

अल्पकालिक द्वितीय निविदा सूचना

उत्तर प्रदेश पुलिस रेडियो मुख्यालय, महानगर, लखनऊ — 226006

निविदा संख्या: ई-262/2016

दिनांक: सितम्बर 01, 2016

निम्नलिखित उपकरणों के क्रय हेतु दो प्रतियों में टेक्निकल एवं वित्तीय भाव पत्र अलग-अलग मुहरबन्द आमन्त्रित किये जाते हैं:-

क्र०	उपकरण का नाम	कुल मात्रा	प्रतिभूति राशि (रु० में)	टेण्डर फीस (रु०)		आपूर्ति का स्थान
				नकद	बैंक ड्राफ्ट (डाक द्वारा)	
1	मोटोरोला मेक जीपी-338 हैण्ड हेल्ड सेटों की बैटरियां	360	9,500/-	1,500/-	1,600/-	उ०प्र० पुलिस रेडियो मुख्यालय, महानगर, लखनऊ

2. उपरोक्त बैट्रियों की आपूर्ति हेतु इच्छुक फर्म किसी भी कार्य दिवस में रेडियो मुख्यालय से टेण्डर फीस नकद जमाकर अथवा निर्धारित धनराशि का डिमाण्ड ड्राफ्ट डाक से भेजकर निविदा फार्म प्राप्त कर सकती हैं। इच्छुक फर्म निविदा फार्म उ० प्र० पुलिस की वेबसाइट [www.uppolice.gov.in](http://www.uppolice.gov.in) से डाउनलोड करके भी निविदा में प्रतिभाग कर सकती हैं, जिसके लिये निर्धारित निविदा फार्म का शुल्क केवल डिमाण्ड ड्राफ्ट के रूप में पुलिस महानिरीक्षक/निदेशक, दूरसंचार उ०प्र० लखनऊ (IGP/Director, Telecom, UP, Lucknow) के पक्ष में निविदा लिफाफे में उपलब्ध कराया जाना आवश्यक होगा। बैट्रियों की तकनीकी विशिष्टियाँ (स्पेशिफिकेशन), बीओक्यू एवं निविदा सम्बन्धी अन्य नियम व शर्तें निविदा फार्म के साथ उपलब्ध करायी जायेंगी।

3. इच्छुक फर्म निविदा फार्म उपरोक्त वेबसाइट से डाउनलोड करके भी निविदा में प्रतिभाग कर सकती हैं, जिसके लिये निर्धारित निविदा फार्म के शुल्क का ड्राफ्ट पुलिस महानिरीक्षक/निदेशक, दूरसंचार उ०प्र० लखनऊ (IGP/Director, Telecom, UP, Lucknow) के पक्ष में निविदा लिफाफे में उपलब्ध कराया जाना आवश्यक होगा। निविदा की अन्य शर्तें निविदा फार्म में उल्लिखित हैं। विभाग के कार्यालय का फैक्स नं. 0522-2335346 है।

4. निविदा के साथ दर्शायी गयी प्रतिभूति राशि/अर्नेस्ट मनी(EMD)जमा की जायेगी जो डिमाण्ड ड्राफ्ट, बैंक गारण्टी एवं एफ.डी.आर. के रूप में पुलिस महानिरीक्षक/निदेशक, दूरसंचार उ०प्र० लखनऊ (IGP/Director, Telecom, UP, Lucknow) के पक्ष में बनवाकर प्रस्तुत की जायेगी। ईएमडी जमा करने से छूट के लिए दावा करने वाली फर्मों को उन बैट्रियों, जिनकी निविदाएं उनके द्वारा डाली जा रही हैं, के सम्बन्ध में सक्षम प्राधिकारी द्वारा निर्गत ईएमडी से छूट प्रदान किये जाने सम्बन्धी प्रपत्र तकनीकी बिड के साथ उपलब्ध कराया जाना अनिवार्य है।

5. उपरोक्त बैट्रियों हेतु जिन फर्मों ने निविदा सूचना संख्या: ई-262/2016 दिनांक: 25.07.2016 जो दिनांक 30.08.2016 को खोली जानी थी, के क्रम में निविदा में प्रतिभाग किया है, वह चाहें तो पुनः निविदा में प्रतिभाग कर सकते हैं अथवा अपने पूर्व निविदा प्रपत्र को खोलने के लिये उपमहानिरीक्षक (पुलिस दूरसंचार) प्राविधिक, उ०प्र०, लखनऊ(DIG(P/T) Tech, UP, Lucknow) को लिखित अनुरोध प्रस्तुत कर सकते हैं।

6. जिन फर्मों द्वारा उपरोक्त बैट्रियों हेतु पूर्व में आमन्त्रित निविदा जिसके तकनीकी बिड दिनांक: 30.08.2016 को खोला जाना था, में प्रतिभाग किया है एवं प्रतिभूति राशि/अर्नेस्ट मनी (EMD) वापस नहीं ली गयी है यदि वह वैध है तो उन्हें पुनः प्रतिभूति राशि/अर्नेस्ट मनी (EMD) सम्बन्धी बैंक ड्राफ्ट लगाने की आवश्यकता नहीं है। इस सम्बन्ध में सम्बन्धित बिडर को इस आशय का एक अण्डरटेकिंग पुलिस महानिरीक्षक/निदेशक, दूरसंचार, उ०प्र०, लखनऊ के नाम देना होगा ताकि पूर्व में जमा प्रतिभूति राशि/अर्नेस्ट मनी (EMD) को प्रश्नगत टेण्डर हेतु स्वीकार कर लिया जाये।

