



OFFICE OF THE DIRECTOR,  
DIRECTORATE OF FORENSICS SERVICES,  
HIMACHAL PRADESH, SHIMLA HILLS, JUNGA, INDIA, 171218  
Tel/Fax: 0177-2752521/27, email: sfsf-hp@nic.in

### "Tender Notice"

No. DFS (Office Expens.)/2021 - 3700

Dated: 15/09/2021

Director, Directorate of Forensics Services, Himachal Pradesh invites tenders in closed/sealed covers with wax/cello tape/company seal under two bid systems from the reputed Company/Firm/Agency/Indian/Foreign Manufacturers or their Authorized Dealers/Distributors/Agents for the supply of the following item.

Sr.No.	Items	Quantity	EMD (In Rs.)
1.	Access Control System for Doors	10 Nos.	10,000/-

Tender Document with complete terms & conditions, technical specifications etc. can be downloaded from DFS website [https://himachal.nic.in/index.php?lang=1&dpt\\_id=174](https://himachal.nic.in/index.php?lang=1&dpt_id=174) from **Sep 16, 2021 10:00 am (IST)** and be deposited with tender fee along with the bid. Alternatively, the same can be obtained from this office against a request letter along with the non refundable & non-transferable tender fee of Rs. 500/- by Demand Draft in favour of Director, Directorate of Forensics Services, Shimla Hills, Junga. Last date of receipt of complete tender(s) is **Sep 30, 2021** up to 01:00 pm (IST). The date of opening of technical bid(s) is **Sep 30, 2021** at 02.30 pm (IST) onwards in the presence of tenderers' who wish to be present.

(Director)

## **SCHEDULE-A**

WHILE FILLING UP OF THIS SCHEDULE THE TENDERERS ARE REQUESTED TO GO THROUGH THE COLUMNS OF THE TENDER FORM CONDITIONS DETAILED THEREIN AND THE TERMS AND CONDITIONS OF THE NIT.

Tender Notice No. DFS (Office Expens)/2021-3700

Dated: - 15-09-2021

Date and time of receipt of technical/financial.  
Bids.

**30.09.2021 upto 01:00 P.M.**

Date and Time of opening of technical bids.

**30.09.2021 upto 02:30 P.M.** (In the Office of the Director, Directorate of Forensics Services, HP, Junga.

Earnest Money.

As under:-

<b>Sr.No.</b>	<b>Items</b>	<b>Quantity</b>	<b>EMD (In Rs.)</b>
1.	Access Control System for Doors	10 Nos.	10,000/-

<b>Sr. No.</b>	<b>Name of Equipment.</b>	<b>Specification.</b>
1.	Access Control System for Doors	<b>Page 25-29</b>

**DIRECTORATE OF FORENSICS SERVICES, HIMACHAL PRADESH,  
SHIMLA HILLS, JUNGA.**

**TENDER DOCUMENT FOR OPEN/ GLOBAL TENDER  
(TERMS & CONDITIONS INCLUDING INSTRUCTION TO BIDDERS AND  
CONDITIONS OF CONTRACT)**

**GENERAL:** Quotations in closed cover under two bid systems are invited on behalf of the Director, Directorate of Forensics Services, Shimla Hills, Junga, Distt. Shimla from the reputed Indian and foreign manufacturer. **The offer/quotation must be strictly as per required specifications and the tender terms & conditions.**

**ELIGIBILITY CRETERIA:** *The Bidders should comply fully with the Technical Specifications in the tender document.*

**Instructions to Bidders**

- 1.1 Bids are invited, for and on behalf of Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga from established, reputed and experienced manufacturers or their authorized dealers/representatives for purchase of machinery and equipments for Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga as per the enclosed Technical Specifications. **(Annexure-A).**
- 1.2 Bidders are requested to study the tender document and terms & conditions carefully. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- 1.3 The scope of work shall include Supply, Installation, Commissioning, & Satisfactory Demonstration. This will also include testing, packing, transportation, scheduling of transportation, transit insurance, delivery at sites, unloading, storage, job site storage, insurance, installation and any other services associated with the delivery of the equipment and materials providing warranty of services and operation and maintenance of other related equipment/items required for complete installation. The successful bidder will assume full responsibility of the complete system until final acceptance.
- 1.4 It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors which would have any effect on the performance of the System. No request for the change of price, or time, schedule of delivery of stores shall be entertained after the purchase on account of any local condition or factor.
- 1.5 The bidders may have a survey including a site visit before furnishing the quotations. They have to apply for permission in this regard to the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga. The

Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga will give such permission in writing, but the expenses, in connection with the visit and surveys etc., shall be borne by the bidders themselves.

