

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DELHI SUBORDINATE SERVICES SELECTION BOARD  
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-92.  
(CARE TAKING BRANCH)**

No.F.40(362)/DSSSB/CT/24-25/

Dated: 28/02/25

**NOTICE INVITING E-TENDER**

Online bids are hereby invited from eligible, reputed qualified vendors for Hiring of Photo Finish Camera with operator for DSSSB, Govt. of NCT of Delhi, FC-18, Institutional Area, Karkardooma, Delhi-110092.

S.No.	Details	Date & time
1	Publish of e-tender	28.02.2025 at 14:00 PM
2	Bid submission	28.02.2025 at 14:00 PM
3	Document download start	28.02.2025 at 14:00 PM
4	Document download end	21.03.2025 at 14:00 PM
5	Bid submission end date	21.03.2025 at 14:00 PM
6	Opening of Technical Bid	21.03.2025 at 15:00 PM
7	Performance Security	5% of contract value
8	Bid security/EMD	Rs. Fifteen Thousand i.e. 3% of Contract value
9	Tender validity	180 days

The complete details of the Tender Document is available on website <https://govtprocurement.delhi.gov.in>. Bidders are advise to regularly visit the Board website as any amendment/correction in the tender will be displayed on the Board's website.

Sd/  
Section Officer (CT)  
DSSSB

## eTendering System Government of NCT of Delhi

## Tender Details



Delh

Date : 28-Feb-2025 01:45 PM

Print

**Basic Details**

Organisation Chain	Delhi Subordinate Service Selection Board		
Tender Reference Number	F.40(362)/DSSSB/CT/24-25/		
Tender ID	2025_DSSSB_268874_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

**Payment Instruments**

Offline	S.No	Instrument Type
	1	Demand Draft
	2	FDR

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	Name of the Firm/Agency, Address of the Firm, Mobile No/Phone No., Name of the Proprietor/Partners
		.pdf	Registration No. of the firm ( Self Copy attached)
		.pdf	GST No. of the Firm (attach self attested copy)
		.pdf	Name, Designation and Mobile No. of the Person authorized to deal with the Board
		.pdf	Constitution/Incorporation of the Firm( Self certified copy )
		.pdf	Permanent Account Number under income tax Act (Attach Proof) with last three years ITR
		.pdf	Proof of annual turnover (Rs 5 lakh) for last 3 years(Certificate from CA )
		.pdf	Last three Year Experience as mentioned in Annexure - I of the Tender Document
		.pdf	Whether Agency has been blacklisted by any of the Board/Organizations as per tender documnet
		.pdf	Whether Terms and conditions of Tender duly accepted as per tender document

		.pdf	The firm/ Agency have capacity to provide Hiring of Photofinish Camera as per tender document
		.pdf	Proof of Ownership of 01 Photo finish cameras
		.pdf	EMD/ Bid security as mentioned in the tender document
2	Finance	.xls	Price bid

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil
<b>Tender Fee Exemption Allowed</b>	No		

**EMD Fee Details**

<b>EMD Amount in ₹</b>	15,000	<b>EMD Exemption Allowed</b>	No
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	DDO, Delhi Subordinate Services Selection Board	<b>EMD Payable At</b>	New Delhi

[Click to view modification history](#)**Work /Item(s)**

<b>Title</b>	Hiring of Photo Finish Camera with operator				
<b>Work Description</b>	Hiring of Photo Finish Camera with operator				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Show Tender Value in Public Domain</b>	Yes				
<b>Tender Value in ₹</b>	5,00,000	<b>Product Category</b>	Miscellaneous Services	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	180	<b>Period Of Work(Days)</b>	365
<b>Location</b>	as per tender document	<b>Pincode</b>	110092	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	DSSSB, KARKARDOOMA, DELHI
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	28-Feb-2025 02:00 PM	<b>Bid Opening Date</b>	21-Mar-2025 03:00 PM
<b>Document Download / Sale Start Date</b>	28-Feb-2025 02:00 PM	<b>Document Download / Sale End Date</b>	21-Mar-2025 02:00 PM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	28-Feb-2025 02:00 PM	<b>Bid Submission End Date</b>	21-Mar-2025 02:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Nit	198.50	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Tenderdcument.pdf	Tender document	896.06