7. विभाग को उपरोक्त सम्पूर्ण निविदा सूचना को निरस्त करने एवं क्रय किये जाने वाले बैट्रियों की संख्या घटाने, बढ़ाने का अधिकार होगा।
8. यदि उक्त बैट्रियां डी.आई./डी.जी.एस. एण्ड डी. दर अनुबन्ध अथवा शासन द्वारा जारी शासनादेशों के अन्तर्गत किसी संस्था/फर्म पर उपलब्ध हो जाते हैं तो निविदा स्वतः निरस्त समझी जाएगी।
9. निविदा प्रक्रिया की समय सारणी निम्नवत होगी—

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|---|--|
| 1— निविदा विक्री की अवधि                | — दिनांक: 08.09.2016 से दिनांक: 19.09.2016 को 1300 बजे तक। |
| 2— निविदा डालने की अन्तिम तिथि          | — दिनांक: 19.09.2016 समय 1400 बजे तक।                      |
| 3— तकनीकी बिड खोले जाने की तिथि         | — दिनांक: 19.09.2016 समय 1600 बजे।                         |
| 4— उपकरणों के प्रदर्शन की सम्भावित तिथि | — दिनांक: 20.09.2016 से 22.09.2016।                        |

*Sund.*  
1-9-16  
(सुनीता शर्मा)

उपमहानिरीक्षक(पुलिस दूरसंचार)प्राविधिक  
उ०प्र०पुलिस रेडियो मुख्यालय,  
महानगर—लखनऊ  
E-Mail : radiohq@nic.in  
Website: www.uppolice.gov.in





SL NO.

**UTTAR PRADESH POLICE RADIO HEADQUARTERS, MAHANAGAR  
LUCKNOW -226006**

Price :Rs.

**TENDER FORM**

**CONTENTS:-**

1. GUIDELINES/INSTRUCTIONS FOR PREPARATION & SUBMISSION OF TENDER
2. CONDITIONS OF AGREEMENT
3. TECHNICAL OFFER
4. FINANCIAL OFFER
5. CHECK LIST FOR SUBMITTING OFFER
6. TECHNICAL SPECIFICATIONS
7. TENTATIVE BOQ
8. PROFORMA FOR AUTHORITY LETTER OF OEM
9. PROFORMA FOR DECLARATION OF BIDDER
10. PROFORMA FOR AUTHORITY FOR SIGNING TENDER DOCUMENT
11. PROFORMA FOR BANK GUARANTEE FOR EMD
12. PROFORMA FOR BANK GUARANTEE FOR SECURITY MONEY

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# 1. GUIDELINES/INSTRUCTIONS FOR PREPARATION & SUBMISSION OF TENDERS

## (A) DOCUMENTS REQUIRED TO FILL TENDER FORM

1. All the certificates/documents mentioned in the tender notice/tender form or details of which are attached with the tender form must be submitted by the tenderers and should be valid and up-to-date.
2. If the tenderer is an Agent/Dealer/Supplier, they should submit the authority letter (in original) of their principal fulfilling under mentioned conditions Proforma enclosed as Annexure-A. (Photocopy will not be accepted):-
  - (a) The Tendering firms (if not manufacturer of the item) should submit along with their offer, an authority letter from their principals (who should be manufacturer) that they are their authorized agents / dealers.
  - (b) It should clearly bring out the relation of principal and agent/dealer as the case may be. It should speak of territory and acts assigned to the agent/dealer.
  - (c) The principal should commit themselves through this authority letter for short comings / defects / substandard supplies / supplies not according to norms or law of land etc. and shall be solely accountable for quality of product. Principal should also clearly mention that the rate quoted by agent/dealer is reasonable.
  - (d) It must be mentioned in the authority letter that quoted item and principals have not been black listed in the past.
3. The authority letter should be speaking and specific. Vague authority letter or any business letter shall not be considered as an authority letter and such offer may be ignored out rightly.
4. Tendering firm, if an agent or dealer of OEM, must submit valid agency/dealer agreement copy attested by public notary.
5. It shall be duty of the tenderer as well as principal to inform the U.P. Police Radio Hqrs regarding any material change that takes place in the above agreement during the finalization / pendency of the contract. Failure to do so, may entail civil as well as criminal liability and this, without prejudice, lies with the U.P. Police Radio Hqrs.,rights to cancel the order or take such necessary action as it may deem fit.
6. The Bidder must provide a declaration certificate on stamp paper worth Rs. 100.00 duly notarized that they will support the quoted item for installation, testing and maintenance for its prescribed life as detailed in technical offer (Profarma enclosed as Annexure-B)

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7. In case of U.P. state firm, enclose valid trade tax/VAT, registration certificate. In case of outside U.P. firms enclose valid C.S.T./VAT registration certificate.
8. Firm must submit the copy of the tender fee deposited (Tender fee may be deposited either in cash or in the form of Demand Draft in favour of IGP/Dir.(Telecom) U.P. Police Radio Hqrs., Lucknow.)
9. Firms will have to provide an affidavit on non-judicial stamp paper worth Rs. 100/- that their firm/Company has no criminal back ground and they are not involved in any criminal activity.
10. Firms will have to provide an affidavit on non-judicial stamp paper worth Rs. 100/- that their firm and the equipment, which they are offering, are not black listed by any department/authority.
11. Firm will have to provide a solvency certificate from any nationalized/ scheduled bank of the amount more than the estimated cost of project issued not earlier than 06 months from the date of issue of the tender notice.
12. Firm will provide signed Power of attorney authorizing to sign the tender document (Proforma enclosed, Annexure-C).
13. Firm may authorize his representative with Letter of authority signed by authorized signatory to take part in bid opening.

#### (B)- GUIDELINES TO FILL TENDER FORMS

1. The essential details of specifications & instructions are to be followed strictly in accordance with the tender notice. The tendering firms are required to submit their offer in two PARTS. The first part will be named as TECHNICAL OFFER & the second part will be called as FINANCIAL OFFER. THE TECHNICAL OFFER AS WELL AS FINANCIAL OFFER ARE TO BE PREPARED IN DUPLICATE SEPARATELY. (i.e. in separate covers i.e. Total Four Envelopes clearly indicating ORIGINAL & DUPLICATE on envelopes).