- 1.6 The bidders will not form a part of the cartel and put in supporting quotations for some other company. This will debar the company for participating in other tenders floated or to be floated in by the purchaser. The authorities can compare the prices of other Bidders L2, L3 etc. also with the prices quoted in other tenders for same products and in case of discrepancy suitable action will be initiated.
- 1.7 No Gratification Clause: The bidders will give an undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of the quoted equipment. This will also debar the company for participating in other tenders floated or to be floated in by the purchaser and suitable action will be initiated against such defaulters.
- 1.8 Non Blacklisting Certificate: All the bidders will give an undertaking on non judicial Stamp paper duly attested / self attested that neither they nor their principals or the manufacturers have been blacklisted by any State / Central Government Departments/other organizations.
- 1.9 The bidders shall also be required to submit the copies of PAN and income tax returns for the last three year along with the copy of TIN/ copy of registration of their firms with appropriate authority.
- 1.10 All the correspondences shall be addressed to the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga.
- 1.11 The Bid Documents are not transferable and the cost of the documents is not refundable under any circumstances.
- 1.12 Information regarding installations in Government & Premier institutions in India and satisfactory service and maintenance may be forwarded with all the details for verification

## 2. **Bid Security/Earnest Money**

- 2.1 Bid Security/EMD amount should be enclosed along with the Technical Bid for an amount mentioned in Schedule-A for each equipment in the shape of FDR/D.D. duly pledged in the name of “Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga”, failing which the tenders will

be out rightly rejected. Bid Security/EMD, if already deposited against other tenders, shall not be adjusted against this tender.

- 2.2 The "Bid Security/Earnest Money", in case of successful Bidders, shall be retained by the Purchaser, up-to a maximum period of One year from the date of opening of the Bids or till the finalization of the tender, whichever is later. The Bid security shall be refunded to the unsuccessful tenderers on their written request. No interest will be payable by the Purchaser on the Bid Security/EMD.
- 2.3 The Bid Security/Earnest Money shall be forfeited;
- a) If a Bidder withdraws his bid during the period of bid validity specified by the Bidder in the Bid; or
- b) In the case of the finally selected Bidder, if the Bidder fails;
- i) to sign the Contract in accordance with Clause 13; or
- ii) if, at any stage, any of the information/declaration is found false.
- 2.4 Bid security/Earnest Money in respect of the finally selected Bidder(s) will be discharged upon the Bidder(s) executing the Contract, and furnishing the Performance Guarantee, pursuant to Clause-5.8.

### 3. **Bidder's Qualification**

The "Bidder" as used in the tender document shall mean one who has signed the Bid Form. The Bidder may be the manufacturer of the equipment/machinery/material for which prices are quoted on the Price Schedule or his duly authorized representatives, in which case, he shall submit a certificate of authority as per **Annexure- B.**

### 4. **Procurement and Submission of Tender Document**

- 4.1 The non-transferable Tender Document will be sold at counter on payment of tender fee of Rs. 500/- (Rupees Five Hundred only non refundable) through cash or MO/TMO or demand draft payable at Shimla drawn in favour of the "Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga (exempted for MSME).
- 4.2 The non-transferable tender document can be obtained from the Office of Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga any working day 10.00 AM to 05.00 PM or can be download from DFS website [https://himachal.nic.in/index.php?lang=1&dpt\\_id=174](https://himachal.nic.in/index.php?lang=1&dpt_id=174)
- 4.3 The sealed bids will be accepted upto 30.09.2021 till 01:00 p.m. in the office of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga

- 4.4 The Technical Bids will be opened on 30.09.2021 at 02.30 p.m. in the office of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga. The bidders or their authorized representatives may present, if they so desire.
- 4.5 After evaluation of the Technical Bids and the technical presentation, the short listed bidders will be intimated accordingly.
- 4.6 The Financial bids of the short listed bidders will be opened in the Office of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga in the presence of prospective bidders/their authorized representatives, if any. (The date of opening of financial bids will be communicated to the technically successful bidders separately).

Note: - The forwarding letter as at **Annexure C** and other relevant documents as per check list duly signed should invariably be returned alongwith the quotation furnished, failing which the tender shall be rejected.

## 5. **Bid Requirements**

- 5.1 The Directorate invites two part Bids from eligible suppliers/bidders. The two part bid shall consist of Part-I Technical Bid and Part-II Financial Bid. Technical and Financial Bids for each Machinery/Equipment at Annexure-A should be submitted in two separate sealed envelopes super scribed “Technical Bid” and “Financial Bid” respectively. The technical bid would be opened first. The Financial bid would be opened only in the case of those bidders who qualify and meet requisite parameters for technical evaluation. Further the

a) Technical Bid shall comprise the following and to be submitted alongwith following documents-

- i) Manufacturers' Authorization Form (Annexure -B)
- ii) Forwarding letter (Annexure-C)
- iii) Bidders particulars (Annexure-E)
- iv) Bid Form (Annexure -F)
- v) Earnest Money Deposit
- vi) Proforma of Guarantee for supply of spares during the post warranty period (Annexure -G)
- vii) Bidder's profile (Annexure-H)
- viii) Any other certificates/undertaking as per check list

b) Financial Bid in one cover. (**Annexure-D**). Separate Financial Bid shall be submitted in respect of each equipment.

