

## **BID DOCUMENT FOR SUPPLY OF 200 HAND HELD METAL DETECTORS**

Period of contract	One Time Purchase
Start date of downloading the Tender Form	08.06.17 by 10.00 AM
Last date of downloading the Tender Form	21.06.17 by 11.00 AM
Last Date & time of online submission of	21.06.17 by 12.00 NOON
Date and time of opening of online Technical	21.06.17 by 2.00 PM
Date and time of opening of online Financial	21.06.17 by 3.00 PM
Bid Security/EMD	Rs. 20, 000/-
Tender validity	60 days after opening the tender
TENDER DOCUMENT CAN BE SEEN & DOWNLOADED at <a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a>	

### **INSTRUCTION TO THE BIDDERS**

1. Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
2. Separate (duly filled) Online Bids should be prepared in accordance with the prescribed format Annexure-I (Technical Bid) and Annexure-II (Financial Bid) of the tender document.
3. The Technical Bid must be accompanied by the scanned copy of an Earnest Money Deposit (EMD) /Bid Security in the form of Bank Draft/ Fixed Deposit in favour of DDO, Delhi Subordinate Services Selection Board.
4. The EMD in original should also be dropped in the Tender Box kept at the Reception Counter in the office of the DSSSB before the schedule time of opening of Tender.
5. The DSSSB reserves the right to reject any or all tender without assigning any reason.
6. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the Tender document/schedule.
7. Bidders should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on DSSSB website [dsssb.delhigovt.nic.in](http://dsssb.delhigovt.nic.in).

## **SCOPE OF WORK**

The Delhi Subordinate Services Selection Board (hereinafter referred to as "Board") is engaged in recruitment of Group-B (Non-Gazetted) and Group C personnel of various departments of the Government of National Capital Territory of Delhi, Municipal Corporation of Delhi, New Delhi Municipal Council and other autonomous bodies under the Government of NCT of Delhi.

The Board makes recruitment for a large number of vacancies every year for both technical & non-technical categories of posts by conducting examinations at Examination Centres across Delhi.

The firm will supply 200 Hand Held Metal Detector (Hereinafter referred to as Metal Detector) for frisking of candidates appearing in examinations conducted by the DSSSB.

## **ELIGIBILITY CRITERIA**

1. The Tenderer should be an Indian Firm/Company having its office in Delhi.
2. The tenderer must have capacity for supplying 200 Bug/Metal Detectors within one day of receipt of supply order.
3. Bidder should have average annual turnover of Rs. Rs. 10 Lakh during 3 preceding financial years i.e. 2015-16, 2014-15, 2013-14 from the similar work (Balance sheet/IT Return/Documentary evidence duly certified by the a Chartered Accountant should be attached). The turnover should not include receipts and expenditure of subsidiary or sister concern.
4. The Tenderer must submit 02(Two) Metal Detector samples alongwith EMD in the tender box kept at DSSSB office premises.
5. The Tenderer must supply the Metal Detector as per technical specifications mentioned at Annexure-IV of the Tender.

## **ANNEXURE-I (TECHNICAL BID) AND ANNEXURE-II (FINANCIAL BID):-**

Separate (duly filled) Online Bids should be prepared in accordance with the prescribed format Annexure (Technical Bid i.e. Details of the Agency) and Annexure-II (Financial Bid) of the tender document, and be submitted on **e-procurement portal**.

## **PERIOD OF VALIDITY OF BIDS:-**

The bid shall remain valid and open for acceptance for a period of 60 days from the date of opening.

## **EXTENSION OF TIME LIMIT:-**

In order to give prospective bidders reasonable time for taking amendment(s) into account in preparing their bids, the Board may, at its discretion, extend the deadline for the submission of bids.

## **OPENING OF BIDS**

In the first instance, the technical bids will be opened as mentioned in the Tender Schedule and evaluated by the Tender Committee. At the second stage, **Financial Bids of technically qualified Bidders only will be opened** for further evaluation and ranking before awarding the contract.