BOTH TECHNICAL OFFER & FINANCIAL OFFER, IN DUPLICATE, BE KEPT SEPARATELY IN FOUR SEALED AND SEPARATE COVERS. THESE FOUR COVERS, INDICATING ORIGINAL/DUPLICATE OFFER AND OTHER RELEVANT DETAILS ON FRONT, MUST BE KEPT IN ONE COVERING ENVELOPE (I.E. IN FIFTH ENVELOPE) & IT SHOULD BE DULY SEALED AND PROPERLY ADDRESSED. IN TECHNICAL OFFER & FINANCIAL OFFER/BID COVERS, FOLLOWING MUST BE SPECIFICALLY INDICATED ON THE COVERING ENVELOPE -THE TENDER NOTICE NO. ----- DATED -----NOT TO BE OPENED BEFORE DUE/OPENING ON ----- . PLEASE NOTE THAT SINGLE

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OFFER IN ANY OF THE COVERS I.E. TECHNICAL OR FINANCIAL OFFERS OR RATE QUOTED IN TECHNICAL OFFER WILL NOT BE ACCEPTED.

2. After opening of the tender any change in the rates shall not be acceptable and offer will summarily be rejected.
3. In case, any required document(s)/paper(s) is short at the time of submission of tender, the tenderer, may give the reasons of non-submission of papers in their technical offer. Decision of PC (purchase committee) will be final in this regard.
4. Tenderer (Authorized person) shall sign the offer and all the enclosures being submitted by them with their designation, seal and date.
5. Mention full technical details of your items specifications-wise as desired in the tender notice.
6. Mention if there is any deviation in your offer in comparison to that of desired specifications.
7. Tenderers will quote their rates according to proforma mentioned in the financial offer i.e. rates, Trade tax, Excise duty extra etc. separately, failing which offer may be rejected/ignored. Any cutting/corrections, if any, shall be properly attested by the tenderer.
8. Quoting any conditional discount which affects the quoted rates shall not be acceptable and such offer shall be rejected out rightly. Any discount given on quoted price as a whole shall however be acceptable.
9. No representation shall be entertained after opening of financial cover of tender.
10. If the rates in financial bid are typed then it should be with the same typewriter by which other details are typed in Financial Bid.
11. If the rates in Financial Bid are typed with other typewriter then it should be signed by the same person who has signed Financial Bid.
12. If the rates are written by pen then it should be signed by the same person who has signed Financial Bid.
13. Any cutting or overwriting in financial bid should be signed by the same person who has signed Financial Bid.
14. Every page of the Tender document must be numbered.
15. In Technical offer, Index should be made with page number.
16. In case any bidder opts to offer more than one product for any item, he will have to purchase separate tender form & bid separately.
17. Period of validity of the bid should at least be 180 days from the date of opening the bid.
18. All the tenders so received will first be scrutinised to see whether the tenders meet the basic requirements as incorporated in the bidding documents. The

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tenders, which do not meet the basic requirements, are to be treated as unresponsive and ignored.

The following are the important points, for which a tender may be declared as unresponsive and may be ignored, during the initial scrutiny:

- (1) The tender is not in the prescribed form (where forms are prescribed)
- (2) The tender is unsigned.
- (3) The tenderer is not eligible, e.g. The tender enquiry condition says that the bidder has to be a registered SSI unit; but the tenderer is a Large Scale Unit.
- (4) The tender validity period is shorter than the required period.
- (5) Required EMD has not been provided.
- (6) The tenderer has quoted for goods manufactured by a different firm/company without the required authority letter from the proposed manufacturer.
- (7) Tenderer has not agreed to give the required performance security.
- (8) The goods quoted are sub-standard, not meeting the required specification etc.
- (9) Against a schedule in the List of Requirement (incorporated in the tender enquiry), the tenderer has not quoted for the entire requirement as specified in that schedule, e.g. It has been stipulated in the schedule that the tenderer will supply the equipment, install and commission it and also train the purchaser's operators for operating the equipment. The tenderer has however, quoted only for supply of the equipment.
- (10) The tenderer has not agreed to some essential condition(s) incorporated in the tender enquiry, e.g. Some such important essential conditions are – terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism, applicable law and any other important condition having significant bearing on the cost/utility/performance of the required goods, etc.

#### **19. Discrepancies between original and additional copies of a Tender**

Sometimes discrepancies are also observed between the original copy and the other copies of the same tender set. In such a case, the text etc. of the original copy will prevail.


#### **20. Correction of arithmetic errors in Financial Bids**

If a bid is substantially responsive, the bid evaluation committee shall correct arithmetical errors on the following basis, namely:

- (a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the bid evaluation committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected accordingly;

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(b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and  
(c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above. If there is such discrepancy in an offer, the same is to be conveyed to the tenderer with target date on the above lines and if the tenderer does not agree to the observation of the purchaser, the tender is liable to be ignored.

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(C) **EARNEST MONEY, SECURITY AND WARRANTY CONDITIONS**

1. Wherever, Earnest money and Security is asked for, the same shall have to be given/submitted as desired along with the Technical offer. Offers without E.M.D./Security, if asked for, will be ignored. E.M.D./Security in the form of demand draft should be enclosed with technical offer.

2. **Earnest Money(Bid Security)**

Tender documents/ certificates and EMD must be attached with main copy of the technical bid. EMD may be accepted in the form of Account Payee Demand Draft or Fixed Deposit Receipt pledged in favour of IGP/Director Telecom, U.P., Lucknow or Banker's Cheque or a Bank Guarantee (Proforma enclosed Annexure-D) for any of the scheduled commercial Bank.