- 5.2 Bidders are required to submit all relevant documents as per check list, brochures, authority letters etc. with the technical offer of the concerned equipment and separate sealed envelope for each equipment should be submitted.
- 5.3 Both the Technical Bid cover and Financial Bid cover prepared as above are to be kept in a single sealed cover super-scribed with Tender Number.
- 5.4 The cover thus prepared should also indicate clearly the name and address of the Bidder.
- 5.5 Each copy of the tender should be a complete document and should be bound as a volume. Different copies must be bound separately.
- 5.6 The sealed cover as mentioned at Clause 5.3 above shall be deposited with the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga Distt. Shimla-171218.
- 5.7 The Bidder must quote for the equipment with all items and quantities as listed in Annexure-A.
- 5.8 Bids not accompanied by EMD and Bids from representatives without letter of Authority from the manufacturers will be summarily rejected.
- 5.9 Telex/Fax bids, bids received through e-mail and incomplete bids will be summarily rejected.
- 5.10 Bidders should enclose, alongwith the Technical Bid of their offers, the full details including proposed configuration of offers with full documentation, descriptive literature/leaflets supplementing the description and point out any special feature of their system. All documentation is required to be in English.
- 5.11 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- 5.12 All pages of the Bid being submitted must be signed
- 5.13 All information in the offer must be in English. Information in any other language must be accompanied by its authenticated translation in English. Failure to comply with this may render the offer liable to be rejected. In the event of any discrepancy between the offer in a language other than English and its English translation, the English translation will prevail.
- 5.14 The bidder must give an undertaking that the offered equipment's have not been supplied anywhere at a less rate than offered rate in this tender.

- 5.15 The bidder must submit the list of installation of similar nature of equipment's and also submit the copy of latest supply order alongwith satisfactory performance report.

**6. Period of Validity of Bids**

Bids shall remain valid for at least one year from the date of bid opening (price bid) prescribed by the Purchaser unless otherwise prescribed in other terms and conditions of this tender document. The Purchaser may reject a bid valid for a shorter period.

**7. Purchaser's Right to accept any Bid and to reject any or all bids**

The Purchaser reserves the right to accept any bid and to annul the tender process and reject all bids at any time, without assigning any reason, prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.

**8. Opening of Bids by Purchaser**

- 8.1 The bids will be opened in the presence of Bidders/representatives who choose to attend on the scheduled date and time as mentioned. The Bidders/ representatives who are present shall sign a register evidencing their attendance. The Bidder's representatives shall furnish letter of authority from their principal to attend the bid opening. Financial bids of only those Bidders, whose bids are found technically suitable/qualified (after the presentation, demonstration etc., if any) will be opened. The decision of the sub-committee on technical suitability shall be final and shall not be open for discussion.

The bidders who do not qualify the technical evaluation shall be informed separately and their EMD and unopened financial bid shall be returned after award of the contract.

**9. Scrutiny of Bids**

- 9.1 The Directorate will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required EMD has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

The institute may waive any minor infirmity, nonconformity or irregularity in a bid that does not constitute a material deviation and that does not prejudice or affect the relative ranking of any Bidder as a result of the technical and financial evaluation.



- 9.2 Prior to the detailed evaluation, the institute will determine whether each Bid is acceptable qualitatively, is generally complete and is substantially responsive to the Bid Documents. For the purposes of this determination, a substantially responsive Bid is one that conforms to all the terms, conditions and specifications of the Bid Documents without material deviations, objections, conditional ties or reservations. A material deviation, objection, conditionality or reservation is one (i) that affects in any substantial way the scope, quality of performance of the Contract; (ii) that limits in any substantial way and /or is inconsistent with the Bid Documents or the college's rights or the successful Bidder's obligations under the Contract; or (iii) whose rectification would unfairly affect the competitive position of other Bidder's who are presenting substantially responsive Bids.
- 9.3 Arithmetical errors, if any, will be rectified on the following basis: If there is a discrepancy between the unit price and the total unit price as declared in the Price Schedule the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the supplier does not accept the correction of the errors, its bid will be rejected.

## 10. **Price Bid**

The prices may be quoted in **INR** only for Indian Products and may quote in foreign currency for imported products. All prices mentioned should be FOR destination at Directorate of Forensics Services, Himachal Pradesh, RFSL Dharamsala or RFSL Mandi. Prices shall be quoted separately for each equipment and in a separate envelope. The bidders are required to quote the following prices:

- a) Cost of core equipment including accessories as detailed in the specifications with 3 years warranty;
- b) Cost of turnkey job, if required in the technical specifications.
- c) Buyback offer wherever applicable.
- d) Cost of Consumables wherever applicable.

The price comparison shall be made on the basis of cost of main machinery/equipment/material alongwith its accessories, cost of Turnkey job and buyback offer and cost of consumables, wherever applicable.

- 10.1 The bidder shall indicate the prices on prescribed PRICE BID PROFORMA at **Annexure-D** of the tender document. The Proforma should be duly signed & sealed by their authorized signatory/ies. Financial Bids not given in Proforma will be rejected out rightly.
- 10.2 The prices of machinery/equipment quoted by the Bidder and accepted by Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga shall hold good till the completion of the works or satisfactory installation of

Machinery/equipment and no additional claims will be admissible on account of any price variation or fluctuation in market rates.