2	BOQ	BOQ_352825.xls	Price bid	339.00
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**Bid Openers List**

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	itbranch-dsssb@delhi.gov.in	Shiv Kumar	SHIV KUMAR
2.	mymail.jitender@gmail.com	Jitender Kumar	JITENDER KUMAR
3.	dalbirk33@gmail.com	Dalbir singh	DALBIR SINGH
4.	birendra1978.singh@gmail.com	Birendra Singh	BIRENDER KUMAR

**Tender Properties**

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compartive chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

**Tender Inviting Authority**

Name	Section Officer (CT)
Address	FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-92.

**Tender Creator Details**

Created By	Dalbir singh
Designation	ASO
Created Date	28-Feb-2025 01:10 PM



Govt. of NCT OF DELHI  
Delhi Subordinate Services Selection Board  
FC-18, Institutional Area, Karkardooma, Delhi – 110 092.

# **TENDER FORM**

## **HIRING OF PHOTO FINISH CAMERA WITH OPERATOR**

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## 1. **INVITATION OF BIDS**

01. On line e-Tender are invited for Hiring of **Photo finish Camera with all its attachment & operator** from reputed Firms HAVING BUSINESS IN **DELHI-NCR** and having Capacity and experience in this field for at least three year for the supply of **Photo finish Camera** as mentioned at Annexure-II. Tenderers/Bidders are advised to study the tender document carefully before submitting the Tender Form. It will be presumed that the tenderer/bidders have considered and accepted all the terms and conditions of this tender.
02. Separate (duly filled) Online Bids should be prepared in accordance with the prescribed format Annexure-I (Technical Bid) and Annexure-II (Financial Bid template) of the tender document.
03. The EMD in original should also be dropped in the sealed box at the Reception Counter in the office of the DSSSB before the last date and time of online submission of bids.
04. The prospective bidder shall furnish the documents as mentioned under the heading **Eligibility** along with Technical bid (Annexure I). In case any document is not applicable the Proprietor /Authorized signatory of the firm will submit a certificate on the letter Head of the Firms stating the reason for non applicability of the same.

## 02. **BACKGROUND AND SCOPE**

01. The Delhi Subordinate Services Selection Board, Govt. of NCT of Delhi conducts examination for recruitment of various posts of Group-B, Non Gazetted and Group-C Personnel of various department of Govt. of NCT of Delhi, Municipal Corporation of Delhi(MCD), New Delhi Municipal Corporation(NDMC) and other Autonomous Bodies under Govt. of NCT of Delhi. The Board makes recruitment of a large number of vacancies every year for both technical and non-technical categories of posts.
02. The Board conducts various Skill Test, Physical Endurance Test(PET) etc. for recruitment of competent, skilled & capable candidates for various departments, Autonomous Bodies, Govt. of NCT of Delhi.

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03. The Board is going to conduct Physical Endurance Test (PET) for various posts for which Photofinish Camera is required for transparent & accurate results of Physical Test activities.
04. The tentative amount of work involved in the present tender is Rs. 5,00,000/-.

**03. SCHEDULE FOR INVITING TENDER:-**

**01. Earnest Money Deposit (EMD)**

a) Bidders shall submit the EMD in the form of a Demand Draft OR FDR issued by any nationalized bank in favour of DDO Delhi Subordinate Services Selection Board, payable at New Delhi, and should be valid for 45 days from the due date of the tender.

b) EMD of all unsuccessful bidders would be refunded by department within 1 month or on 30th day of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.

c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

d) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.

e) The EMD may be forfeited:

- If the Bidder withdraws or amends its tender or impairs or derogate from the tender in any respect within the period of tender.
- If the successful Bidder fails to furnish the required Performance Guarantee. No exemption from filling of EMD shall be allowed, even to PSUs and/or Co-operative Organisations.
- If at any stage, any of the information/declaration given by the bidder is found false.

f) The EMD should be sealed in an envelope. The envelope should clearly show

- Name of the company submitting the EMD
- Tender Number

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## 02. **Submission of Proposals**

- a) The bidders should upload the completed bids on the Delhi Government e-Procurement portal <http://govtprocurement.delhi.gov.in>.
- b) The Response to Technical Proposal and Financial Proposal should be uploaded respectively.
- c) Please Note that Prices should not be indicated in the Technical Proposal but should only be indicated in the Financial Proposal.