- 2.1 **Validity of EMD**

The EMD should remain valid for a period of 45 (forty five) days beyond the final tender validity period. This time period must be indicated in the bidding documents. Should it become necessary to extend the validity of the bids and the bid securities, the Procuring Entity should request in writing all those who submitted bids for such extension before the expiry date thereof. Bidders shall have the right to refuse to grant such extension without forfeiting their bid securities. The bidders who refuse to grant the procuring entity's request for an extension of the validity of their bids and bid securities, will have their bid securities returned to them. They shall be deemed to have waived their right to further participate in the bidding.

- 2.2 **Forfeiture of EMD**

EMD of a tenderer will be forfeited, if the tenderer withdraws or amends his tender or impairs or derogates from the tender in any respect after expiry of the deadline for the receipt of tender but within the period of validity of his tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, his EMD will be forfeited.

- 2.3 **Refund of EMD**

EMD furnished by all unsuccessful tenderers shall be returned to them without any interest whatsoever, at the earliest after expiry of the final tender validity period but not later than 30 (thirty) days after conclusion of the contract. EMD of the successful tenderer shall be returned, without any interest whatsoever, after receipt of performance security from him as called for in the contract.

- 2.4 **EXEMPTION OF EMD**

Units having registration with NSIC/DI/State Public Sector (SPS) undertaking, registration for tendered items only, shall be eligible for consideration for exemption from EMD as per prevailing rules of U.P. Govt.

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3. **Security Money(Performance Security)** :-Successful bidder/bidders will have to execute purchase agreement deed along with a deposition of security money/ Performance Security

3.1 Performance Security may be furnished in the form of Fixed Deposit Receipt or Bank Guarantee aspects. A sample format of Bank Guarantee for performance security is enclosed(Annexure-E).

3.2 In case, Performance Security is taken in the form of Fixed Deposit Receipt, it should be pledged in favour of of IGP/Director Telecom, U.P., Lucknow

3.3 The Performance Security should be equivalent to 5% (five percent) of the value of the contract, rounded to the nearest multiple of hundred.

3.4 Performance Security is to be furnished within 15 (fifteen) days from the date of notification of the award/letter of acceptance and it should remain valid for a period of 30 (thirty) days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations..

3.5 **Forfeiture of Performance Security**

Performance securityshall be forfeited and credited to Government Account in the event of a breach of contract by the supplier, in terms of the relevant contract.

3.6 **Refund of Performance Security**

Performance Security shall be refunded to the supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 30 (thirty) days of completion of all such obligations under the contract including warranty obligations .

4.1 Warranty period of Battery is one year.

4.2 During warranty period the supplier will have to ensure that all the complaints relating to defects and non-functioning of equipment are addressed to and rectified within seven days of information given by theU.P. Police Radio Headquarters, Lucknow, failing which a proportionate amount, at the discretion of Director General Of Police/ Addl. Director General Of Police Telecom, will be deducted from the security deposit given by the supplier firm/company to the U.P. Police Radio Headquarters,Lucknow, and the company/firm may also be black listed for future.

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(D) Force Majeure

1. Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable. Such events may include, but are not restricted to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, earthquake, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, and freight embargoes.
2. If there is delay in performance or other failures by the supplier to perform its obligation under its contract due to event of a Force Majeure, the supplier shall not be held responsible for such delays/failures.
3. If a Force Majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof within 21 (twenty one) days of occurrence of such event. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
4. There may be a Force Majeure situation affecting the purchase organisation only. In such a situation the purchase organisation is to take up with the supplier on similar lines as above for further necessary action.

(E) SUPPLY OF MATERIAL

1. Details of the delivery period must be mentioned. Unless, specially ordered, all goods must be delivered to Radio Headquarters within 30 days of the receipts of supply order by the suppliers.
2. Dealer/agent being tenderer shall have to ensure dispatch of item direct from factory premise to purchaser, if so desired.
3. Firms will have to deliver at Radio Headquarters, Lucknow, and all the batteries within a period of 30 days from the date of receipt of supply order.
4. The supplier will supply items strictly in numbers specified in BOQ for each items and strictly as per technical specification provided by U.P. Police Radio Headquarters, Lucknow.
5. When goods are ordered F.O.R., station of destination, the supplier shall be required to bear all risks of loss, leakage or damage and shall deliver the goods in good order to the consignee at the destination i.e. U.P. Police Radio Headquarters, Lucknow, where the testing/inspection of the items will be performed to check its workability.
6. Packing cases, containers, gunny packages, etc. which may be used for purposes of packing and which is delivered with stores will not be returned or paid for.

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7. If all the ordered batteries are not supplied within the specified period then the supply order issued, may be cancelled besides taking recourse to other legal / contractual provisions.

**(F) DEMONSTRATION, INSPECTION AND TEST REPORTS**

1. Those firm who qualify the process of evaluation of technical bid, will have to demonstrate the batteries before the technical committee of the Radio Headquarters as per procedure and schedule laid down by the Radio Headquarters, Lucknow at short notice. The concerned firms whose demonstration will be satisfactory as per the required specifications will be timely intimated about exact date & time of opening of financial bids.
2. Copy of the test reports, UNDER STANDARD TEST CONDITIONS about the batteries will have to be submitted to the department, when asked for.
3. It will be the responsibility of the firm to satisfy the department about proper functioning of batteries according to specifications provided with the tender form.
4. Details of quality control agreement with the manufacturing unit may also be given.
5. The tenderer firm will provide the batteries for demonstration/trial in as many numbers at the place as asked by the technical committee.

**(G) TERMS OF PAYMENT**

1. ½% rebate must be allowed by the firm on timely payment i.e. within 30 days from the supply of complete material at Radio Headquarters. This is to be pointed out in technical offer itself.
2. 100% payment shall be made only after satisfactory delivery and testing of equipments.
3. Final payment shall be made after satisfactory inspection and functioning of the batteries. TDS will be deducted as per prevailing rules.