- 10.3 Payments made consequent to any notified change in sales tax and other statutory levies (both increase and decrease) shall be to the Purchaser's account. For such claims of variation, the Bidder shall produce the Government notification as documentary evidence. Price variation due to any other cause shall be on Bidder's account.
- 10.4 The finally selected Bidder will have to apply to the proper Government Authority for grant of requisite License for such items as required and the purchaser will only tender such assistance, as considered necessary.
- 10.5 The firm has to provide the break-up of expenditure of different quoted items as well as total expenditure clearly for the whole items.
- 10.6 Excise/Custom Duty, VAT, GST, Entry Tax and any other levy/surcharge in any shape or by whatever nomenclature may be included in the quoted amount unless it is specially mentioned separately.
- 10.7 The warranty charges shall not be quoted separately otherwise the offer shall be summarily rejected.

**11. Purchaser's Right to Vary Quantities at the time of Award**

The Purchaser reserves the right to vary the quantities and/or services.

**12. Negotiation/Award of Contract**

Prior to the expiry of the period of bid validity, the Purchaser will notify the finally selected Bidder(s) in writing by registered letter or by cable or telex or fax, to be confirmed in writing by registered letter or by Hand in person, that its bid has been accepted. If need for extension of the bid validity period arises, it should be extended by mutual agreement. Before the award of contract, the Directorate may hold negotiations with the bidder, whose bid has been determined to be substantially responsive to the bid documents and whose offers are lowest one. The aim is to reach agreement on all points and sign a contract.

**13. Signing of Contract**

- 13.1 At the same time as the Purchaser notifies the finally selected Bidder(s) that its bid has been accepted, the finally selected Bidder(s) shall collect the supply order, agreement/ Contract proforma from the office of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga.
- 13.2 Without prejudice to any legal remedy, failure of the finally selected Bidder(s) to comply with the requirement of Clause 2.3 (a) or Clause 2.3 (b) shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in

which event the Purchaser may make the award to the next lowest evaluated Bidder or call for fresh bids.

**14. Payment:**

Payment of machinery/equipment will be released in one installment as under:-

- 100% after the satisfactory installation & functioning of the Machinery/Equipment/material in the Lab/department and receiving of certificate to that effect from the concerned division/Lab.

**15. Other Terms and Conditions of Tendering Firms**

- 15.1 Printed terms and conditions to the Bidder will not be considered as forming part of their Bids. In case terms and conditions of the contract applicable to this invitation of tender are not acceptable to any Bidder, he should clearly specify deviation in his Bid.

**16. Inspection and Tests**

The Purchaser shall have the right to inspect and/or test the machinery/equipment for its conformity with the given Specifications.

- 16.1 In case any inspected or tested equipments fail to conform to the specifications, the Purchaser may reject them and the supplier shall either replace the rejected machinery/equipment's or make all alterations necessary to meet specification requirements free of cost to the Purchaser.
- 16.2 The supplier shall provide installation and standard tests for the individual equipment before the delivery of the system at site.
- 16.3 The supplier shall test each individual equipment and the complete system after installation at site and prepare a test report. This shall be compared with the factory test report to ensure that there is no deterioration in the equipment parameters during storage, transportation and installation.
- 16.4 Leaflets and literature should invariably be attached for ready references alongwith complete documentation of all the measurements conducted during installation period which shall be submitted by the supplier for future reference.
- 16.5 The technical problems faced during installation, testing and commissioning period and their solutions shall be submitted by the supplier at the time of handing over the completed works.
- 16.6 For the purpose of taking over the equipment/system supplied pursuant to this contract, an acceptance test shall be carried out at the Purchaser/Consignees

destination site. The equipment which meets the acceptance test shall only be accepted by the Purchaser.

16.7 (a) Acceptance Test at site shall be conducted of individual equipment and complete system to ensure that individual equipment and complete system meets the technical specifications and other operational and technical requirements of tender.

(b) The Purchaser shall have the right to reject any individual equipment or complete system, if in its opinion the same does not meet technical specifications, operational or technical requirements. The decision of the purchaser in this regard shall be final.

(c) The delivery, installation or commissioning shall not be deemed to have been completed unless all the equipments and systems are accepted by the purchaser.

**18. Warranty/CMC (AFTER SALES SERVICES)**

18.1 The equipment shall be quoted with 3 years warranty. The warranty shall also cover the accessories supplied with the main equipment. However, it shall be noted that the warranty charges shall not be quoted separately otherwise the offer shall be summarily rejected. CMC shall be applicable to the post warranty period for 5 years and shall be quoted on yearly basis.

18.2 Incremental Cost (if any) for up-gradation, if required, should form part of the contract for the Warranty and Post Warranty period.

18.3 The Supplier (manufacturer) shall set-up a maintenance base to provide maintenance service, of the entire system being offered, at short notice during the warranty and post warranty period. The technical maintenance personnel of the supplier, responsible for supervision and maintenance, shall be available to reach the site(s) within 48 hours' notice.

18.4 If the performance of any individual equipment or system is not satisfactory, the same shall be replaced by the supplier free of cost.

18.5 If it is found that to meet the performance criteria, any extra equipment is required the same will be provided free of cost by the supplier.

18.6 Any lacuna or lacunae noticed in the functioning of the installation as a result of any design feature shall be rectified by the supplier free of cost.

