be summarily rejected .
- 1.5 If the office of the Director General of Police happens to be closed on the scheduled day of receipt of bids/opening of the bids, the same will be received or opened as the case may be, unless changed otherwise, on the next working day at the same time and at the same venue .
- 1.6 Not with standing any thing else contained to the contrary in this Tender Document, the Director General of Police, Police Headquarters, Chhattisgarh, Naya Raipur reserves the right to cancel/withdraw/ modify fully or partially the 'Invitation for Tenders' or to reject one or more of the tender without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

**SECTION – II****PREPARATION & SUBMISSION OF THE BID****PREPARATION OF BID: -**

2.1 The sealed tender for each item mentioned in **Section IV** should accompany the following: -

**(a) ENVELOPE NO . 1**

- (1) The first envelope should be sealed and super scribed as “**ENVELOPE NO: -1 (EMD)**” . It shall contain the **Earnest Money Deposit (EMD)** in favour of Assistant Inspector General of Police (Accounts), Police Headquarters, Chhattisgarh, Naya Raipur
- (2) It is compulsory to submit the Demand Draft of Rs. 5,00,000/- issued by any Nationalized bank/ Scheduled bank in favour of Assistant Inspector General of Police (Account), Police HeadQuarters, Chhattisgarh, Naya Raipur as security deposit amount along with the tender. Deposit in cash is not acceptable.
- (3) It shall be in the form of challan deposited in any scheduled Bank doing state Govt . transaction in the head —8443 - civil 103 - security Deposit II or **Demand draft/ Banker's cheque** in favour of Assistant Inspector General of Police (Accounts), Police Headquarters, Chhattisgarh, Naya Raipur payable at Raipur . The original copy of challan to be presented alongwith in tender or it shall be in the form of Demand Draft of State Bank of India/scheduled Bank (other than cooperative Bank) payable at Raipur .
- (4) The Purchaser shall summarily reject any bid not accompanied by an acceptable E . M . D in the manner stated above as non - responsive bid and the other unopened envelopes shall be returned to the Bidder, without entertaining any correspondence whatsoever

**(b) ENVELOPE NO . 2: (Technical Bid)**

The second envelope should be sealed and super scribed as “**ENVELOPE NO . 2: (Technical Bid)**” . It shall contain the following enclosures **with index & paging: -**

**LIST OF ENCLOSURES**

<b>S.No .</b>	<b>Particulars</b>
1.	Declaration that all conditions contained in the Tender Document is acceptable to the Bidder as per <b>Annexure -I</b> .
2.	Profile of the bidder as per <b>Annexure -II</b> to be certified by a Chartered Accountant
3.	Affidavit/Declaration as per <b>Annexure -III</b> .
4.	Declaration that the Bidder Concern has not been debarred/ black listed by any Government/ Semi - Government organization for quality of services/product and that there is no major complaint against the quality of service/ products by any organization as per <b>Annexure -IV</b> .
5.	Technical specification as per <b>Annexure -V</b>
6.	Copies of audited Balance sheet, Profit & Loss Accounts, Income Tax Returns for last 3 years to be certified by a Chartered Accountant .
7.	Memorandum and Articles of Association of Bidder Company/Other Documentary evidence for constitution / legal Status to be Duly certified by Director/Company Secretary / Authorised representative .
8.	One set of bid documents duly signed, on each page in token of acceptance of terms and conditions .
9.	ISO Certificate/Bureau of Indian Standard Certificate (if available) .
10.	Certificates from Customers/Clients regarding satisfactory performance in the past . (If available)
11.	Copy of valid Registration Certificate under Central Sales Tax/State Sales Tax/Commercial Tax/VAT/ GST.

S. No.	Particulars
12.	Copy of Challan/Demand draft for Rs . 1000/ - , towards the cost of the tender document .
13.	Benchmarking Report of the product/services (if any) done by a technically reputed organization . (if available).
14.	Power of attorney on stamp paper of requisite value to be executed in favour of the signatory who has signed the bid . This power of attorney should be notarized .
15.	Wherever certificate by any Chartered Accountant has been taken, the membership number of the Chartered Accountant should invariably be mentioned .
16.	Pre - Contract Integrity Pact . The IP shall be executed on a plain paper and duly signed on each page by the same signatory who signs the bid document .

**Notes:**

- (1) All the pages in the envelope shall be serially numbered on the top of the page / document with mention of total pages/document in the envelope . For example if total pages in any envelope are say 205 then the first page shall bear number as —"1/205", page no 2 shall bear number as —"2/205".
- (2) In case part of a page /document is blank then the blank portion is to be crossed with pen with signature of the authorized signatory .
- (3) **Prepare an index of all required documents .**
- (4) All the information as called for in the tender document should be submitted truly clearly, legibly, transparently, unambiguously and without the use of abbreviations . There shall be no over -writing in the tender document and other papers submitted . All the additions, alterations, deletions and cuttings should be initialled with rubber stamp (or seal) by the same person, who signs the tender document failing so, the tender may be rejected .