**(H) OTHER CONDITIONS**

1. It shall be the responsibility of the tendering firms to present themselves on the date of Technical & Financial bid opening and meeting thereof and acquaint themselves with the shortcomings.
  2. If any regulatory act is applicable to the items, copy of clearance by the competent authority should also be enclosed.
  3. If OEM doesn't have its service centre in India, then it's dealer/distributor must have service centre in India, which may be visited by a committee constituted by
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U.P. Police Radio Headquarter, Lucknow to ascertain it's capability in repairing/maintenance of supplied equipments.

4. Firms will have to provide documents such as operation Manuals, user manuals, CDs, circuit diagram and other relevant materials along with each equipment, free of cost.
5. Firms will have to train staff for handling/operation/servicing of the batteries without any charges.
6. In the event of any dispute arising out of or concerning this supply, the decision of Director General of Police, Telecom, UP/Addl. Director General of Police, Telecom, UP will be final.
7. Without prejudice to any other remedy provided by the law, any amount due from the supplier to the Government of UP, may be recovered by deduction from the bill raised or from the security money deposited.
8. At any stage, even after delivery if it is found that the make/model/specifications of the goods or materials supplied are different from the offered ones, order may be cancelled and penalty may be imposed accordingly, including black listing the supplier company/firm.
9. Any effort by a bidder to influence the purchaser in its decision on bid evaluation, bid compression or contract award may result in rejection of the bidder's bid.
10. The supplier firm will ensure and provide Compliance Certificate for the Technical Specification of Items quoted.
11. U.P. Police Radio Hqrs reserves the right to accept or reject any tender either in part or in full without assigning any reason thereof.
12. The supplier firm must have made at least three supply orders of similar items in govt. / semi Govt. offices in last 02 years.

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## 2. CONDITIONS OF AGREEMENT

1. The agreement is to last till but in the event of any breach of the terms of agreement at any time on the part of the supplier the agreement shall be terminated summarily by the U.P. Police Radio HqrsMahanagar, Lucknow without any compensation to the supplier.
2. The goods or materials to be supplied under the agreements are to be of the same quality in every respect, equal and answerable to the patterns of sample demonstrated and approved by the U. P. Police Radio HQRS.
- 2.A The goods to be supplied as per technical specification as ordered by IGP/Director Telecom and will be received at Radio Headquarters by authorized officer. Receipt will be provide to the supplier for the same.
3. U.P. Police Radio HQRS may, by notice in writing, call upon the supplier to supply additional goods or materials to serve as samples, and on such notice in writing the supplier shall be bound to supply additional samples of goods or materials, such additional samples should be in all respects of the same quality of sort as the first sample supplied.
4.
  - (a) All rates are to be based on delivery, securely packed, and F.O.R., station nearest to suppliers or indenting Officer or destination as asked for in the tender notice i.e. U.P. Police Telecom. Hqrs, Mahanagar, Lucknow.
  - (b) Railway freights, if pre-paid, shall be added to the original quotations.
  - (c) When goods are ordered **F.O.R.** the station nearest to supplier, the Indenting Officer may at his option direct that this shall be booked either by goods train or by passenger train and either at owner's risk or at railway risk. The supplier shall carry out his direction and shall, in any case, be responsible for the safe delivery of the goods soundly and securely packed to the Railway administration and shall obtain a clear receipts from such Railway administration, for the goods in evidence thereof. In the absence of a clear receipt, the suppliers will be held responsible for all damages or loss caused by breakage or leakage, which may occur to the goods while in transit and until they have been delivered to the consignee at railway station of destination.
  - (d) When goods are ordered **F.O.R.** station on destination, the supplier shall be required to bear all risks of loss, leakage or damage and shall deliver the goods in good order to the consignee at railway station of destination, mentioned in the indent in such quantities of number and within such times

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and in such manner as the Indenting Officer shall, from time to time, directed.

5. Unless, Specially ordered, all goods must be delivered to Radio Headquarters within 30 days of the receipts of supply order by the suppliers.
6. U.P. Police Radio HQRS or any of the experts attached to the Industries Department of the Indenting Officer or any other Officer or person duly authorized in writing by the U.P. Police Radio HQRS shall have power to inspect the stores before, during and after manufacture, collection, dispatch, transit of arrival and to reject the same or any part or portion, if he or they be not satisfied that the same is equal according to the sample of specifications in weights, quantity and number etc.
7. Goods, materials rejected or refused on the ground of inferior quality or any other ground shall be removed by the supplier at his own risk and expense within ten days after notice has been received by him of such rejection.
8. After satisfactory and timely supply of the goods, the supplier will send bill in four copies to the IGP/Director, Telecom. The payment will be made after the satisfactory PDI of the goods.

Payment shall ordinarily be made within one month of delivery. However no additional amount be paid for delay in payments. All payments shall be subjected to the deduction of any amount to which the supplier may be or render himself liable under the terms of this agreement.

9. Packing cases, containers, gunny packages, etc. which may be used for purposes of packing and which are delivered with stores will not be returned or paid for, unless specially stipulated.
10. The supplier firm shall not sub-let or assign this contract without the written permission of the U.P. Police Radio HQRS. In the event of the contractor sub-letting or assigning this contract without such permission, he shall be considered as having thereby committed breach of this contract.
11. In the event of the suppliers not being in strict accordance with these conditions or Supplies not being delivered within the time allowed, the U.P. Police Radio HQRS may recover from the contractor as liquidated damages and not by way of penalty the sum of 0.5 percent of the value of the said goods or materials per week subject to the maximum of 10 percent of the value of the said goods or materials. Further, it shall be lawful for the U.P. Police Radio HQRS or the Indenting Officer to purchase the required articles or any suitable quality obtainable in the open market at the risk and cost of the contractor, who in addition to the liquidated damages aforesaid shall be liable for any loss or damages caused by the said purchase. The U.P. Police Radio HQRS shall alone be entitled to adjudge upon the penalty or compensation or damages due for delay in performance, as also to adjudge upon the advisability

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of taking other suitable action. If the delay shall have arisen from any cause which the U.P. Police Radio HQRS may declare in writing to be a reasonable, such additional time may be allowed as may be considered necessary in the circumstances of the case. In such a case he may also forego the whole or any part of the aforesaid liquidated damages but not the other loss or losses.