18.7 The Supplier shall fully associate the engineers and technicians of the Institute during installation, testing, commissioning, operation and maintenance period.

18.8 The bidder shall attach an undertaking on affidavit from the original manufacturer that the AMC after warranty period shall be provided by the manufacturer OR his sole All India distributor directly on the rates and terms finalized with the

bidder. The manufacturer shall be liable for the aforesaid service in case the dealership is changed/back out.

**19. Spare Parts**

- 19.1 The Bidder will undertake that supplies of necessary maintenance equipment and spare parts will be made available for all items/equipments and for the complete system for at least twelve years on a continuing basis. An undertaking in this regard should be made available from the original manufacturer. However, this does not relieve the supplier of any warranty obligations under the Contract.
- 19.2 The Bidder shall include in his tender, the details of essential spares, and their quantity and unit prices as per schedule of requirements.
- 19.3 In addition to the essential spares, Bidder shall indicate additional recommended quantities of spares for efficient maintenance of the equipment and the systems for a period of 9 years, after the completion of warranty period, to ensure that the quality and reliability objective is achieved. The details on which unit price and the total cost or recommended spares is based shall be included in the tender as an option. However, the cost of such recommended spares shall not be considered for tender evaluation.

**20. Previous Installations**

- 20.1 The names and address of the institutions/hospitals where the supplier has already installed/supplied the equipment indicating the dates of installations may be given (in India and abroad). He should also attach performance certificates to indicate his prompt after sales service.
- 20.2 On site functional assessment of the similar installation and equipment of the short listed Bidders will be undertaken, if necessary, by the Committee duly constituted by the Directorate.

**21. Delivery, Installation and Commissioning**

- 21.1 Delivery of the goods at the Institute premises shall be completed by the Supplier within week from the date of Supply Order.
- 21.2 The installation, testing and commissioning of the proposed system shall be completed within one week from the date of Supply Order, failing which necessary action as deemed fit under rules, will be taken against the defaulter.

**22. Site Preparation**

- 22.1 The site for installation of the equipment shall be provided by the purchaser as per the required specification and environmental conditions before the installation of System/equipment/machinery.

22. Any civil/electrical work or other related works if specified/detailed in the technical specification shall be prepared by the supplier keeping in view the actual condition of site.

**23. Incidental Services**

23.1 The supplier is required to provide at free of cost to purchaser all hardware and software up gradation from time to time, during warranty and CMC period.

23.2 Further, any bugs/shortcomings detected by the purchaser/user as well as the supplier himself shall be rectified at free of cost to purchaser even beyond warranty period

**25. Arbitration**

Disputes, if any, shall be subjected to the sole arbitration of Principal Secretary/Secretary (Home) to the Government of Himachal Pradesh, whose decision shall be final and binding on the parties.

**26. Jurisdiction**

The courts at Shimla will have the jurisdiction for trial of any matter, dispute or reference between the parties arising out of the contract. It is specifically provided that no court outside and other than Courts at Shimla shall have jurisdiction in the matter.

**27. Force Majeure**

Any failure of omission or commission to carry out the provisions of the contract by the supplier shall not give rise to any claim by either of the party to contract, if such failure of omission or commission arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane or any pestilence or from civil strikes, compliance with any stature and/or regulation of the Government, lockouts and strikes, riots, embargo or from any political or other reasons beyond the supplier's own control including war (Whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force Majeure conditions.

**28. Termination for default**

The purchaser may without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or in part.

i) If the supplier fails to deliver or install system within the time period(s) specified in the contract, OR

ii) If the supplier fails to perform any other obligation(s) under the contract.

**29. Termination for Insolvency**

The purchaser may at any time terminate the contract by giving written notice to the supplier, without compensation to the suppliers, if the supplier becomes bankrupts or otherwise insolvent (which shall be a breach of the contract on the part of the supplier), provided such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**30. Termination for Convenience**

The purchaser may by written notice sent to the supplier terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience.

**31. Up time guarantee:**

The firm should provide uptime guarantee of 95%.

**32. Downtime penalty Clause**

32.1 During the comprehensive warranty period, the guarantee uptime as prescribed in Tender document/technical specification shall have to be ensured otherwise the penalty as specified shall be enforced. No discount will be given on account of public holidays/Sundays. The vendor must undertake to supply all spares for optimal upkeep of the equipment for at least Ten Years after handing over the unit to the Institute.

If accessories/other attachment of the system are procured from the third party, in such case the responsibility to keep the items/equipment's in working condition shall be the sole responsibility of the vendor and the bidder itself will have to sign the CMC with the Institute if required.

32.2 The principals or their agents are required to submit a certificate that they have satisfactory service arrangements and fully trained staff available to support the uptime guarantee.

**33. PRICE FALL CLAUSE**

The offer of rates by the tenderer will be subject to the price fall clause i.e. if any item is offered at a lower rate by the tenderer in any other State/Place in India to any other person/Org./Institution, he shall forthwith notify such reduction or sale to the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga and the price payable for the Stores supplied to Directorate of Forensics Services after the date of coming into force the such reduction or sale,

shall stand correspondingly reduced even to Directorate of Forensics Services.

