

**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(291)/DSSSB/CT/22-23/

Dated:

NOTICE INVITING E-TENDER

Online bids are hereby invited from eligible, reputed qualified vendors for Hiring of Video Recording/Still Photography Cameras alongwith Video Recording/Still photography Manpower services on day to day basis for DSSSB, Govt. of NCT of Delhi, FC-18, Institutional Area, Karkardooma, Delhi-110092.

S.No.	Details	Date & time
1	Publish of e-tender	29.07.2024 at 02:00 PM
2	Bid submission	29.07.2024 at 02:00 PM
3	Document download start	29.07.2024 at 02:00 PM
4	Document download end	19.08.2024 at 02:00 PM
5	Bid submission end date	19.08.2024 at 02:00 PM
6	Opening of Technical Bid	19.08.2024 at 03:00 PM
7	Performance Security	10% of contract value
8	Bid security/EMD	Rs. 2.50 Lakh i.e. 5% of Contract value
9	Tender validity	120 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



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

TENDER FORM

HIRING OF VIDEO RECORDING/STILL PHOTOGRAPHY CAMERAS ALONGWITH MANPOWER SERVICES ON DAY TO DAY BASIS

INTRODUCTION:

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 various Exam Centers in Delhi & NCR.

1. INVITATION OF BIDS

- (i) Online e-Tender are invited for Hiring of Video Recording Instruments/Still Photography services along with Manpower from a reputed firm or owners having capacity to supply 1 to 100 Video Recording Cameras (number may be increase or decrease as per the requirement) along with Video Recording manpower on day to day basis from reputed owners HAVING BUSINESS IN DELHI-NCR in this field for at least three years for the supply as mentioned at Annexure-II.
- (ii) Tenderers/Bidders are advised to read the tender document carefully before submitting Annexure-I and Annexure-II, in order to avoid any further disputes. It shall be presumed that the tenderer/bidders have considered and accepted all the terms and conditions of this tender.
- (iii) For any clarifications in respect of this tender, please contact on any working day during the office hour, Care Taking Branch, DSSSB.
- (iv) Separate (duly filled) Online Bids should be prepared in accordance with the prescribed format Annexure-I (Technical Bid i.e. Details of the Agency) and Annexure-II (Financial Bid) of the tender document.
- (v) The Technical Bid must be accompanied by the scanned copy of an Earnest Money Deposit (EMD) /Bid Security in the form of Bank Guarantee/ Fixed Deposit Receipt in favour of DDO, Delhi Subordinate Services Selection Board.
- (vi) 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 last date and time of online submission of Bids.
- (vii) The prospective bidder shall furnish the documents as mentioned under the heading "PROCEDURE OF SUBMISSION OF BIDS" along with their Technical Bid (Annexure I). In case any document is not applicable the Proprietor /Authorized signatory of the firm shall submit a certificate on the letter Head of the Firms stating the reason for non applicability of the same.

2. Scope of work

- (i) The Delhi Subordinate Services Selection Board, Govt. of NCT of Delhi conducts examination for recruitment against of various Group-B, (Non-Gazetted) and Group-C posts of departments 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.
- (ii) The Board conducts online/offline examination, various Skill Test, Physical Endurance Test (PET), Biometric Verification etc. for recruitment of competent, skilled & capable candidates for various departments, Autonomous Bodies, Govt. of NCT of Delhi.
- (iii) The firm/bidder will provide the required number of Video Recording Cameras/Still Photography service and required number of Video Recording Manpower, as and when required by DSSSB at desired place Delhi & NCR and provide the recorded Data in good quality in Hard disc device (As mentioned in para 43 to 48 of terms and conditions of tender document). There is no minimum or maximum work guarantee.

3. SCHEDULE FOR INVITING TENDER:-

- (i) Name of the Client: President of India through the Secretary, Delhi Subordinate Services Selection Board, Govt. of NCT of Delhi.
- (ii) The Bid should be submitted online on or before the last date and time of online submission of Bids as mentioned in the Tender document.
- (iii) The EMD in original should 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.
- (iv) Place, date and time of opening of Technical Bid: IN THE CHAMBER OF JOINT SECRETARY (CT), Delhi Subordinate Services Selection Board, Govt. of NCT of Delhi, FC-18, Institutional Area, Karkardooma, Delhi – 110092.
- (v) Financial Bid shall be opened after Evaluation of Technical Bid by the Tender Formulation and Evaluation Committee of the Board.