## 03. **Registration on e-Procurement Platform**

Bids must be submitted online through e-portal <https://govtprocurement.delhi.gov.in> on or before the stipulated time mentioned in the Fact Sheet. Department does not take any responsibility for the delay caused due to non-availability of internet connection or network traffic jam for online bids. No bid will be accepted after the said date & time for submission of the bid.

## 04. **Preparation of Proposal**

### **I) Proposal Preparation Costs**

The bidder shall be responsible for all costs incurred in connection with participation in the TENDER process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by department to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

DSSSB will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **II) Language**

Bids and all accompanying document shall be in English or Hindi. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

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**05. ELIGIBILITY:**

1. The tenderer should have the experience of providing similar works for at least three (03) year preferably in any of the Boards/ Autonomous Institutions/ Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/ Municipalities with the following:-
  - (i) Experience of having successfully completed similar works during last 3 years ending last day of month previous to the one in which applications are invited should be either of the following:-
    - (a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.  
Or
    - (b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost.  
Or
    - (c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.
02. The tenderer firm/agency/company should have a valid GST Number and Permanent Account Number (PAN) of the Income Tax Deptt whichever applicable and enclose proof for the same.
03. The tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/ Boards/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm on the date of submission of this bid.
04. The tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm have capacity for supply of at least 01 Photo finish Camera with operator as mentioned at Annexure-II.
05. The tenderer should submit an undertaking with the Technical Bid on letter Head of the Firm/Company to the effect that Terms and conditions of the Tender are duly accepted/signed with the stamp of the prospective bidder.
06. The tenderer should also submit the proof of owning of machines/cameras.

**06. Evaluation Process**

- i. Department shall constitute a Tender Evaluation Committee to evaluate the responses of the bidders.
- ii. The Tender Evaluation Committee constituted by DSSSB shall evaluate the responses to the tender and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- iii. The decision of the Tender Evaluation Committee in the evaluation of responses to the tender shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- iv. The Tender Evaluation Committee may recommend for rejection of any or all proposals on the basis of any deviations.
- v. Each of the responses shall be evaluated as per the criteria and requirements specified in this tender.

**07. Tender Validity**

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of Tender.

**08. Tender Evaluation**

- a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive, if Proposals:
  - Are not submitted in as specified in the tender document
  - Are found with suppression of details
  - With incomplete information, subjective, conditional offers and partial offers submitted
  - Submitted without the documents requested in the checklist
  - Have non-compliance of any of the clauses stipulated in the tender
  - With lesser validity period
- b) All responsive Bids will be considered for further processing as below.

Department will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process defined in this tender document. The decision of the Committee will be final in this regard.

## ● 09. Evaluation of Bids

### 1. Opening of Technical Bid:-

Technical bid will be opened only of those firms who's EMD in original received on or before schedule time of opening of Technical Bid as per tender Document.

Bidders, whose bids are responsive, based on fulfilling all requirements, would be considered technically qualified. Price Bids of such technically qualified bidders shall further be opened.

### 2. Evaluation of Technical Bid:-

Information and supporting documents submitted by bidders as mentioned in Annexure-1 will be evaluated.

Bidders, whose bids are responsive, based on fulfilling all requirements, would be considered technically qualified. Price Bids of such technically qualified bidders shall further be opened.

### 3. Opening of Financial Bid:-

- I. Financial Bids of only those firms shall be opened who qualify the technical bids.
- II. Financial bids of firms quoting unreasonably low price may be rejected.
- III. The rates and prices quoted by the bidder should be inclusive of all cost including transportation of Photo Finish camera and other equipments, operator, labour, image hard disks etc but exclusive of GST.