34. The supplier shall furnish the following certificate alongwith each bill for payment for supplies made against in Rate Contract Tender.

“I/We certify that the Stores of description identical to the Stores supplied to the Government under the contract against Tender herein have not been offered/sold by me/us to any other person/organization/Institution upto date of bill/the date of completion of supplies against all supply orders placed during the currency of the tender/rate contract at the price lower than that of prices offered to the institute UNDER THIS CONTRACT/AGAINST TENDER”.

The bidders must attach copies of their existing rate contracts, if any, with DGS&D or any other State Government/Institution.

**NOTE :- BIDDER must go through these terms and conditions very carefully and put his signature alongwith stamp in token of acceptance of these terms and conditions. It shall also be noted that any further change in the tender documents shall be intimated/published only through website of this institute.**

Director,  
Directorate of Forensics Services,  
Himachal Pradesh, Shimla Hills, Junga



**CHECK List duly filled in to be attached with the Technical Bid**

<b>S.N.</b>	<b>Particulars</b>	
1.	Undertaking for No gratification as per clause 1.7	Yes/No
2.	Non-blacklisting certificate as per Clause 1.8	Yes/No
3.	Undertaking on affidavit from the original manufacture as per Clause 18.8	Yes/No
4.	Undertaking for the supply of spare part as per clause 19.1	Yes/No
5.	Whether a list of institution/organizations where your firm has supplied this item recently, is attached alongwith satisfactory performance certificate from those institution/ organizations. As per clause 20	Yes/No
6.	Certificate of having satisfactory service arrangement and fully trained staff as per clause 32.2	Yes/No
7.	In case you are manufacturer, have you enclosed the certificate?	Yes/No
8.	Whether the prices has been quoted on the prescribed proforma.	Yes/No
9.	Whether all the undertakings as required in the tender document are enclosed	Yes/No
8.	Whether EMD as asked has been attached.	Yes/No
10.	Whether Tender Document duly signed by the authorized signatory attached.	Yes/No
11.	Whether the technical specification of the material are attached.	Yes/No
12.	PAN and copies of Income Tax Returns for the last three years.	Yes/No
13.	Copies of TIN issued/certificate of registration.	Yes/No
14.	Undertaking for supply of spare part during the subsequent twelve years(form G)	Yes/No
15.	Any other certificate/undertaking as prescribed in the tender	Yes/No

**Authorized Signatory:**

**Name of the firm/bidder:**

**To be enclosed with Technical Bid**

**ANNEXURE-B**

**PROFORMA FOR AUTHORITY FROM MANUFACTURERS**

No.....

Dated.....

To,  
Director,  
Directorate of Forensics Services,  
Himachal Pradesh, Shimla Hills, Junga

Dear Sir,

Sub: Tender No.....

We..... an established and reputed manufacturers of .....  
having factories at.....and office at M/s.....

(Name and Address of the Authorized representative) hereby authorise to represent us, to tender,  
negotiate and conclude the contract on our behalf with you against Tender  
no.....

Yours faithfully,

Signature and seal

Name.....

For & on behalf of M/s

.....

(Name of Manufacturers)

# To be enclosed with Technical Bid

## ANNEXURE-H

### BIDDER PROFILE

#### (A) General Information

(i) Location of Corporate Headquarters

(ii) Date and Country of Incorporation

(iii) Manufacturing facility(ies)

Location

Size

Capacity

(iv) No. of service Facilities in India

Location

Strength

Area covered

(v) Average yearly turnover for last three years

(Attach copy of proof)

(vi) Geographical Distribution of the supplier

No. of offices

Locations

Staff Strength

(vii) Total No. of installations of the system offered

(viii) No. of employees

Total No.

Manufacturing

R&D

Hardware Maintenance

Software

Any Other(Pl. Specify)

(B). Reference of Major installation with similar products

(Attach documents in support, if available)

Customer Name, Address Product Description,

Telephone/Fax No.

Signature

Name

Designation

Company

Company Seal

Date

**To be enclosed with Technical Bid**

**ANNEXURE-F**

BID FORM

Dated:

To,

Sir,

Having examined the Bidding Documents of Tender No. \_\_\_\_\_  
undersigned offer to supply, install, commission, operate  
maintain \_\_\_\_\_ and we undertake, if our bid is accepted, to  
complete delivery of all the items specified in the contract  
within \_\_\_\_\_ weeks calculated from the date of receipt of your  
Notification of Award and to complete the installation, testing  
commissioning ..... We also undertake to supply the CMC and consumables  
on the rates offered/negotiated (in case our bid is accepted) for the entire period of  
\_\_\_\_\_ years from the date of satisfactory installation.

Signature and Seal

(In the capacity of)  
Only Authorized to sign bid  
for and on behalf  
of.....

**To be enclosed with Technical Bid**

**ANNEXURE-G**

**PROFORMA OF GUARANTEE FOR SUPPLY OF SPARES DURING POST  
WARRANTY PERIOD**

To

Dear Sir,

In consideration of the (hereinafter referred to as "Purchaser" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assignees) having awarded to M/s.....with its Registered/Head office at ..... (hereinafter referred to as the "Supplier" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assignees), a contract by issue of the Purchaser's letter of Award no.....dated entering into a formal contract to that effect with the Purchaser on ..... vide agreement dated... ..(hereinafter referred to as the contract).