### **SUBMISSION OF EMD**

Each tenderer shall submit the "E.M.D" in the Tender Box kept at the Board's Office premises. This amount should be in the Form of an FDR or Demand Draft from any Commercial Bank in favour of "DDO, DSSSB". EMD shall remain valid for a period of 60 days beyond the final validity period of bids. Two (02) Metal Detectors Should also be attached for sample alongwith EMD.

### **EXEMPTION OF EMD**

The exemption for depositing earnest money will only be allowed as per the provisions of the G.F.R. for which exemption certificate must be attached with the tender.

### **REFUND OF EMDs**

In case of the vendor whose bid is not short listed and whose bid is not lowest, the "E.M.D" shall be returned without any interest after the acceptance of the recommendation of the Tender Committee. The EMD of the successful bidder shall be returned after supply of Metal Detectors as per specifications mentioned in Annexure IV.

### **RELAXATION/WITHDRAWAL OF TERMS AND CONDITIONS**

The Chairman, DSSSB is empowered to relax any term or condition mentioned herein. The Board reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

### **OPENING OF THE TENDERS**

The duly Constituted Tender Committee constituted with the approval of the Chairman, DSSSB will assess the eligibility of the tenderer and also evaluate the Financial bid of the tenderer/firm.

### **FORFEITURE OF EMDs.**

The EMD shall stand forfeited if (i) the bidder withdraws or amends the bid/tender; (ii) the successful bidder fails to supply Metal Detectors (iii) If the metal detectors supplied by the successful bidder is not as per desired specification; (iii) the bidder withdraws his bid during the period of bid validity specified in the bid document; and it shall be liable for blacklisting for a suitable period.

### **INSPECTION OF THE PREMISES OF BIDDERS:-**

The officers of the Board or their representative may inspect premises of the firm before award.

### **SUBMISSION OF THE DOCUMENTS/ELIGIBILITY CONDITIONS**

The photocopy of the document as mentioned below to be submitted with tender:-

- 01 Copy of the registration No. /TIN No.
- 02 Self Attested copy of the PAN Number.
- 03 Copy of incorporation Certificate & Constitution of Firm – Partnership, Proprietary
- 04 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 05 Minimum Annual Turnover required in each of three preceding financial year shall be **Rs. 10, 00,000/-** each year. Proof of Annual Turnover shall be submitted

in form of TDS Certificate or Audited Balance Sheet of last three preceding financial years i.e. 2015-16, 2014-15 and 2013-14.

06 Declaration regarding blacklisting or otherwise.

07 Signed and stamped Terms & Conditions.

#### **REJECTION OF THE BIDS:-**

The DSSSB reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.

**The DSSSB reserves the right to accept or reject any bid OR ANNUL/SCRAP the bidding process and reject all bids, at any time prior to the award of contract without assigning any reasons thereof.**

A bid received without Bid security (EMD) shall be rejected as non responsive at the bid opening stage.

EMD for lesser amount / EMD not submitted in the manner prescribed will be rejected and returned to the bidder.

Further Addendum/Corrigendum if any will be uploaded onto website of DSSSB only. The decision of Board, in this regard, shall be final and binding on all.

The bidder(s) is/ are expected to examine all instructions, forms, terms & conditions, in the bid documents. Failure to furnish all information required as per the bid document or submission of bid not substantially responsive to the bid documents in every respect will be at the bidders' risk and may result in rejection of the bid.

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

#### **Clarification on Bid Documents**

A prospective bidder requiring any clarification on the Bid Documents may notify in writing which should be sent not later than seven days prior to original or extended deadline for submission of the bids. Explanation of the query but without identifying the source of the inquiry will be uploaded on web-site of the Board for the benefit of all the prospective bidders.

#### **LEGAL ACTION:-**

The bidders will be bound by the details furnished by him / her to Board, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for **legal action besides termination of contract.**

#### **DEMONSTRATION OF METAL DETECTOR:-**

The bidders should also be able to arrange demonstration of the Metal Detector enabling the assessment of the performance by the officials of the Tender Committee/officials, if desired.