### 4. Financial Bid Evaluation

- I. The Financial Bids of technically qualified bidders in technical evaluation criteria will be opened on the prescribed date.
- II. The bidder which has the lowest qualifying financial bid will be declared as L1 and may be considered.
- III. Errors & Rectification: If there is any discrepancy between words and figures in the financial bid, the amount in words will prevail.

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## **10. Award to Successful Bidder**

### **1. Award Criteria**

Department will award the Contract to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions and process outlined in this document.

### **2. Right to Accept Any Proposal and To Reject Any or All proposal(s)**

DSSSB reserves the right to accept or reject any proposal, and to annul the tendering process/ Public procurement process and reject all proposals at any time 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 department action.

### **3. Performance Security:-**

The successful bidder shall be required to furnish a Performance Security within 3 days of receipt of 'Letter of Offer' for an amount equivalent of 5% of the total value of the contract in the form of an Accounts Payee DD, Fixed Deposit Receipt from a public, Pvt. sector bank, or Bank Guarantee from a public/Pvt sector bank in an acceptable form in favour of DDO, DSSSB, Govt. of NCT of Delhi, Delhi. The Performance Security shall remain valid for 60 days beyond the date of completion of all contractual obligations. If the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly. Further, No interest will be payable on this amount. The contract will be awarded only after furnishing the Performance Security. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Government and the firm shall be blacklisted in addition to the termination of the contract.

### **4. Signing of Contract**

After DSSSB notifies the successful bidder that its proposal has been accepted, department shall enter into a contract, incorporating all clauses and the proposal of the bidder between DSSSB and the successful bidder.

### **5. Failure to Agree with the Terms and Conditions of the Tender**

Failure of the successful bidder to agree with the Terms & Conditions of the TENDER/proposal of the bidder shall constitute sufficient grounds for the annulment of the award, in which event DSSSB may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, DSSSB shall invoke the EMD of the selected bidder.

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**6. Cancellation of tender bid or contract :**

The Bids will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.

**11. PERIOD OF CONTRACT :**

- (i) The rate contract shall be valid for a period of one (01) year from the date of execution of agreement and will be extendable further for two more years, one year at a time. The Board reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Board for further one year.
- (ii) The Board reserve the right to further extend the contract beyond the above period on same rates, terms & conditions.

**12. CLARIFICATION OF TENDER DOCUMENTS:**

In case, the bidder has any doubt about the meaning of anything contained in the Tender Document, he shall seek clarification from the Jt. Secretary, DSSSB not later than two days before submitting his bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the Department shall be carried out in writing.

**13. LATE AND DELAYED TENDERS :**

Bids must be received in the Department online not later than the date and time stipulated. The Department may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the Department and the Bidder will be the same.

Any Bid received by the Department after the deadline for submission of bids as stipulated above, shall not be considered and will be returned unopened to the bidder.

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#### 14. **AGREEMENT DEED :**

The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 07 clear calendar days from the date of award of the work. The incidental expenses of Agreement/Contract shall be borne by the successful bidder/s. The conditions stipulated in the Agreement/Contract should be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the Department and any consequential loss will be recovered from the vendor.

#### 15. **TERMS & CONDITIONS :**

Terms and Conditions of the tender are as under:-

01. The tenderer should take care that no column in the tender document should be left blank which would otherwise make the tender liable for rejection.
02. Any act on the part of the tenderer to influence anybody in the Board is liable for rejection of the tender.
03. The tenderer shall keep backup readily available in case of any technical breakdown & the replacement shall be provided on short notice.
04. The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
05. Any person who is in Govt. service or an employee of this Board should not be made partner to the contract by the Tenderer directly or indirectly in any manner whatsoever.
06. Tenders not conforming to the requirements of the Board will be rejected and no correspondence thereof shall be entertained, whatsoever.