We the supplier hereby give a guarantee for the supply of all necessary spares demanded for the routine and emergency maintenance of being supplied by us to for a period of not less than \_\_\_\_\_ years after the warranty period of 3 years and life time spares thereafter in case asked for by the purchaser.

We further clarify that for the first \_\_\_\_\_ years i.e. warranty period of \_\_\_\_\_ years, we are covered by the warranty clause as mentioned. For the remaining period of \_\_\_\_\_ Years and thereafter for the life time, a detailed list of spares will be supplied to the purchaser for the purpose of enabling him to decide spares needed for routine and emergency maintenance.

Dated..... day of.....20.....

Witness :

(Name of manufacturers)

Signature and Seal

(Signature)

Name :

For & on behalf of M/s

**PRICE BID PROFORMA**

**ANNEXURE-D**

<b>Sr. No.</b>	<b>Name of the equipment</b>	<b>Price Quoted</b>
<b>1.</b>	Cost of Core Equipment. (Manufacturer/model/make etc be specified) including all accessories as required in the technical specification with 3 years warranty.	
<b>2.</b>	Taxes/Duties :-	
	i) Custom Duties	
	ii) GST	
	iii) Service Tax	
	iv) Entry Tax	
	v) Others(Pl. specify)	
<b>3.</b>	Cost of Turn Key Job if any	
<b>4.</b>	Less : Buy back offer, wherever applicable.	
<b>5.</b>	Net Price	

**It is certified that the cost of equipment and reagents shown above, has included all taxes/ duties etc. and nothing above shall be charged over and above this cost.**

**Authorized Signatory:**

**Name of the firm/bidder:**

**To be enclosed with Technical Bid**

**ANNEXURE-E**

**BIDDER PARTICULARS**

Bidder Serial Number Allotted on Tender Document: \_\_\_\_\_

1. Name of the Bidder :
2. Address of the Bidder :
3. Name of the Manufacturer (s) :
4. Address(es) of the Manufacturer :
5. Name and address of the person :

To whom all references shall be Made regarding this tender inquiry.

Telephone :

Telex :

Fax :

e-mail address :

Witness :

Signature

Signature

Name

Name

Address

Designation

Company

Date

Date

Company Seal

# Technical Specifications

Annexure –A

## Technical Specifications

### Access Control System for Doors

#### 1) SCOPE OF WORK:

Design, Supply, Installation, commissioning & testing of biometric and card based access control system including all equipment, accessories & materials at Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga.

#### 2). GENERAL DESCRIPTION:

There shall be one master control station with enrollment unit and access software in control room, which shall be linked to other 10 locations. Visitors will be able to access 10 locations after their enrollment with their finger print and card details at the control station. Visitors shall gains entry/exit access to the allowed access locations only.

#### 3). TENTATIVE BILL OF QUANTITY / MATERIALS REQUIRED:

Sr. No.	Device	Qty
1.	IP Based Biometric + RFID Card Reader & controller	10 no.
2.	Biometric Enrollment Unit	1 no.
3.	Emergency Switch	10 no.
4.	Single Door EM Lock	10 no.
5.	Double Door EM Lock	no.
6.	3 core 1.5 sq mm Power Cable Unarmoured, Non FRLS	On actual basis
7.	LAN Cable CAT 6 UTP	On actual basis
8.	2 core 1.5 sq mm Control Cable Unarmoured, Non FRLS	On actual basis
9.	Access Software	1 no.
10.	PVC Conduit 25 mm MMS	On actual basis
11.	Smart card	150 no.

#### 4). TECHNICAL SPECIFICATION:

##### A. SMART CARD:

- i. Type: Smart card



## **Technical Specifications**

- ii. Operating Frequency: 13.56 MHZ
- iii. Capability: contactless with read/write capability.

### **B. BIOMETRIC FINGER PRINT AND CARD BASED ACCESS CONTROL TERMINAL**

- i. Application: Access control system & time attendance
- ii. Language: English
- iii. Events/transactions: 3000
- iv. No. of finger template: up to 3000 (1:N)
- v. Operation mode: card only, finger only, card + finger.
- vi. Mounting: on wall
- vii. Enclosure: IP 55 or better
- viii. Temperature: 0 degree C to 50 degree C.
- ix. Humidity: 20% to 90 %
- x. Sensor: High quality scratch resistance optical sensor.
- xi. Finger score: Display finger quality score at the time of finger registration.
- xii. Verification time: < 1 sec.
- xiii. Operating frequency: 13.56 MHZ
- xiv. Display: 2.4 inch ( colour display)
- xv. Indication: Prominent audio & visual indication for acceptance/rejection of valid/invalid user.
- xvi. Record: Up to 10000.
- xvii. Communication interface: TCP/IP,WIFI,USB .
- xviii. Fire integration: yes

### **C). GENERAL SPECIFICATION:**

- 1) Smart cards shall be configurable for different users from time to time.
- 2) Device shall have matching mode 1:N as well as 1:1.
- 3) Most efficient Push Mechanism, for Multi Location Application, to push data from multiple locations to the central location almost in real time.
- 4) User enrollment & changes of date & time should not happen with normal.
- 5) Data download should be automatic & extremely User friendly.