4. ELIGIBILITY CRITERIA:

- (i) The Tenderer should have the experience for providing similar works for atleast three years in any of the Government Department/Autonomous Institutions/University/ Public Sector Undertakings of the Government of India or GNCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities. Performance Certificate issued by the Department to this effect shall be attached & uploaded with the Technical Bid.

Experience of having successfully completed similar works during last 3 years ending last day of month of 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.
- (ii) The Average Annual turnover of the Firm should not be less than Rs. 50 Lakh during each of last three financial years.
 - (iii) The Tenderer firm/agency/company should have a valid Registration Number, GST Number and Permanent Account Number (PAN) of the Income Tax Department, whichever applicable, and to enclose proof for the same.
 - (iv) 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.
 - (v) 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 1 to 100 Video Recording Cameras along with Video Recorder men on day to day basis. The DSSSB reserve the right to increase or decrease the number of the Video Recording cameras and Men requirement at any time without any prior notice in this regard.
 - (vi) 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.
 - (vii) The firm/bidder must have sufficient number of manpower to handle minimum 100 video recording camera and video recording men power to complete the entire work on time.

5. Technical requirement of videography firm/bidder

- 1) The firm/bidder should have atleast 100 Video Recording Cameras capable to capture video recording as well as still pictures of candidates with their admit cards and sufficient trained manpower to do so.
- 2) The firm/bidder will have to deploy atleast one or two video recording cameras with trained manpower at each centre as per requirement.
- 3) The firm/bidder will have to capture Video recording of each candidate alongwith their still pictures with their Admit Cards on their chest at the Entrance of the Exam Centre across Delhi as well as during the conduct of examination at each room of the exam centre and as per directions of DSSSB.
- 4) The firm/bidder will have also to record de-sealing of Question Papers at the Examination Centre or any other work assigned by the Centre Superintendent/DSSSB officers/officials.
- 5) If required, the firm/bidder will have to do verification of the candidates through captured video/image in the manner provided by DSSSB.
- 6) The firm/bidder should be able to take up Videography job at examination centres in Delhi & NCR.

6. TECHNICAL FEATURES OF VIDEORECORDING MACHINES :

- i) The video recording cameras should have capability of capturing video recording as well as still pictures.
- ii) The quality of photograph and videography should be of HD (High Definition) quality and should not have any blur. Photograph of the candidate must be taken only in front pose, side pose will not be acceptable.
- iii) The data of photographs and video must show automated real time which includes date and time of capturing photo/video.
- iv) The photograph of the candidate must be clear, well focused and the contents of documents (2nd page of admit card and ID proof) held in hand by the candidate during entry at the examination centre must be clearly visible in the captured photograph.
- v) The Video recording cameras should not have attached any GSM/simcard/any other electronic devices to share the recorded material other than DSSSB.

7. 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.

8. OPENING OF BIDS

The Technical Bids and Financial Bids will be opened as mentioned in the Tender Schedule and evaluated by the Tender Committee.

9. SUBMISSION OF EMD

Each Tenderer shall submit the EMD as mentioned above. This amount should be in the form of FDR/BG/Demand Draft from any commercial bank in favour of "DDO, DSSSB". EMD shall remain valid for a period of 45 days beyond the final validity period of Bids.

10. EXEMPTION OF EMD

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

11. REFUND OF EMD

In case of the vendor whose Bid is not short listed and whose bid is not lowest, the EMD shall be returned without any interest after expiry of final bid validity and latest on or before the 30th day after award of contract.

12. RELAXATION/WITHDRAWAL OF TERMS AND CONDITIONS

- (i) The Chairperson, DSSSB is empowered to relax any term(s) & condition(s) mentioned herein.
- (ii) 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.

13. SUBMISSION OF BID

The bidder shall submit the Pre-Qualification Bid/Technical Bid online and the Financial Bid should also be submitted online.

14. BID SECURITY

- 1) The bidder shall deposit Earnest Money Deposit for an amount of Rs. 2.50 Lakh in the form of Fixed Deposit/Bank Guarantee Receipt from a public/Pvt. sector bank, or Bank Guarantee from a public/Pvt. sector bank in an acceptable form in the favour of DDO, DSSSB, Govt. of NCT of Delhi, Delhi, along with the Tender document. The Bid Security will remain valid for a period of Forty Five days beyond the final bid validity period. The EMD has to be submitted physically before the last date and time for submission of tender along with other documents.