**(c) ENVELOPE NO . 3 (FINANCIAL BID)**

The third envelope should be sealed and super scribed as "**ENVELOPE NO . 3: (FINANCIAL BID)**" It shall contain the Financial Bid as per Schedule - I for each item. Rates should be quoted inclusive of all taxes, levies, excise duty, sales tax, freight , VAT, GST, service Tax etc. Rates should be quoted strictly as per the format provided in Schedule-I; else the financial bid may be rejected. The Bidder should undertake that if there is a reduction in any of the statutory duties and levies before the completion of contract , the benefit of the same will be passed on to the Purchaser .

**N . B . : FINANCIAL BID SHOULD ONLY INDICATE PRICES IN INDIAN RUPEES .**

- (d) Envelope No: 4** All the above three envelopes should be sealed in a fourth envelop and submitted addressed to the Director General of Police, Police Headquarters, Chhattisgarh, Naya Raipur

All the envelopes containing the quotations/ tenders should be sealed and be super scribed —"TENDER FOR services in recruitment examination of Chhattisgarh Police". The sealed Envelopes should be deposited in the Tender box placed in the office of The ADG(Recruitment/Selection), Police Headquarters, Chhattisgarh, Naya Raipur before the stated date and time mentioned in Section I .

**2.2 EARNEST MONEY DEPOSIT [E.M.D]**

- (a) E.M.D of all unsuccessful Bidders will be returned. E.M.D. will not carry any interest.
- (b) E.M.D of the successful bidder shall be returned only when the successful Bidder has executed the services order as per the terms and conditions of the tender and the agreement with the Purchaser as well as receipt of satisfactory inspection report from the committee nominated by the purchaser.
- (c) E.M.D of any bidder will be forfeited if the Bidder withdraws the bid while the bid is still valid and also in case the successful Bidder, fails to sign the agreement within the specified timelimit.
- (d) E.M.D of any successful bidder will also be forfeited if the Bidder fails to execute the order partially/wholly or fails to comply with the conditions laid in the agreement.

**2.3 ALTERNATIVE/CONDITIONAL PROPOSALS BY BIDDERS**

Bidder shall submit offer that fully complies with the requirements of the bidding documents, including the conditions of contract, basic technical requirements as indicated in the specification part. Conditional offers or alternative offers will not be considered in the process of bid evaluation.

**2.4 SIGNING OF THE BID**

In addition to the stipulation about signing of the bid mentioned in other section of the tender document following points is noted for compliance :

- (a) The bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder Concern. The person or persons signing the bid shall initial all pages of the bid and where entries or amendments have been made.
- (b) The bid shall ordinarily contain no alteration or additions, except those to comply with instructions issued by the Purchaser or as may be necessary to correct errors made by the Bidder, in which case the person or persons signing the bid shall initial such corrections.
- (c) All witnesses and sureties shall be persons of status and probity and their full names, occupations and addresses shall be provided below their signatures. All signatures shall be dated.

**2.5 SEALING AND MARKING OF THE BID**

- 2.5.1 The Bidder Concerned shall duly seal all the envelopes mentioned above. All the sealed covers shall be super scribed at the Top "TENDER FOR services in recruitment examination of Chhattisgarh Police." Full name and address of the Bidder and the addressee with due date of opening shall also be written.
- 2.5.2 If the cover / envelope is not fully sealed and marked as above, the Purchaser shall assume no responsibility for the misplacement of its contents or any leakage of information or any other consequence resulting in any loss or deterrent to the Bidder.

## 2.6 DEADLINE FOR SUBMISSION OF THE BIDS

- 2.6.1 The bids must be received at the address specified not later than the date and time specified for the purpose .
- 2.6.2 In the event, the specified date for the submission of bids is declared a holiday, the bids will be received up - to the appointed time on the next working day .
- 2.6.3 The Purchaser reserves the rights to extend the deadline or for making any other change in the Bid document including for submission of the bid by issuing an amendment in this regard .
- 2.6.4 Bids received after the deadline will be returned unopened to the Bidder.

## 2.7 REVELATION OF PRICES

- 2.7.1 Prices in any form or by any reason in Technical Bid or before opening the Financial Bid should not be revealed, failing which the offer shall be liable to be rejected .
- 2.7.2 If price change is envisaged due to technical clarification, in such eventuality revised Financial Bids with prior approval of the purchaser have to be submitted by the qualified Bidders in separate sealed cover . Such sealed covers should be super scribed —Revised Financial Bid.

