



DIRECTORATE OF ENFORCEMENT  
GOVERNMENT OF INDIA  
6<sup>th</sup> Floor, Mainaak Tower, Chirstian Basti, Guwahati -781005  
TELEPHONE NOs: (0361) 2801700-19

**TENDER/ INVITATION TO OFFER DOCUMENT**

**FOR  
SUPPLY, INSTALLATION, TESTING & MAINTENANCE  
OF  
CCTV SURVEILLANCE & MONITORING SYSTEM  
FOR  
DIRECTORATE OF ENFORCEMENT,  
ZONE-I & ZONE-II, GUWAHATI**





**GOVERNMENT OF INDIA  
OFFICE OF THE JOINT DIRECTOR  
DIRECTORATE OF ENFORCEMENT  
ZONAL OFFICE- I & II  
6<sup>th</sup> Floor, Mainak Tower, Chirstian Basti,  
Guwahati -781005**

**INDEX**

| Sl. No. | Particulars   | Page No. |
|---------|---|----------|
| 1.      | Notice Inviting Tender  | 3-4      |
| 2.      | General Instructions and Terms & Conditions: Annexure-I.                    | 5-7      |
| 3.      | Terms & Conditions of the Tender: Annexure – II                             | 8-12     |
| 4.      | Formats of Technical Bid (With Undertaking) : Annexure-III                  | 13-21    |
| 5.      | Format of Financial bid, BoQ (Bill of Quantity) in .xls format: Annexure-IV | 22-25    |
| 6.      | Tender Acceptance Letter: Annexure-V  | 26       |
| 7.      | Format of Bid Security Declaration -Annexure-VI                             | 27       |
| 8.      | Format for performance bank guarantee- Annexure-VII                         | 28-29    |
| 9.      | Instructions for online bid submission: Annexure-VIII                       | 30       |





GOVERNMENT OF INDIA  
OFFICE OF THE JOINT DIRECTOR  
DIRECTORATE OF ENFORCEMENT  
GUWAHATI

F.No. D-4/1/GAU/2022

Dated:11.07.2024

**Tender No.01/2024**

**NOTICE INVITING E-TENDER**

1. Online e-tenders on single stage two-bid system are invited for and on behalf of the President of India for supply, installation, testing & maintenance of CCTV surveillance & monitoring system for Directorate of Enforcement, Zone-I & Zone-II, Guwahati.
1. The Tender Document/ Invitation to Offer Document will be available on official website <http://eprocure.gov.in> and departmental website <http://www.enforcementdirectorate.gov.in>. from 12.07.2024 and the bid forms and other details can be downloaded from the said website. Further the tender documents can also be obtained manually from the office of the **Directorate of Enforcement, Guwahati Zonal Office I & II, 6<sup>th</sup> Floor, Mainaak Tower, Chirstian Basti, Guwahati -781005, TELEPHONE NOs: (0361) 2801700-19**, between 12.07.2024 11.30 Hrs. to 01.08.2024 14.00 Hrs. but bids shall be required to be submitted online by the bidders at CPPP website: <https://eprocure.gov.in/eprocure/app>.
2. Bids shall only be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app> in two parts viz. technical bid and financial bid. No manual bid shall be accepted. At the First Stage, Technical Bid will be opened on 02.08.2024 at 12:30 PM. Thereafter, in the second stage, the financial bids of only the technically acceptable offers (as decided in the first stage above) shall be opened after intimating them the date and time of opening of the financial bid for further evaluation and ranking before awarding the contract.
3. The critical dates for the tender submission and processing are as under:



|  |  |
|--|--|
| Date of publishing of tender   | 12.07.2024, 11.00 Hrs.                             |
| Document download Start date   | 13.07.2024, 11.30 Hrs.                             |
| Document download end date   | 01.08.2024, 14.00 Hrs.                             |
| Seek Clarification Start Date  | 13.07.2024, 12.00 Hrs.                             |
| Seek Clarification End Date  | 01.08.2024, 15.30 Hrs.                             |
| Bid Submission Start Date  | 12.07.2024 14.00 Hrs.                              |
| Bid Submission End date  | 02.08.2024 15.00 Hrs.                              |
| Pre-bid conference (in office premises)  | 18.07.2024 11.00 Hrs.                              |
| Technical Bid opening date   | 02.08.2024 12.30 Hrs.                              |
| Financial Bid opening date (Only for those bidders who have qualified in the Technical Bids) | With prior notice to technically qualified bidder. |