- 2) Any Tender not accompanied by Bid Security or bid security exemption certificate shall be rejected.
- 3) Earnest Money/Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- 4) Bid Security of the successful bidder shall be returned on receipt of Performance Security in the Department and after signing the contract agreement.
- 5) Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender Validity.
- 6) Bid Security shall be forfeited if the bidder withdraws or bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Department.

15. PROCEDURE OF SUBMISSION OF BIDS:

The scanned copy of following documents should be placed/ enclosed/ attached with the Technical Bids:-

01. Self attested copy of PAN No. under Income Tax Act.
02. Self attested copy of GST Number;
03. Self attested copy of valid Registration No. of the Agency/Firm, if any.
04. Scanned copy of Bid Security for Rs. 2.50 Lakh in the form of BG/FDR issued in favour of DDO, DSSSB, Delhi. The Original copy of bid security shall be dropped in the "Tender Box" at reception counter of DSSSB before the last date and time of submission of Bid.
05. An undertaking to the effect that the Agency has not been blacklisted by any of the Boards/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency;
06. Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
07. Proof to the effect that tenderer have experience of providing similar items for at least three (03) year.
08. Proof of turnover of Rs. 50 Lakh during each of last three years (Audited/Unaudited Statement of Accounts).
09. Income tax returns for the last three years.

10. Prescribed Technical Bid tender form (as per Annexure-I)
11. Prescribed Financial Bid form (as per Annexure-II).

16. OPENING OF TECHNICAL BID:-

Technical Bid shall be opened only of those firms who's EMD in original or EMD exemption certificate received on or before the last date & time of submission of tender as per Tender Document.

17. OPENING OF FINANCIAL BID:-

- 01 Financial Bids of only those firms shall be opened who qualify technically.
- 02 Financial Bids of firms quoting unreasonably low price may be rejected.
- 03 The rates and prices quoted by the bidder should be inclusive of all cost including wages of Manpower along with the Video Recording cameras cost, repair & maintenance etc. but exclusive of GST.

18. REFUND OF EMD:-

EMD in respect of the successful tenderer shall be retained till the depositing of Performance Security as well as signing of the Agreement under the said tender. However, EMD in respect of unsuccessful firm shall be refunded on finalization of the tender without any interest.

19. PERFORMANCE SECURITY:-

The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of 'Letter of Offer/intent' for an amount equivalent of 10% of the total value of the contract in the form of 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.

20. CANCELLATION OF TENDER BID OR CONTRACT:

The Bid shall 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.

21. FORFEITURE OF BID SECURITY:

The Bid Security will be forfeited in the following conditions: -

1. If at any stage, any of the information/declaration given by the bidder is found false.
2. If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
3. In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
4. In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.
5. As mentioned in clause no. 28.

22. PERIOD OF CONTRACT :

- (i) The rate contract shall be valid for a period of one year from the date of award of contract 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 period.
- (ii) The Board reserve the right to further extend the contract beyond the above period on same rates, terms & conditions.

23. 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 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.

24. 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.

25. LATE AND DELAYED TENDERS :

1. 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.

2. 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.

26. 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.

27. TERMS & CONDITIONS :

Terms and Conditions of the tender are as under: -

1. The Tenderer should take care that no column in the tender document should be left blank which would be otherwise making the tender liable for rejection.
2. Any act on the part of the tenderer to influence anybody in the Board is liable for rejection of the tender.
3. The tenderer shall keep backup readily available in case of any technical fault & the replacement shall be provided on short notice.
4. 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.
5. 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.
6. Tenders not conforming to the requirements of the Board will be rejected and no correspondence thereof shall be entertained, whatsoever.
7. 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.