## **Technical Specifications**

- 6) Facility to create different Authority Levels for Supervisor/Administrator/User on the device
- 7) There should be a facility to verify card or Finger before admin login.
- 8) All the events/Status messages should be displayed on LCD.
- 9) Device should be highly secured so that it can communicate with the selected IP only.
- 10) Device should not accept continuous swipes
- 11) Reader shall flash LED and emit a short beep indicating that a card was read.
- 12) System should work with 5,8,10 digit card number.
- 13) Employee code/card number should be displayed on the LCD screen along with Access granted.
- 14) There should be facility to adjust the Finger Rejection ratio as per the client needs/environment.
- 15) All controllers' information should be readable using keypad in offline mode.
- 16) Bulk card adding through device.
- 17) Time based Scheduler for automatic activate- deactivate of cards.
- 18) The reader should function and record attendance even in standalone mode when network fails.
- 19) Common message display on the LCD should be possible.
- 20) If any person is trying to open the device an alarm should be raised.
- 21) Device should work on Dynamic IP in case of multi-location/multi devices, no need of Static IP at every location.
- 22) Ability to respond to access requests/alarm conditions before and during download from the device.
- 23) The device shall be fitted with automatic restart facilities to enable them to resume processing following a power and backup failure. Device should have inbuilt Watchdog feature.
- 24) The connectivity of the devices should be detected remotely from remote machine, should have inbuilt capability for online firmware up gradation.
- 25) The outer coating should be noncorrosive.
- 26) Total Indian Manufacturing Technology to enable better service and support.
- 27) There should be a facility to trigger 3rd party devices like Siren etc. on critical events.
- 28) Holidays should be reader wise settable.
- 29) The controller must have inputs for door sensor.
- 30) Device Should support any Wiegand readers.
- 31) Access group definition, assignment, activation, and deactivation should be possible from software.

## **Technical Specifications**

- 32) The Finger scan scanner shall be of High Protection from Scratch i.e Upper surface shall be scratch resistant and Protection from ESD.
- 33) Real time auto update of finger impressions.
- 34) There should be a facility to block certain employees access to certain areas due to some reason.
- 35) Device should support different Anti Passback i.e; Hard, Soft, Escort (Reader Wise).

### **D. ACCESS SOFTWARE:**

- 1) Software shall be an enterprise level access management and entry report management software which comprises of Windows based transaction server software which collects data from door access controllers on real time basis.
- 2) The web based software allows user management; device management; settings like time set, time zone, holidays and real time monitoring of reports.
- 3) Software shall generates various entry reports like ALL entries, first & last entry, IN/OUT entry, Who is where report based on selectable options of users, user groups, date and time. These reports can be exported in Excel, PDF, CSV formats to integrate with any third party software.
- 4) The software shall support access levels for managing, configuring and monitoring the system. The software supports bulk user addition and also has provision of adding the photographs of each of the user.
- 5) The software shall support database backup, restore, export, import, archival, validation.
- 6) The access control system shall be modular and distributed.
- 7) Any unauthorized attempt or invalid card used shall be reported, including door held and forced opened alarm as priority alarm transactions.
- 8) Wiegand, Serial, door setting can be configured through access control software.
- 9) Network setting (IP and server IP) can be set and reset with ease.
- 10) Access bank, Time set, Time Zone, Holidays, Access Group can be downloaded from or uploaded into any controller present on the network.

## **Technical Specifications**

### **5. TERMS AND CONDITIONS:**

1. The firm shall carry out complete work of laying, installation, commissioning of all cables, auxiliaries, software, hardware as per norms on turnkey basis.
2. The firm shall visit CNP to learn the exact requirement and collect details of the existing location to carry out design & preparation of connectivity diagram etc.
3. Smart cards should be configurable for different users from time to time.
4. The firm shall provide complete documentation i.e technical catalogue for various components, power/signal diagram, test certificate if any, warranty certificates, user manuals etc.
5. The firm shall arrange all labour, cabling, tools & other parts required to install, commission and testing of the access control system.
6. The firm shall provide training to CNP personnel on maintenance and operation aspects of access control system.
7. The firm shall demonstrate setup/ disassemble of the units described within the specification.
8. The firm shall provide the technical literature of each component of access control system. Datasheet, wiring diagram in the connection block diagram, operating & maintenance manual etc.
9. The offered Access Control system must have warrantee for minimum 03 years.
10. The BOQ mentioned above is just indicative and any other item / hardware /software /cable if required to complete the work will have to be supplied by the firm.

#### **NOTE:**

- Bidder should provide online technical support as and when required.
- Provide basic training at the time of installation and advanced training in two stages through a certified trainer.
- System should have at least three-year standard warranty.
- On Site Commissioning and training of instrument for staff.
- The Vendor should provide technical compliance table addressing all the technical specifications, point by point supported with printed catalogue/literature.