4. Interested bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of *submission* of tender for any corrigendum/ addendum/ amendment.
5. In the event of any of the above-mentioned date being subsequently declared as a holiday /closed day for the office, the tenders will be opened on the next working day at the scheduled time.
6. Following Annexures form part of this tender document:
  - i. General Instructions and Terms & Conditions: Annexure-I;
  - ii. Terms & Conditions of the Tender: Annexure – II;
  - iii. Formats of Technical Bid (With Undertaking): Annexure-III
  - iv. Format of Financial bid, BoQ (Bill of Quantity) in .xls format: Annexure-IV;
  - v. Tender Acceptance Letter: Annexure-V
  - vi. Format of bid security declaration from bidders in lieu of EMD Annexure – VI.
  - vii. Format for performance bank guarantee- Annexure-VII
  - viii. Instructions for online bid submission: Annexure-VIII

*Satyakam Dutta*  
11/7/2024

**(SATYAKAM DUTTA)**  
**DEPUTY DIRECTOR**  
**DIRECTORATE OF ENFORCEMENT**  
**GUWAHATI ZONAL OFFICE I**



**GENERAL INSTRUCTIONS AND TERMS & CONDITIONS**

**1. Bid Submission:**

i. Tenderers are advised to follow the instructions “Special Instructions to Bidders for e-submission of the bids online through eProcurement Portal” available on the <https://eprocure.gov.in/eprocure/app> (given at Annexure-VI for ready reference) for online submission of bids. Bid documents may be scanned with black and white option which helps in reducing size of the scanned document.

ii. The technical bid shall accompany Earnest Money (EMD) or bid security Rs. 1,50,000 /-(One Lakh Fifty Thousand only) Account Payee Demand Draft/Banker’s cheque ,Fixed Deposit Receipts or Bank Guarantee in favour of the Drawing and Disbursing Officer, Enforcement Directorate, Guwahati . Bids without EMD shall be summarily rejected. All bidders shall submit EMD or bid security except Micro and Small Enterprises as defined in MSE Procurement Policy issued by Department of Micro, small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department or start ups as recognized by Department of Industrial Policy and Promotion (DIPP). The bidders shall submit a copy of valid certificates in technical bid cover in support of their claim for exemption from submission of prescribed EMD. The Earnest Money or bid security shall have validity period of 45 days beyond the final bid validity period & must be submitted with technical bid, failing which bid shall be summarily rejected without consideration.

iii. The EMD of the unsuccessful bidders shall be refunded within thirty days after the completion of the tender process. No interest will be payable on account of EMD. The EMD will be forfeited in case the bidder asks for modification in his /her bids or do not accept the contract after being awarded the same. The EMD of the successful bidder will be returned only after entering into the contract and submission of a Bank Guarantee of prescribed amount.

iv. The Successful bidder will have to furnish a Performance Security of amount equivalent to 3% of the gross quoted value in the form of either a Bank Guarantee, valid for 60 days beyond the term of the contract, issued by a scheduled bank as per format at Annexure – VI or



a Demand Draft issued by a Scheduled Bank, favouring “DDO, Enforcement Directorate, Guwahati”. No claim shall be made against Enforcement Directorate, Guwahati in respect of interest accrued, if any, due on the Performance Security Deposit.

v. The performance of the engaged agency will be assessed as on regular basis and the agency ready to meet terms and conditions as stipulated in NIT should submit their bids. Technical bid shall include documentary proof in respect of each of the aforementioned points of Technical terms and conditions. Financial bids of Agencies, failing to fulfill the above conditions, will not be considered.

vi. Not more than one tender shall be submitted by bidders having business relationship among themselves. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another [i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