8. 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 further period of two 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.
9. During the period of contract, the rates will not be revised. Rates should be quoted excluding of taxes.
10. 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.
11. In case the tenderer fails to provide the Manpower along with the Video Recording cameras, the Board reserves the right to hire/procure the Manpower along with the Video Recording Instruments from other source at the cost of the bidders. Penalty will also be charged additionally in such case as per penalty clause of the Agreement/Tender document
12. Requisition for Manpower along with the Video Recording cameras under Rate Contract will be given as per requirement of the DSSSB from time to time during the contract period.
13. The supplier will have to provide the Manpower along with the Video Recording cameras 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.
14. 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.
15. The Chairperson, 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 Chairperson, DSSSB, in this regard, shall be final and binding on the tenderer.
16. 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.
17. Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.

18. The Chairperson, DSSSB reserves the right to relax any term or condition mentioned herein.
19. The tenderer should have kept in sufficient number of Manpower along with the Video Recording cameras, in reserve, for use at any emergency situation.
20. **Purpose:** - Hiring of Manpower along with the Video Recording cameras on day to day basis for 'Recording of venue, candidates & their documents and officers/officials of Delhi NCR.
21. **Requirement:-** Video Recording cameras have sufficient space for carrying recorded data.
22. **Frequency:-** Provide any number of hiring of Manpower along with the Video Recording cameras on day to day basis (1 to 100 nos.) as & when required within short notice period, depending upon the dates of examination.
23. In case of any delay in execution of work assigned, the agency would be liable for penalties, as deemed fit. However, in case of regular delay in the supply of Manpower along with the Video Recording Instruments, the Board is entitled to cancel the agreement and in that case the agency shall not be entitled to any amount payable to them as entered in the contract. Performance guarantee shall also be forfeited in such case.
24. Any act on the part of the tenderer to influence anybody in the Board is liable for rejection of the tender.
25. 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.
26. The rate contract shall be valid initially for one 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 further period of two 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 and conditions at the discretion of the Board for further period.
27. During the period of contract, the rates shall not be revised with the revision of any taxes by the Government of NCT of Delhi or by the Government of India. Rates should be quoted excluding of taxes.

28. The Board will be under no legal obligation to provide employment to any of the personnel of the Tenderer during / expiry of agreement period and the Board recognizes no employer- employee relationship between the Board and the personnel deployed by the Tenderer/agency.
29. The Chairperson, DSSSB reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days to the Tenderer at any point of time during the period of the contract.
30. The tenderer shall invariably ensure the time bound confidential movement of examination related manpower & material. Any act on the part of the tenderer to influence anybody in the Board is liable for rejection of the tender.
31. The Video Recording cameras along with the manpower provided by the Tenderer shall work under the overall supervision of DSSSB. The Video Recording cameras along with the manpower shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission of Overall Incharge.
32. The Video Recording cameras should have sufficient space for carrying recorded data. The tenderer shall also provide names and addresses of the manpower (Video recorder) number and copies within One day of placing the order for supply of requisite numbers.
33. All the Video Recording cameras provided to DSSSB should be in good condition. The Tenderer shall be responsible for total maintenance of the Video Recording cameras provided by him.
34. The Tenderer shall provide Video Recording cameras along with manpower as per requirement of the Board as and when required even at a short notice (including early in the morning and late in the evening). The point of the recording is to be from DSSSB or any place, designated by DSSSB.
35. The video recorder deputed with the video recording instruments should bring Aadhar Card, Office ID issued by vendor and deployment order. The attendance sheet/duty slip whichever is applicable for each video recording cameras should be maintained and get the same verified by the using officer/official.
36. No charges for local night shall be paid.
37. The Tenderer shall immediately provide replacement of the Video Recording cameras under repairs/detained within one hour failing which DSSSB has the right to hire from any other sources at the expense of the Tenderer.