12. In case of non-performance in any form or shape of the conditions of this agreement the U.P. Police Radio HQRS shall have power to annul, rescind or cancel the agreement and upon his notifying in writing to the supplier that he has so done, this agreement shall absolutely determine. He may also debar the firm for the Uttar Pradesh Police Radio Hqrs. contracts for such periods as he thinks fit.
13. In the event of any dispute arising out of or concerning this Agreement (except as to any matters the decision of which is specially provided for this Agreement), the same shall be referred to the arbitration of an arbitrator nominated by the U.P. Police Radio HQRS, Lucknow and an arbitrator nominated by the contractor, or in the case of the contractor or the said U.P. Police Radio Headquarters failing to nominate an arbitrator within the time fixed in the notice to be served on him by the said U.P. Police Radio Headquarters or the Contractor, as the case may be, by the arbitrator, nominated by the said U.P. Police Radio Headquarters and the contractor or in case of disagreement between the said arbitrators to an umpire appointed by them and the decision of such arbitrators or umpire, as the case may be, shall be final and binding on the parties. The arbitrators/arbitrator/umpire may from time to time with the consent of the parties enlarge the time for making and publishing the award.
14. Without prejudice to any other remedy provided by the law any amount due from the supplier to the Governor will be recoverable as arrears of land revenue and may also be recovered by deduction from any amount due from the supplier to the Governor on any account under any other transaction.
15. During warranty period the supplier will have to ensure that all the complaints relating to defects and non-functioning of equipment are addressed to and rectified within seven days of information given by the U.P. Police Radio Headquarters, Lucknow, failing which a proportionate amount, at the discretion of Director General Of Police/ Addl. Director General Of Police Telecom, will be deducted from the security deposit given by the supplier firm/company to the U.P. Police Radio Headquarters, Lucknow, and the company/firm may also be black listed for future.
16. Warranty period of the Batteries will be counted from the date of satisfactory PDI of the equipment.
17. The supplier will replace/repair the defective Batteries during warranty period at his own risk and expense.

*Handwritten signatures and initials at the bottom of the page.*



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### 3) TECHNICAL OFFER

TENDER No.

The tenderer should furnish the following details to be pre-qualified for the price bid opening.  
(Note- Please strike off whichever is not applicable)

Sl	Description	To be filled by Tenderer	Reference Page No. of Tech. bid
1	Name of the organization		
2	Year of Incorporation		
3	Address of the Registered office of tenderer with phone number and fax No. & email		
4	Registration No. VAT: CST: (Self-attested copy of the document to be attached)		
5	Audited balance sheet and income tax return statements of the just concluded year and the previous two years (documents to be attached)		
6	Nature of organization: - ▪ OEM or ▪ Authorized dealer/distributor		
7.A	If tenderer is manufacturer then enclosed-		
	i) Details of store manufactured, specifying each item separately.		
	ii) Full address of factory or workshop owned by tenderer(documentary proof be attached )		
7.B	If tenderer is manufacturer's Dealer then enclosed-		
	i) Name and Address of each manufacturer		
	ii) Letter of authority In the case of sole distributor (or) dealer the tenderer must enclose a letter of Authority (proforma enclosed as annexure-A)from the Principals as per condition No. 2 of <u>DOCUMENTS REQUIRED TO FILL TENDER FORM.</u>		
	iii) Agreement copy between OEM and authorized dealer (tenderer) attested by public notary.		
8	i) Details of OEM/Dealer/Distributor Service Centre, to provide services for the supplied batteries in India(Address with phone number and fax number & e-mail)		
	ii) Service centre registration number details (copy be attached)		
9	i) Please mention make and model of the Batteries being offered.		

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	ii	Technical Specification - Enclose pamphlets with specification datasheet and mention the Website. Enclose required certifications and test reports as asked in the Technical Specifications.		
	iii	Mention 'Yes' or 'No' in front of required Technical Specification given along with the tender form by the Police Radio Hqrs.		
	iv	Minimum 10 persons of the organisation should be trained for operation/servicing of offered Batteries free of cost.		
	v	The firm must provide warranty period of Minimum one years for Batteries.		
	vi	Supply documents such as operation Manuals, user manuals, CDs, circuit diagram and other relevant materials along with each equipment, free of cost.		
	vii	Supply trouble shooting and service manuals free of cost in numbers specified in BOQ.		
	viii	In case any fault occurs in any of the equipments during warranty period, the supplier firm shall make arrangement to repair or replace within 07 days after intimation received or shall make stand-by arrangement to provide new equipments.		
	ix	All the trainings/after-sales/warranty services shall be provided at the consignee's address		
	x	The Tenderer is required to support the spare parts and accessories of the quoted item after warranty period for the next one year.		
	xi	The Bidder must provide a declaration certificate on stamp paper of worth Rs. 100.00 duly notarized that they will support the quoted item for installation, testing and maintenance for its prescribed life (Profarma enclosed as annexure-B)		
10		Name of the Government agencies and other organizations, to whom the supply of <u>similar Items</u> were made in the preceding two years (enclose copy of major purchase orders and other documents)		
11		SOLVENCY certificate from a nationalized/ Scheduled bank issued not before six month on the issuing tender notice.		
12		Earnest Money Deposited D.D. No: DATE : Name of the Bank: Amount (in Rs.):		
13		Detail of Tender form fee deposited		
		a) If form purchased through Cash (proof be attached)		



	b) If tender form downloaded then DD details (proof be attached) D.D. No: DATE : Name of the Bank: Amount (in Rs.):		
14	Indicate your delivery schedule (against the various activities listed) Letter of award :D Signing of Agreement :D+ days Supply of equipments :D+days		
15	½% rebate will be allowed on timely payment i.e. within 30 days from the complete supply of material at Radio Headquarters .		