## **2. Process and manner of submission:** -

- i. The tenders are to be submitted only ONLINE in two parts viz:
  - (a) "Technical Bid" which should contain technical parameters like as given in the General Terms and Conditions (Annexure-I) and Terms and Conditions for the Tender (Annexure-II) in the format as per Annexure-III.
  - (b) "Financial Bid" which should indicate the item wise rate in the format as per Annexure-IV.
- ii. All the pages of bid documents must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

## **3. Other details:**

### **For Technical Bid**

- The following documents are to be uploaded along with the “Technical Bid”:



- (i) Signed and scanned copy of the proof of payment of **Bid Security/ EMD**.
- (ii) Signed and scanned copy of **PAN No., GST No.** if registered.
- (iii) Signed and scanned copy of **Tender Acceptance Letter** (Annexure-V).
- (iv) The OEMs from the manufacturer to the bidder.
- (v) Declaration on compliance of BIS certification as sought for.

The bidder should not indicate the price details in the 'Technical Bid'.

#### **For Financial Bid:**

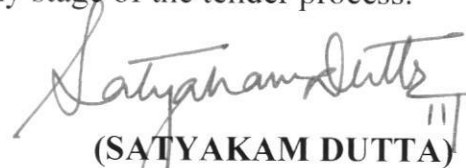
Bidder shall submit the Financial Bid as per format provided in Annexure- IV quoting the prices per items/ installation charges (inclusive of all costs and services including the charges for the delivery and commissioning facilities including taxes) and other vital details thereof, must be uploaded.

#### **4. Important Information**

- i. The Technical Bids will be opened in the office of the Joint Director, Directorate of Enforcement, Guwahati Zonal Office I & II, 6th Floor, Mainaak Tower, Chirstian Basti, Guwahati -781005 on the scheduled date and time. Separate communication shall be sent regarding date of opening of Financial Bids to technically successful bidders.
- ii. All the interested parties / bidders may remain present in the office of the **Joint Director, Directorate of Enforcement, GWZO I & II, 6th Floor, Mainaak Tower, Chirstian Basti, Guwahati -781005** as mentioned above at the time of opening of bids on the date and time as mentioned in the critical date sheet.
- iii. After evaluation of the technical bids, bidders will get the information regarding their eligibility/pre-qualification on CPP portal / website. Thereafter, an e-mail confirmation will be sent to the successful bidders which can be checked by the bidders on the portal. The financial bids of the successful bidders (found to be qualified in the technical bid) will be decrypted and opened online on the schedule date after the pre-scheduled time by the bid openers. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the website.



iv. The hard copy of the original instrument in respect of the bid security, must be delivered to this office on or before bid opening date/time. After opening of the Technical Bid, the original documents as per the requirement of e-tender document will be verified by the department. The department reserves the right to seek any document in original related to the items offered for installation and commissioning for the purpose of verification at any stage of the tender process.

  
11/7/2024

**(SATYAKAM DUTTA)**  
**DEPUTY DIRECTOR**  
**DIRECTORATE OF ENFORCEMENT**  
**GUWAHATI ZONAL OFFICE I**





TERMS & CONDITIONS OF THE TENDER

INSTALLATION AND MAINTENANCE OF CCTV  
SURVEILLANCE AND MONITORING SYSTEM FOR  
DIRECTORATE OF ENFORCEMENT, GUWAHATI ZONAL  
OFFICE, ZONE-I & ZONE-II.

- a) Bidder has to comply with latest BIS standards for the supply of CCTV & NVR (with latest features including Access control systems-alarm transmission, Video-loss/Tampering detection Video Content Analytics systems, global standards-ONVIF support)- combined and/or integrated systems even fire detection and fire alarm systems (limited to command, control software and associated systems)- Intruder and hold-up alarm systems (including perimeter intruder detection systems) etc. complying above BIS or identical IES Standards. Other allied equipment for the installation of CCTV Surveillance Systems should adhere to BIS Standards. Bidders should comply with **BIS Standard i.e. IS 16910 (Part 2/Sec 32): 2020 or International Standards IEC 62676-2-32: 2019** in respect of video surveillance system for use in security applications, video transmission protocols and recording control and replay based on web services for guidance and use.
- b) Bidders has to comply with BIS standard **IS 16910 (part2/sec 32): 2020 or identical to international standard i.e., IEC 62676-2-32:2019** standards defined for video interfaces used in video surveillance systems in security applications that also specifies the web service interface for the configuration of the recording of video, audio and metadata. Additionally, associated events are defined.
- c) OEMs/Product owners to ensure that their product complies with a set of regulations outlined in the **BIS standard IS 16910 (part2/sec 32): 2020 or identical to International standard i.e. 62676-2-32:2019**. Further, as the scope defines the standard is for web service interface for configuration of the recording of video, audio and metadata and other equipment must be compatible and comply with BIS standards so that in future no technical glitz would arise in synchronization and smooth functioning of the system due to incompatible equipment/technology. At any stage such incompatibility/synchronization issues arise vendor will be sole responsible and vendor has to replace/remove and install suitable equipment without charging further more.