38. The Board has the right to ask the Tenderer for removal of video recorder, who is not found to be competent, orderly or disciplined.
39. The prices/ charges quoted should be inclusive of all charges and excluding of taxes.
40. All the disputes shall be subject to Delhi Jurisdiction.
41. The firm/bidder will maintain the secrecy of recorded material.
42. DSSSB reserves the right to amend or withdraw any of the terms and conditions contained in the tender document.
43. The photograph of the candidate must be clear, well focused and the contents of documents (2nd page of admit card and ID proof) held in hand by the candidate during entry at the examination centre must be clearly visible in the captured photograph.
44. The quality of photograph and videography should be of HD (High Definition) quality and should not have any blur. Photograph of the candidate must be taken only in front pose, side pose will not be acceptable.
45. The data of photographs and video must show automated real time which includes date and time of capturing photo/video.
46. The data of photographs and videos taken during the course of examination process must be submitted to Exam Branch of the Board within 15 days of subsequent month of the examination.
47. The data of photographs and videos must be properly indexed and catalogued in folders by date of examination, name of examination centre, centre code and shift wise. The photographs/videos captured should be renamed with the roll number of the candidate.
48. Photographer / videographer deputed at the examination centre will submit a report to the Overall Incharge / Centre Superintendent at the end of each shift mentioning number of photos and videos captured during the conduct of examination. The same will be taken into consideration while verifying bills and processing payments.
49. The photographer/videographer should report to the Overall Incharge/Observer/Assistant observer of the examination centre in time strictly as per work order and should not leave the examination centre till the end of examination without the prior permission of the Overall Incharge of the examination centre.
50. The contract shall be awarded to the L-1 bidder on the basis of sum of 8 hours and 4 hours rates quoted by vendor in Financial Bid.

28. **PENALTIES:**

1. In case of any nonperformance 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.
2. Since, the work of the Board is very sensitive and time bound in nature, hence non-availability of video recording cameras on time will have serious consequences, considering this, in case of violations the following penalty clause shall be applicable for deficiency of service: -

S.No.	Nature of Errors/ Service Deficiency	Minimum Penalty(Maximum decided by the Chairperson of the Board)
1.	Non providing of video recording cameras in time and video recording men.	Rs. 1000/- per hours per camera/person.
2.	Faulty functioning of video recording cameras or fail to provide good quality of video recording instruments	Rs.1000/- per video recording instrument
3.	Non supply of video recording cameras	Rs.2000/- per video recording instrument
4.	For not providing substitute	Rs. 2000/- per video recording instrument
5.	Misbehavior of the video recorder deputed by the contractor	Minimum of Rs. 2000/- per default per person.
6.	Causing damage to the public property	Three times of the market value of the damaged property or Rs. 5000/- whichever is higher per default.
7.	Breach of any of the conditions of the contract	A minimum Penalty of Rs.5000/- per default or Termination of contract and forfeiture of Performance Security as the case may be depending upon the incidence of breach.
8.	Persistent breach or unsatisfactory services	Termination of contract along with forfeiture of performance security and blacklisting.
9.	Substandard/inferior quality/incomplete/non supply of data	20% of the work order shall be imposed on the firm/bidder alongwith cancellation or work order. Further, the firm is also liable for blacklisting.

3. 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 the Competent Authority.
4. For persistent breach or unsatisfactory services- termination of contract along with forfeiture of performance security and blacklisting.
5. Since the work of DSSSB is of sensitive nature, therefore, in addition to above penalties, any severe violations shall be liable for initiation of criminal proceedings as per law.

29. JURISDICTION OF COURT :

01. 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.

30. PAYMENT TERMS:

1. The payment shall be made on submission of the bills (In triplicate) after the satisfactorily completion of the work assigned and satisfactory supply of data in prescribed format, at approved rates after deducting penalties if any. No advance payment will be made.
2. The bills/invoices should be submitted on monthly basis (by 20th of following month of exams).
3. The charges of extra hours beyond full day i.e. 08 hours shall be calculated on pro-rata basis during exam day.
4. The charges of extra hours beyond half day i.e. 04 hours shall be calculated on pro-rata basis using the charges of full day or half day whichever is lowest.
5. The Board shall 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.
6. Payment shall be made through RTGS/ECS only. No request for other mode of payment shall be entertained.

31. DISPUTE:

1. In case of any dispute, the Chairperson, 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.

32. RECOVERY:

1. 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)

33. BID EVALUATION CRITERIA:

1. In case it is found that the bidder as per the requirement of the bid has not quoted rate for any specified item, his/her bid on that particular item shall not be evaluated. In other words, he shall be kept away from the evaluation process in r/o that item considering that the bidder is unable to supply the said item.
2. Among eligible bidders, the Departmental Bid Evaluation Committee shall select the bidder who is charging lowest rates. However, financial bid of tenderer who has quoted unreasonably low rates may be rejected.

34. REQUIREMENT OF VIDEO RECORDING MEN: -

Quantity given in the Tender Document is approximate depending on the requirement of the Board. It may vary depending upon the actual requirement. The Board reserves the right to vary the quantity mentioned.