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07. The Tenderer shall indemnify the Board against all other damages/charges and expenses for which this Board may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Board shall not be responsible financially or otherwise for any injury to the worker or person deployed by the Tenderer during the course of performing duties.
08. The rate contract shall be valid initially for one (01) year and the Board reserves the right to extend the validity of contract on mutual consent on the same rates and terms & conditions for a maximum of two more years, one year at a time upon the satisfactory functioning of the Tenderer. The Board reserves the right to curtail or to extend the validity of contract on the same rates and terms & conditions at the discretions of the Board for further period.
09. The rates and prices quoted by the bidder should be inclusive of all cost including transportation of Photo Finish camera and other equipments, operator, labour, image hard disks etc.
10. During the period of contract, the rates will not be revised. Rates should be quoted excluding of taxes.
11. The Tenderer shall not employ any person who has not completed eighteen years of age. The Tenderer shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, EPF, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable upon the Tenderer, there will not be any liability upon the Board.
12. In case the tenderer fails to provide the Manpower along with the Photo Finish Camera, the Board reserve the right to hire/procure the items from other source at the cost of the bidders. Penalty will also be charged additionally in such cases as per penalty clause of the Agreement/Tender document.
13. Requisition for Manpower along with the Photo Finish Camera under Rate Contract will be given as per requirement of the DSSSB from time to time during the contract period.

14. The supplier will have to supply the ordered for Manpower along with the Photo Finish Camera at DSSSB's office premises or at any other place in Delhi as desired by the competent authority of the Board according to the requirement of the DSSSB during the period of contract.
15. It shall be presumed that all the Terms & Conditions mentioned in the Tender have been duly accepted by bidder in the case he submits the Tender. No enquiries, verbal and written shall be entertained in respect of acceptance or rejection of the tender.
16. The Head of Department, DSSSB shall be the final authority to reject full or any part of the supply, which is not in accordance with the required specification, terms and conditions of the tender/schedule. The decision of the Head of Department, DSSSB, in this regard, shall be final and binding on the tenderer.
17. The DSSSB has the full right to reject/withdraw/revoke/cancel whole or any part of the Tender or Supply Order at any stage without assigning any reason thereof.
18. Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
19. The Head of Department, DSSSB shall have every right to cancel the Contract at any time during the period of the contract without assigning any reason.
20. The Head of Department, DSSSB reserves the right to relax any term or condition mentioned herein.
21. The tenderer should have kept in sufficient number of photo finish cameras, in reserve, for use of any emergency or technical fault in cameras with the technical operator.
23. The successful bidder will be required to execute an agreement in the form specified as DSSSB within a period of 7 days from the date of issue of Letter of Offer.
24. The requisite data will be provided in pen drive, hard drive, etc. or in any device in any form as required by the DSSSB.

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## **16. PENALTIES:**

In case of any non performance or deficiency in the services provided, the concerned vendor shall be held responsible by the Competent Authority and liable for the consequences thereof and will be penalized by way of forfeiture of the Performance Security besides criminal proceedings as warranted. Following Penalties will be levied on the vendor on violations of terms of contract:

01. Delay in providing the services at the designated place & time by the vendor within the time frame as intimated to it, a penalty of Rs. 1000/- per day will be imposed for each occasion. However in case of non-providing of service by the vendor, the Department will be at liberty to take the services from the open market and the expenses so occurred will be borne by the Vendor alongwith penalty of Rs. 10,000/-

02. Not maintaining the Standard quality of the services provided: 20% of the bill value of work order in each case the item found to be not adhering to the standards of the quality of the services.

03. For misbehavior of the worker Rs. 5,000/- will be imposed per default.

04. For causing damage to the public property: Three times the market value of the damaged property will be levied.

05. Non-performance of Contractual obligations: Non-performance of Contractual Obligations by the vendor will attract any or all of the following actions:

- I. Forfeiture of Performance Guarantee
- II. Blacklisting or Debarring of Vendor/Firm
- III. Any other action as deemed fit by Competent Authority.

06. For persistent breach or unsatisfactory services- termination of contract along with forfeiture of performance security and blacklisting.

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**17. PAYMENT TERMS:**

- i. The payment shall be made on submission of the bills (In triplicate) after the satisfactorily completion of the work assigned, at approved rates after deducting penalties if any. No advance payment will be made.
- ii. The Board will deduct Income Tax at source under Section 194-C of Income Tax Act from the Tenderer at the prevailing rates of such sum as income tax on the income comprised therein.