- d) CCTVs are to be installed at all entry-exit points, main gate and outside the washrooms/toilets, all corridors, lobby, verandas/out houses, reception area, outside the building. **Number of Dome Cameras and Bullet Cameras to be installed at Directorate of Enforcement Guwahati Zonal Office is 40 & 10 respectively.**
- e) The Cameras range should be **10-30 meters minimum**, should **have night vision** with both **video & audio** enabled.
- f) One 64 Channel Network Video Recorder (NVR) is needed for Guwahati Zonal Office. The NVR should support 16 TB/or more capacity hard disk so that it may support video recording storage upto 18 months.
- g) For display, one monitor is needed.
- h) There should be **minimum power backup of 2 hours**, provided separately with UPS and Battery System for NVR in all premises.
- i) The CCTV footage should be stored for **at least 18 months** without any replacement of hard disk. Storage System/Backup Media should **have forensic attributes** as mentioned in **BIS standard IS 16910 (part2/sec 32): 2020 or identical to international standard i.e. 62676-2-32:2019** standards defined for video interfaces used in video surveillance systems in security applications that also specifies the web service interface for the configuration of the recording of video, audio and metadata. Additionally, associated events are defined.
- j) The tender is for Supply, Installation and Maintenance of Cameras. The proposal is to be inclusive of AMC for five years (post warranty).
- k) The successful bidder shall attend complaints or requirements any Directorate of Enforcement offices located at Guwahati, in relation with CCTV within 24 Hrs. Rates quoted for Annual Maintenance Contract (AMC) shall cover all incidental costs attached except spare parts or equipment while attending the complaints or requirements. Backup of the footage as requested by aforesaid offices shall be provided by the successful bidder within 24 hours.
- l) Bidders are welcome to visit the premises and assess the technical requirements of installation of surveillance system during the office hours.



- m) On successful completion of the Bid the said contractor shall install the CCTVs on all work locations within **10 days**.
- n) During installation, Bidder shall not change the brand or specification of the product without prior approval of the DD (Infra.) Directorate of Enforcement, Guwahati Zonal office.

### **Other Terms and Conditions**

1. Directorate of Enforcement, Guwahati Zonal Office reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.
2. The bidders are required to quote rates only after satisfying each and every condition as laid down.
3. The rates quoted must be written both in figures and in words and should indicate leviable taxes, if any. The rates quoted must be mentioned both in figures and in words and should indicate leviable taxes, if any. Corrections, if any, are to be made only by crossing out, initialing, dating and clearly rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All over writing/cutting, insertions shall be authenticated and attested.
4. No deviation in the Terms & Conditions and Scope of Work shall be entertained unless specifically mentioned by the bidder in the rates/quotations and accepted by the Directorate of Enforcement. Additional Technical specifications/Standards emerging due to policy matter, may be introduced/relaxed before finalization of Tender process.
5. The Directorate of Enforcement shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on the Directorate of Enforcement, the same shall be reimbursed/ indemnified by the Bidder.
6. Bidder shall in no case lease/transfer/subject/appoint care taker for services agreed to be provided to the Directorate of Enforcement.
7. No other person except Bidder's authorized representative shall be allowed to enter the premises of the Directorate of Enforcement.