## **TERMS & CONDITIONS**

1. The supplier should have its own infrastructure/ authorised representative of manufacturer for supplying of highly sensitive hand held metal/bug detector.
2. The supplier shall comply with all statutory obligations required for supply of Bug/Metal detector.
3. There shall be no change in price structure during the bid validity.
4. The agency shall ensure successful delivery of metal detector to the DSSSB office within one day of supply order.
5. The validity of the Bid shall be for 60 days from the date of opening of Financial Bid. However, the Chairman, DSSSB in exceptional case may extend the validity period of Bid and that shall be binding on the Bidders.
6. There should not be any over writing or amendment in the rates quoted. All the forms should be duly signed with seal of the firm.
7. Two (02) Bug/Metal Detector as per the specifications mentioned at Annexure-IV of the Tender must be attached with EMD and dropped in the Tender Box kept at DSSSB's office premises for sample stating the Brand Name on the body of sample for which the rates have been quoted. The sample Bug/Metal Detector shall be returned to all the bidders along with EMD. Tender submitted without samples/EMD will be summarily rejected.
8. The rates should strictly be in accordance with the specifications and terms specified in the Tender Form. Submission of incomplete Tender or for different specifications other than the specifications mentioned in the Tender Form and without sample shall be 'rejected'.
9. No advance payment shall be made to the agency, however, whole payment shall be released, after satisfactory supply of metal detectors as per desired specification in good and brand new condition.
10. Canvassing in any form shall be a disqualification and the Board reserves the right to reject the tender of such party/parties straight away without assigning any reasons.
11. The rates shall be exclusive of all Taxes, but inclusive of all charges, levies and other indirect/incidental charges such as cartage/transportation charges incurred by the supplier for supplying of Bug/Metal Detectors at DSSSB's office at FC-18, Institutional Area, Karkardooma, Delhi-92.
12. The deployment of Bug/Metal Detector should be strictly as per the Board's requirement and shall be mentioned in the supply order.
13. The Tenderer shall sign at the space specified as a token of acceptance of these terms and conditions, which shall be final and legally binding on him in totality.
14. The Chairman, DSSSB shall have the right to accept any tender in whole or part or reject it entirely without assigning any reason.
15. In case of any dispute, the legal jurisdiction shall be of courts having jurisdiction within the Union Territory of Delhi/New Delhi.
16. In case of any dispute arising under this sale contract, the same shall be referred to the sole arbitration of Chairman, DSSSB or any person nominated by him in this regard. The award made by the Arbitrator shall be final and binding on both the parties.
17. The Bug/Metal Detector provided for frisking should be able to detect any prohibited metallic/electronics devices at examination centres on the day of examination as per the requirement.

18. The supply order for HHMD's may vary upto 25% depending upon actual requirement at the time of purchase.

**ACCEPTANCE OF THE TENDERER**

The terms and conditions enumerated in this form from clause 01 to 18 have been read and understood by me/us and are acceptable to me/us.

Signature of the Tenderer  
Seal with complete address

\_\_\_\_\_

**Mobile:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Annexure-I**

**TENDER FORM**

**Technical Bid**

**TENDER FORM FOR SUPPLY OF BUG/METAL DETECTORS.**

(NOTE: Tenderer must read the enclosed Terms and Conditions before filling up the particulars in this form.)

**1. PARTICULARS OF TENDERER:**

SNo	Particulars	
(i)	Name of Firm	
(ii)	Registration No/ Tin no. and Year of Registration of the Firm (with documentary evidence)	
(iii)	Whether registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Deptt. If Yes, the details of Certificate thereof.	
(iv)	Office Address and Tel. No.	
(v)	Legal Status of the Firm	
(vi)	Name(s) of Proprietor/ Partners/Director with Mob. No.	
(vii)	PAN No. of the firm/ Proprietor	

2.1 Has the firm ever been debarred/ Black listed by any Organization?

If 'Yes' the details thereof. : \_\_\_\_\_

2.2 Details of Award/Certificate of Merit etc. received from any Organization.

(Please attach Copy of certificate(s) : \_\_\_\_\_

2.3 Quality/security certificate if any (Attach Copy) \_\_\_\_\_

**2.4.1 FINANCIAL:**

i. Annual Turnover (During last 03 financial years)

(Attach duly audited statements of balance sheets, ITR, Trading A/c, Profit & Loss A/c)