I/we hereby declare that I/We have read all the terms and condition of the tender documents and agree, abide by the same and by the decision of the purchaser as per these terms and conditions.

*[Handwritten signature]*

Company Seal

Signature  
(Authorized Signatory)

Name:

Date:



# 4)FINANCIAL OFFER

TENDER No.-----

1. I/We hereby quote to supply the goods and materials in the under writing Schedule in the manner in which and within the time specified, as set forth in the conditions of agreement stated above at the rates given in the Schedule below. I/We hereby agree that in the event of tender being accepted, the condition of Para Sl. 1 to 17 and those contained in the acceptance letter will be binding upon me/us and will, along with the quotation, be converted into and shall be deemed to be a completed agreement between me/us and the Governor of Uttar Pradesh from date of acceptance letter. I/We hereby further agree that if so required by the U.P.Police Radio HQ, I/We shall execute formal Agreement Deed.

2. I/We herewith deposit a sum of Rs..... as earnest money and should I/We fail to execute a fresh Deed of agreement if so required by the U.P.Police Radio HQ on behalf of the Governor of Uttar Pradesh and deposit the security as laid down in the tender notice within 10 days of the acceptance of my/our tender, I/We hereby agree that my/our liabilities under the agreement, the above sum of the earnest money will be forfeited for the Governor.

## SCHEDULE OF RATES

Sl. No.	Description of equipments	Qty. / Unit	Basic price	Taxes		Total	Disco-unt if any	Make and Brand
				Sales Tax/ VAT	Excise Duty			
1								

All rates are F.O.R.....

Dated the day of 2014

Signature

Address Name of supplying firm

N.B. Please do not forget to fill in all the above columns.

Accepted.....

Signed .....

Designation.....

For and on behalf of the Governor of Uttar Pradesh.

2. VALIDITY :

3. DELIVERY PERIOD :

4. TRAINING :

5. WARRANTY :

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**5)CHECK LIST FOR SUBMITTING OFFERS**निविदा डालने के बारे में चेकलिस्ट (मुख्य बिन्दु)

क्र०	विवरण
1	दो अलग-अलग बन्द लिफाफों में टेक्नीकल बिड (ओरिजिनल एवं डुप्लीकेट), जिसमें Original Technical Bid के लिफाफे में ई0एम0डी0 लगी हो तथा दो अलग-अलग बन्द लिफाफों में फाइनेन्सियल बिड (ओरिजिनल एवं डुप्लीकेट)/उक्त चारों लिफाफे एक सील बन्द बड़े लिफाफे में जिस पर निविदा संख्या, दिनांक व उपकरण का नाम एवं चेक लिस्ट के अनुरूप अभिलेखों की उपलब्धता अंकित हो ।
2	Authority Letter, if authorized signatory of the tender is not participating, the representative should come with authority letter
3	Power of attorney for authorized signatory as per Annexure-C
4	Documents of year of incorporation
5	टेक्नीकल बिड के महत्वपूर्ण बिन्दु—
(i)	As per technical offer 7A-i Documentary proof of manufacturing factory/workshop address
	यदि निविदा दाता फर्म डीलर/डिस्ट्रीब्यूटर हो तो Principals से टेक्नीकल ऑफर प्रपत्र के बिन्दु सं0-7B-ii एवं Documents required to fill tender form की शर्त संख्या-2 को पूरा करते हुए निर्धारित प्रारूप पर Authority Letter संलग्न करें। (As Annexure-A )
	Agreement copy of dealership
(ii)	VAT & CST (attach self attested documents.)
(iii)	Audited Balance Sheet & income tax return statements of the just concluded year and the previous two years. (attach documents)
(iv)	Details of service centres ( Address/Phone/Fax/ e-mail)registrtrtion no. details copy attached
(v)	(a) Mention Make & model of the Batteries being offered
	(b) Enclose pamphlets with specifications data sheet.
	(c) Declaration certificate on stamp paper of Rs. 100.00 duly notarized that they will support the quoted item for installation, testing and maintenance for its prescribed life (Proforma enclosed)( As Annexure-B )
	(d) Enclose required certification/test reports. Mention "Yes" or "No" in front of departmental Technical Specifications provided by the deptt. reg compliance by the offered equipment.
(vi)	Valid EMD, as desired in Tender Notice and tender form
(vii)	Tender form fee deposition proof.
6	Conditions of Agreement का प्रत्येक पृष्ठ Authorised signatory द्वारा नाम सहित हस्ताक्षरित करना तथा स्टैम्प लगाना।
7	Guidelines/Instructions for preparation & submission of correct tenders में अंकित प्रत्येक बिन्दु के अनुपालन हेतु Tender form के प्रत्येक पृष्ठ Authorised signatory द्वारा नाम सहित हस्ताक्षरित करना तथा स्टैम्प लगाना।
8	निविदा सूचना की शर्त के अनुसार रू0 100.00 के स्टाम्प पेपर पर फर्म एवं ऑफर किये जा रहे उपकरणों को काली सूची में न डालने विषयक शपथ-पत्र।
9	निविदादाता द्वारा रू0 100.00 के स्टाम्प पेपर पर उनकी आपराधिक पृष्ठभूमि न होने तथा न ही किसी आपराधिक गतिविधि में सम्मिलित होने विषयक शपथ पत्र।
10	निविदादाता द्वारा सम्पूर्ण टेण्डर डाक्युमेंट पर पृष्ठ संख्या अंकित करना तथा प्रत्येक पृष्ठ समुहर हस्ताक्षरित करना।
11	निविदादाताओं द्वारा सम्पूर्ण टेक्निकल बिड के सम्बन्ध में (Index)इण्डेक्स बनाकर संलग्न करना।
12	Name of govt. agencies with copy of supply order, to whom supplies of <u>similar items</u> has been made in preceding two years.