8. Payment will only be made to the contractor through Bank. The successful bidder will have to provide their Bank Account Number, Branch, IFSC Code, PAN Number and a copy their cancelled cheque to the Directorate for the purpose of making payment.
9. Bidder should issue Invoices on completion of installation of CCTVs & Monitoring System at Directorate of Enforcement, Guwahati Zonal Office.
10. After completion of the work, the successful bidder shall submit successful completion certificate from Deputy Director presenting bill for payment.
11. Penal provisions for not attending the complaints/requirements within 24 hours after intimation during AMC/ warranty period is Rs 500 per day which shall be deducted from the bills.
12. In case of shifting of the office of Directorate of Enforcement, Guwahati Zonal Office, vendor shall shift the installed integrated/part of the system at new place. Cost levied on it shall be paid as per GFR rules.
13. I/We hereby agree to all the Scope of Work and Terms and Conditions mentioned

(Signature of Bidder with Seal)

Name:-

Seal:-

Address:-

Phone No.(O)/Mobile No:-



## ANNEXURE III

### FORMAT OF TECHNICAL BID (WITH UNDERTAKING)

- a) The documents mentioned below in Technical Bid are mandatory and failure to produce them will render the tender liable to be summarily rejected. All the forms as mentioned in the statutory cover are required to be furnished exactly in the prescribed format.
- The bidder should have experience of similar work in last 2 years ending on 30.06.2024. Similar works means **for supply, installation, testing & maintenance of CCTV surveillance & monitoring system.** Registered Office of the Service Provider must be located in India (Preferably in Guwahati) A self-attested copy of valid Trade License/ registration certificate should be submitted as documentary evidence.
  - Bidder should have capability/resources of providing maintenance services within 24 hours and documentary evidence regarding resources such as in the form of branch office or agreement with local service provider shall be submitted by the bidder.
  - Bidder should produce self-attested copy of PAN & GST Registration Certificate.
  - Bidder should produce a current (date should be on or after publishing of Bid) self-declaration certificate regarding never been blacklisted by any State Government / Central Government/PSU in the past for any reason.
  - Details of the CCTV Surveillance Projects undertaken by the vendor specifying the service recipient name, and number of cameras installed during the last 2 years ending on 30.06.2024.
- b) The Bidders should specify the attributes of the camera supplied against the parameters mentioned below in their quotation:

| <b>2 MP IP WDR Vandal Dome IR Camera (Built-In-Mic)</b> |                      |                                  |
|---|----------------------|----------------------------------|
| S. No   | Parameters           | Minimum Technical Specifications |
|   | Make & Model No      |                                  |
| 1   | Image Sensor         | 1/ 2.8” Progressive Scan CMOS    |
| 2   | Effective Pixels     | 1920 (H) × 1080 (V)              |
| 3   | Minimum Illumination | 0.002 Lux @F1.4                  |



|    |  |   |
|----|--|---|
| 4  | White Balance                            | Auto/Natural/Street lamp/Outdoor/Manual/Regional Custom   |
| 5  | Back Light Compensation                  | BLC/HLC/WDR 120dB   |
| 6  | Gain Control (AGC)                       | Auto  |
| 7  | S/N Ratio                                | >56 dB  |
| 8  | Lens                                     | 3.6 mm Fixed Lens (2.8 mm; 6 mm Optional)   |
| 9  | IR                                       | 40 Mtr  |
| 10 | RAM / ROM                                | 512MB / 128MB   |
| 11 | Video Compression                        | H.265; Smart H.264+; H.264; H.264H; H.264B; MJPEG   |
| 12 | Audio Input / Output                     | 1 Ch Input (RCA) / 1 Ch Output (RCA)  |
| 13 | Audio Compression                        | G.711a; G.711Mu; PCM; G.726; G.723  |
| 13 | Alarm In                                 | 1 Channels in: 5mA 3V–5V DC   |
| 14 | Alarm Out                                | 1 channel Out: 300mA 12VDC  |
| 15 | Bit Rate                                 | H.264: 3 Kbps–8192 Kbps; H.265: 3 Kbps–8192 Kbps  |
| 16 | Angle of View                            | 3.6 mm: Horizontal:88°; vertical: 44°; diagonal: 105°<br>2.8 mm: Horizontal:107°; vertical: 56°; diagonal: 127°   |
| 17 | Video Streaming (Triple Stream Encoding) | Main Stream: 1920 × 1080 @ (1–25/30 fps)<br>Sub Stream: 704 × 576 @1–25/30 fps<br>Third stream: (1280 × 720@1–25/30 fps)  |
| 18 | Resolution                               | 1080p (1920 × 1080); 1.3M (1280 × 960); 720p (1280 × 720); D1 (704 × 576/704 × 480); CIF (352 × 288/352 × 240); VGA (640 × 480)   |
| 19 | Privacy Mask                             | 4 AREAS   |
| 20 | ICR                                      | Auto(ICR) / Color/B/W   |
| 21 | ROI                                      | Supported (4 Zones)   |
| 22 | Built-In-Mic                             | Supported   |
| 23 | Protocol                                 | IPv4; IPv6; HTTP; TCP; UDP; ARP; RTP; RTSP; RTCP; RTMP; SMTP; FTP; SFTP; DHCP; DNS; DDNS; QoS; UPnP; NTP; Multicast; ICMP; IGMP; NFS; SAMBA; PPPoE; SNMP; ONVIF (Profile S/Profile G/Profile T); CGI; |
| 24 | Smart Detection                          | Tripwire, Intrusion, Motion Detection   |
| 25 | Event Trigger                            | Abnormality detection: Motion detection, video tempering, no SD card, SD card full, SD card error, network disconnected, IP conflict, illegal access, voltage detection                               |