S.No.	Financial Year	Annual Turnover (In lakhs) (Rs.)
01	2013-14	
02	2014-15	
03	2015-16	

ii. Availability of Finance/Bank Guarantee : \_\_\_\_\_  
(attach solvency certificate from the bank)

## 2.5 Annual Supply Order:

Calendar Year	Name of Organisation	Quantity supplied/rented
2014		
2015		
2016		

### 3. Particulars of Earnest Money (EMD) (Scanned Copy to be attached here)

- (i) Amount : \_\_\_\_\_
- (ii) B.D./B.G. No. & Date : \_\_\_\_\_
- (iii) Name of Bank : \_\_\_\_\_

The Terms and Conditions of the Tender have been read and understood and are acceptable to me/us.

Signature of the  
Tenderer with  
Official Seal and  
Complete Address  
Mob. \_\_\_\_\_  
No. \_\_\_\_\_  
Date \_\_\_\_\_

- a. Sample of Metal Detector (02).
- b. Earnest money.
- c. Photocopy of Work/Supply Orders, Certificates etc. as desired in Technical Bid duly certified by the Tenderer with seal on it.
- d. The specified Annual Turn Over in the Tender Notice for each financial year should be on sale/manufacturing/hiring only.
- e. Certificate of registration with NSIC, Ministry/Deptt. Concerned in case of non-submission of EMD amount.



Annexure-II

**DELHI SUBORDINATE SERVICES SELECTION BOARD**  
**Financial Bid**

I/We \_\_\_\_\_ hereby submit Tender for the Supply of **Hand Held Metal Detector** (HHMD) as per Terms and Conditions given in the Tender Form at the rate given below which are exclusive of all taxes but inclusive of the **cost of transportation/delivery/demonstration, etc at the DSSSB's office premises:-**

SR NO	PARTICULRS OF THE WORK	RATE PER HHMD
01	Supply of Hand Held Bug/Metal Detector as per technical specification given in the Tender	
02	Taxes (Pl. specify with present rate of tax)	
Total		

The Terms and Conditions for 'Supply of Bug/Metal Detector given along with the Tender are acceptable to me/us.

TIN No./PAN No. \_\_\_\_\_ Date: \_\_\_\_\_

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

Address/ Rubber  
stamp \_\_\_\_\_

Telephone/Mobile  
No. \_\_\_\_\_

**ANNEXURE-III**

**UNDERTAKING**

It is certified that my firm/agency/company is having sufficient Experience for Supply of Hand Held Metal Detector as mentioned in the Tender Document.

It is further certified that my firm/agency/company has never been **black listed** by any of the Departments/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 \_\_\_\_\_

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

Place:

Date: \_\_\_/\_\_\_/2017

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

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

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

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

**Specification of Hand held Bug/Metal Detector**

<b>S.No.</b>	<b>Specifications</b>	<b>Description</b>
01	Dimensions	Length : Maximum 500 mm Probe width : Maximum 120 mm Probe width : Body maximum 65 mm
02	Weight	Maximum 500 gms (with battery)
03	Power source	Up to 40 hours backup with low power consumption
04	Indications	Single LED based audio and visual multiple indications for: 1. Switch on 2. Metal/Bug detection 3. Low battery indication/low power consumption
	Vibration	On Bug/Metal detection
05	Operation	All weather Single push button operation
06	Construction	Should be rugged and impact resistance ABS moulded casing water resistant
07	Sensitivity	Should detect 0.1 gram or 2 mm size ferrous and non-ferrous metals
08	Detection	High sensitivity, Simple and convenient to use no adjustment is required and should be able to accurately detect ferrous and non-ferrous metals including electric/photoic/camera/electronic devices/gadgets upto 2 mm
09	Tuning	Automatic to ensure equal result on wide range of metals and alloys
10	Safety	The detectors should be safe for people with pacemakers and Should not affect magnetic recording media.
11	Delivery	At the designated Exam Centres At specified time on the date of examination

Note:

- a. The Bug/Metal Detector to be supplied should be as per specifications mentioned above.
- b. Samples of offered Bug/Metal detector shall be dropped in the Tender Box with the EMD.