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**6) TECHNICAL SPECIFICATION OF BATTERY OF VHF HAND HELD SET**

S.No.	Type of Radio	TECHNICAL SPECIFICATION
1	Transceiver VHF Hand Held, 1/5 Watt Motorola GP- 338	<p>i) Rechargeable Battery pack (original from OEM) of minimum 2000 mAH capacity, Ni-Mh or Li-ion or Li- polymer suitable for VHF hand held radio set Motorola GP-338 : Certificate from OEM to be attached.</p> <p>ii) All Batteries should be mechanically and electrically interchangeable with the Motorola GP-338 Radio set.</p> <p>iii) The battery capacity should not be less than the rated capacity when discharged at C/5 rate and at least 90% or better of the rated capacity when discharged at C rate.</p> <p>iv) Month &amp; year of manufacture and the Logo/Trade mark of the OEM to be embossed/heat stamped. This Logo/Trade mark is to be indicated in the offer.</p> <p>v) The sleeve of the cells used should preferably indicate the following :</p> <p>(a) Part Number</p> <p>(b) Month &amp; year of manufacture</p> <p>(c) Voltage of cell</p> <p>(d) Capacity</p> <p>(e) Country of origin</p> <p>vi) One battery pack may be cut open (generally 1 out of 360) at the time of inspection. Sample Battery will not be the part of BOQ.</p>

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## 7) TENTATIVE BOQ

SL	Name of the Equipment	Item	Qty
1	Batts for VHF Hand Held Set	NiMH/Li-ION or Li- polymer batts for Motorola GP-338	360

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## **8)PROFORMA FOR AUTHORITY/UNDERTAKING LETTER**

We.....(Name of OEM) hereby declare that in respect of items/equipment tendered against tender notice no.-----dt.----- by.....(Name of tenderer firm) is our authorized..... (Relationship between the bidder firm and OEM). We undertake to ensure that -

1. We will support the quoted Batteries for installation, testing & maintenance including supply of spare parts for its prescribed life.
2. We will be accountable for any shortcomings/defects/substandard supplies/supplies not according to norms & will be accountable for quality of products.
3. Quoted items and we..... (Name of OEM) have not been blacklisted by any Government department/authority in the past.
4. We undertake to inform to U.P. Police Radio Headquarters in case any material change that take place in the above item/equipments/ agreement between OEM and dealer/distributor during the finalization/pendency of the contract.

*Signature*

**Signature**  
**(For and on behalf of OEM)**  
**Seal**



## **9) DECLARATION**

We.....(Bidder Firm) hereby declare that in respect of items/equipment tendered, we against tender notice no.----- dt.-----, We are the authorized------(Relationship between the bidder firm and OEM) vide OEM's authority letter No.-----Dtd-----  
---. We undertake ensure that -

1. We will support the quoted Batteries for installation, testing, commissioning & maintenance including supply of spare parts for its prescribed life.
2. We will be accountable for any shortcomings/defects/substandard supplies/supplies not according to norms & will be accountable for quality of products.
3. Quoted items and we..... (Name of bidder) have not been blacklisted by any Government department/authority in the past.
4. We undertake to inform to U.P. Police Radio Headquarters in case any material change that take place in the above item/equipments/agreement between OEM and dealer/distributor during the finalization/pendency of the contract.

*[Handwritten signature]*

**Signature**  
**(For and on behalf of Bidder)**  
**Seal**



## 10- AUTHORITY LETTER FOR SIGNING TENDER DOCUMENTS

We, M/s \_\_\_\_\_ (Name of the firm/company with address of the registered office) hereby constitute, appoint and authorise Mr./Ms \_\_\_\_\_ (Name and residential address) who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney to do in our name and our behalf all or any of the acts, deeds or things necessary or incidental to our tender for the supply of \_\_\_\_\_ (Name of the equip/items), including signing and submission of the tender response, participating in the meetings, responding to queries, submission of information/documents and generally to represent us in all the dealings with client or any other Government Agency or any person, in connection with the works until culmination of the process of bidding till the tender agreement is entered into with \_\_\_\_\_ (client) and thereafter till the expiry of the tender agreement.

We hereby agree to ratify all acts, deeds and things lawfully done by our said Attorney pursuant to this Authority Letter and that all acts, deeds and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us.

\_\_\_\_\_     
Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2016

(Signature and Name of authorized signatory)  
\_\_\_\_\_

Seal of the firm Company



### **11- Model Bank Guarantee Format for Furnishing EMD**

Whereas .....(hereinafter called the  
"tenderer") has submitted their offer dated..... for the supply  
of.....(hereinafter called the  
"tender") against the purchaser's tender enquiry No.....

KNOW ALL MEN by these presents that WE..... of  
.....having our registered office  
at..... are bound unto..... (hereinafter  
called the "Purchaser) in the sum of..... for which payment will  
and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns  
by these presents. Sealed with the Common Seal of the said Bank this..... day of  
.....20.....

#### THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity
  - (a) Fails to furnish the Performance Security for the due performance of the contract.
  - (b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 (forty five) days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the authorised officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name and address of the Bank / Branch



## 12- Model Bank Guarantee Format for Performance Security

To,

The Governor of Uttar Pradesh

WHEREAS .....(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated ..... to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of....., 20.....

*2-1-02 PL / YL*

.....  
(Signature of the authorised officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name and address of the Bank / Branch