**18. DISPUTE :**

In case of any dispute, Head of Department, DSSSB/any officer authorized by him/her on his/her behalf will be the sole arbitrator to settle the dispute and his decision will be binding on both the parties.

**19. JURISDICTION OF COURT :**

The courts at Delhi/ New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**20. RECOVERY:**

The Board reserve the right to recover amount paid in excess during the contract from any other work or source after the contract, if any, if found, paid excess or noticed by the Audit Party (GNCTD/AGCR).

**21. RIGHT TO TERMINATE THE PROCESS**

- a) DSSSB may terminate the tender process at any time and without assigning any reason. DSSSB makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This tender does not constitute an offer by DSSSB. The bidder's participation in this process may result DSSSB selecting the bidder to engage towards execution of the contract.

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**Annexure - I****TECHNICAL BID (DETAILS OF THE AGENCY)**

<b>SR.NO</b>	<b>PARTICULARS</b>	<b>Condition Fulfilled (Yes/No)</b>	<b>Documents attached (Yes/No)</b>
01	Name of the Firm/Agency		
02	Address of the Firm		
03	Mobile No/Phone No.		
04	Name(s) of the Proprietor/ Partners		
05	Registration No. of the firm ( Self Copy attached)		
06	GST No. of the Firm (attach self attested copy)		
07	Name, Designation and Mobile No. of the Person authorized to deal with the Board		
08	Constitution/Incorporation of the Firm ( Self certified copy )		
09	Permanent Account Number under income tax Act (Attach Proof) with last three years ITR		
10	Attach proof of annual turnover (Rs 5 lakh) for each of last three years (Certificate from Chartered Accountant and Authorized Signatory)		
10	Last three Year Experience as mentioned in the Tender Document (Completion Certificates from the client; OR Work Order + Self certificate of Completion (Certified by Authorized Signatory)		
11	Whether Agency has been blacklisted by any of the Board/Organizations ( Attach Undertaking on the letter Head of the Firm duly signed and stamped )		
12	Whether Terms and conditions of Tender		

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	duly accepted ( Attach Undertaking on the letter Head of the Firm duly signed and stamped )		
13	The firm/ Agency have capacity to provide Hiring of Photofinish Camera as mentioned at Annexure-II. Attach Undertaking on the letter Head of the Firm duly signed and stamped)		
14	Proof of Ownership of 01 Photo finish cameras		
15	EMD/ Bid security as mentioned in the tender document		

This is to certify that I/we have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of the Tenderer \_\_\_\_\_

Place:

Name of the Signatory \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2025

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

68/c

**Annexure-II**

**PERFORMA FOR FINANCIAL BID FOR SUPPLY OF PHOTO FINISH CAMERA**

NAME OF THE FIRM \_\_\_\_\_  
GST No \_\_\_\_\_

LIST OF ITEMS FOR WHICH RATES ARE TO BE GIVEN FOR THE QUANTITY  
MENTIONED AGAINST EACH ITEMS:-

S NO	NAME OF WORK	RATE (Excluding GST)
01	One Day Rent for Hiring of One Photofinish Camera (system) with operator and image hard disk	Rs.

Important Instructions: - During the period of contract, the rates will not be revised further in any case. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible.

No blanks should be left which would be otherwise made the tender liable for rejection.

Signature of the Tenderer \_\_\_\_\_

Place:

Name of the Signatory \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2025

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

67/c

### Annexure III

#### UNDERTAKING

It is certified that my firm/agency/company has never been **black listed** by any of the Boards/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on -----

Signature of the Tenderer \_\_\_\_\_

Place:

Name of the Signatory \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2025

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

### Annexure IV

#### UNDERTAKING

It is certified that my firm/agency/company having sufficient Experience for Photo Finish camera as mentioned in the Tender Document.

Signature of the Tenderer \_\_\_\_\_

Place:

Name of the Signatory \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2025

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

### Annexure V

#### UNDERTAKING

It is certified that I personally read the Tender Document and accept all the Terms and Conditions mentioned therein.

Signature of the Tenderer \_\_\_\_\_

Place:

Name of the Signatory \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2025

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_