35. BLACKLISTING OF THE FIRM: -

If The Tenderer, after award of the contract violates any of the terms and conditions, fails to honor its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. EMD/performance security shall be forfeited.

-----X-----X-----

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

S.N	PARTICULARS OF DOCUMENTS	REMARKS(MENTIONED PAGE Number
1	EMD /Bid Security as mentioned in the Tender Document	
2	Name of the Firm/Agency	
3	Address of the Firm/Agency	
4	Mobile No./Phone No. of Firm/Agency	
5	Name of Tenderer and Mobile No.	
6	Registration No. of the firm, if any	
7	Name, Designation and Mobile No. the Person authorized to deal with the Board	
8	Constitution of the Firm (Attach Proof)	
9	Permanent Account Number under Income tax Act (Attach Proof)	
10	GST No. of the firm (Attach self attested copy)	
11	EPF No. Account No. (Attach Proof)	
12	ESI No. (Attach Proof)	
13	Labour Contract No. (Attach Proof)	
14.	Attach proof of annual turnover for each of last three years (Certificate from Chartered Accountant and Authorized signatory)	
15.	Whether firm has been blacklisted by any of the Govt. organization/Board/organizations/PSU or any govt. department as per annexure-III (Attach undertaking on the letter Head of the firm duly signed and stamped).	
16.	Whether Terms and Conditions of the tender duly accepted (Attach undertaking on the letter Head of the firm duly signed and stamped).	
17.	List of offices where the firm had supplied video recording men power	
18.	Performance Certificate of Supply of Video Recording Men Power copy of work order from each organization may be enclosed for last three years	

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: ____/____/2024

Name of the Firm/agency _____

Seal of the Firm/Agency _____

Id No./VIDEO RECORDING /...../2024

ANNEXURE-II

Schedule of Prices for VIDEO RECORDING in the Office of the **Delhi Subordinate Services Selection Board** in the manner as specified in specifications and bidding documents.

FINANCIAL BID

Name and address of the Bidder: _____

NAME OF THE WORK: - VIDEO RECORIDING.

SL NO	PARTICULARS OF THE WORK	Rates (excluding of GST)
01	CHARGES FOR VIDEO RECORDING/STILL PHOTOGRAPHY PER PERSON FOR FULL DAY (8 HOURS) ALONG WITH THE COST OF HARD DISK DEVICE FOR STORING DATA	The rates should be quoted in Financial Bid only
02	CHARGES FOR VIDEO RECODING/STILL PHOTOGRAPHY PER PERSON FOR HALF DAY (4 HOURS) ALONG WITH COST OF HARD DISK DEVICE FOR STORING DATA	The rates should be quoted in Financial Bid only
03	THE CHARGES FOR EXTRA HOURS BEYOND FULL DAY I.E. 08 HOURS AND CHARGES FOR EXTRA HOURS BEYOND HALF DAY I.E. 04 HOURS	Calculated on pro-rata basis using the charges of Full day (8 hours) or Half day (4 hours) whichever is lowest.

Remarks : The contract shall be awarded to the L-1 bidder on the basis of sum of rates for 8 hours and 4 hours quoted by vendor at SL No. 1 & SL No. 2.

IMPORTANT NOTE: -

- 1 The firm/bidder will provide the recording in good quality of Hard Disk Device
- 2 The firm/bidder will maintain the secrecy of recorded material.
- 3 The firm/bidder will quote the charges including the cost of the Hard Disk Device.

Place:
Date: ____/____/2024

Signature of the Tenderer _____
Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____

ANNEXURE-III

UNDERTAKING

It is certified that my firm/agency/company has never been **black listed** by any of the Govt. 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 -----

Place:	Signature of the Tenderer _____
Date: ____/____/2024	Name of the Signatory _____
	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 Supply of Video Recording Men Power along with Video Recording Instruments as mentioned in the Tender Documents.

Place:	Signature of the Tenderer _____
Date: ____/____/2024	Name of the Signatory _____
-	Name of the Firm/agency _____
	Seal of the Firm/Agency _____

ANNEXURE-V

UNDERTAKING

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

Place:	Signature of the Tenderer _____
Date: ____/____/2024	Name of the Signatory _____
	Name of the Firm/agency _____
	Seal of the Firm/Agency _____