## 2.8 OPENING OF BIDS AND EVALUATION

On the date specified in the notice following procedure shall be adopted for the opening of the bids:

- 2.8.1 **Envelope No: -1 & ENVELOPE NO: - 2 (TECHNICAL BID)** will be opened on appointed day & at appointed time in the presence of the Bidders who wish to be present at the time of opening, to verify its contents as per the requirement . However, not more than two persons per bidder shall be allowed to be present at the time of opening of bid . It is imperative for all the Bidders to furnish all the required documents and evidences . If the various documents contained in this envelope do not meet the requirements, a note will be so recorded by the tender technical committee accordingly and the remaining envelopes shall not be considered for further action . However, the Purchaser reserves the right to ask for the missing/incomplete information . Tender technical committee will test all the samples as per actual field conditions and only approved sample shall be considered for financial evaluation .
- 2.8.2 **ENVELOPE No . 3 (Financial Bid)**  
Envelope No . 3 of only those Bidders who have been found qualified in the technical bid shall be opened in the presence of the Bidders or their representative who choose to attend (not exceeding two person per bidder ) at the time and the place which will be communicated to them in advance . The financial bid shall be read out to the Bidders present at the time of opening.
- 2.8.3 Assessment of financial bid would be considered for the rates quoted by the bidder for the events mentioned in the point no. 7 (Schedule-I).

## 2.9 PRELIMINARY EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS

- 2.9.1 Prior to the detailed evaluation of bids, the Tender Committee will determine whether each bid:
- i. Has been properly signed .
  - ii. Is accompanied by the required securities .
  - iii. Is substantially responsive to the requirements of the bidding documents .
- 2.9.2 For the purpose of bid evaluation, a substantially responsive bid is one, which conforms to all the terms, conditions and specification of the bidding document without any deviation or reservation . A deviation or reservation is one:
- I. Which affects in any substantial way, the scope/quality/performance of the supply order .
  - II. Which limits in any substantial way, or is inconsistent with the bidding document .
  - III. Whose acceptance would affect unfairly the competitive position of other bidders presenting substantially responsive bids .
- 2.9.3 If a bid is not Substantially Responsive, it will be rejected by the Purchaser, and may not subsequently be made responsive by correction or withdrawal of the non - conforming deviation or reservation .

## 2.10 CORRECTION OF ERRORS

- 2.10.1 Bids determined to be substantially responsive will be checked for arithmetic errors and where there is any discrepancy between the amount in figures and in words, the amount in words will govern .
- 2.10.2 The rates stated in the bid will be adjusted in accordance with the procedure for the correction of errors and shall be binding upon the Bidder . If the Bidder does not accept the corrected bid, the Bid will be rejected, and the E . M . D shall be forfeited .

## 2.11 CRITERIA FOR AWARD OF CONTRACT

Financial Bid of only that bidder will be approved, whose quality in the technical bid conforms & fulfills the specified technical requirement . The major criteria for evaluation of the offer will be as per the provisions of CG purchase rules . However the purchaser or the tender committee reserves its right to stipulate any other criteria as it may deem fit from time to time .

## 2.12 PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- 2.12.1 The Purchaser reserves the rights to reject any or all offers received from the Bidders without assigning any reasons .
- 2.12.2 The decision of the Purchaser regarding the evaluation, qualification, opening and award of the bid shall be final and binding on all the Bidders .

## 2.13 NOTIFICATION OF AWARD

The Purchaser will notify the Bidders whose bid has been accepted for the award . The notification of award will constitute formation of Contract and impose obligations on the successful bidder to execute the supply order in accordance with the terms and conditions & executing an agreement / contract in this regard .



**2.14 ARBITRATION**

In all matters and disputes arising there under, the Director General of Police Chhattisgarh shall be sole arbitrator to decide the claim and its decision shall be final and binding on both the parties. No suit or claim in respect of this tender can be filed in any court save at the court of competent jurisdiction at Raipur.

**2.15 SIGNING OF AGREEMENT**

At the same time as the Purchaser notifies the successful Bidder from the date of intimation and shall within 15 days of receipt of the Contract form, sign the Contract with the Purchaser . The Purchaser's liability of taking the services from the selected bidder (s) shall commence only from date of signing of the Contract .

**1.16 PAYMENT**

Out of the total contract value, the payment shall be made as under:

- (i) The payment of the total supply value shall be released after receiving satisfactory completion report by the recruitment committee nominated by the DGP .
- (ii) All payment shall be made in Indian currency only .

**2.17 BID VALIDITY:**

- 2.17.1 Bid shall remain valid till 31/12/2018 and can be extended for another year by the purchaser.
- 2.17.2 Bids, which are valid for a shorter period shall be treated as non - responsive and will be rejected .
- 2.17.3 In exceptional circumstances, prior to expiry of the original validity period, the Purchaser may request the Bidder to extend the period of validity for a specified additional period .

**2.18 WARNING AGAINST USE OF CORRUPT AND FRAUDULENT PRACTICES**

The Purchaser requires that, all the Bidders should observe the highest standard of ethics . Any effort by a Bidder to influence the Government's processing of bids or award decisions through corrupt or fraudulent practice may result in the rejection of their bid .