|   |                                    |   |
|---|------------------------------------|---|
| 26  | Ethernet                           | RJ-45 (10/100Base-T)  |
| 27  | Housing                            | Metal   |
| 28  | Built in Micro SD / SDHC Card slot | Mirco SD card 256GB   |
| 29  | Weatherproof Standard              | IP67 & IK10   |
| 30  | Power Source                       | 12V DC/PoE  |
| 31  | Operating Temperature              | -40°C to +60°C (-40°F to +140°F)  |
| 32  | Certification                      | BIS, FCC, CE, UL & RoHS   |
| 33  | Approved Make                      | Any brand compliant to BIS or identical IEC Standards.  |
| <b>2 MP IP WDR Network Bullet IR Camera</b> |                                    |   |
| S No  | Parameters                         | Remark  |
|   | Make & Model No.                   |   |
| 1   | Image Sensor                       | 1/2.8" PS CMOS  |
| 2   | Minimum Illumination               | 0.002 Lux@F1.6 (Color, 30IRE) 0.0002 Lux@F1.6 (B/W, 30IRE) 0 Lux (IR on)                                      |
| 3   | Effective Pixels                   | 1920(H) x 1080(V)   |
| 4   | White Balance                      | Auto/Natural/Street Lamp/Outdoor/Manual/Regional Custom   |
| 5   | Lens                               | 3.6mm (2.8mm, 6mm optional)   |
| 6   | IR                                 | 40 Mtr or better  |
| 7   | Gain Control                       | Auto/Manual   |
| 8   | Video Compression                  | H.265/H.264+/H.264/H.264H; H.264B; MJPEG  |
| 9   | Shutter Speed                      | 1/3 s-1/100000s   |
| 10  | Alarm In/Out                       | 1 Channel / 1 Channel   |
| 11  | Audio                              | Built in mic  |
| 12  | Audio Compression                  | G.711a/ G.711Mu/ AAC/ G.726   |
| 13  | ROM & RAM                          | 128MB & 256MB   |
| 14  | S/N Ratio                          | <56dB   |
| 15  | Back Light Compensation            | BLC / HLC / WDR(120dB)  |
| 16  | Video Bit Rate                     | H.264: 3 Kbps-8192 Kbps H.265: 3 Kbps-8192 Kbps   |
| 17  | Video Streaming                    | Main stream (1920 x 1080@1-25/30 fps) sub stream(704 x 576@1-25/30 fps) third stream (1280 x 720@1-25/30 fps) |



|    |                       |  |
|----|-----------------------|--|
| 18 | Resolution            | 1080P (1920 × 1080); 1.3MP (1280 × 960); 720P (1280 × 720); D1 (704 × 576/704 × 480); VGA (640 × 480); CIF (352 × 288/352 × 240)   |
| 19 | ROI                   | 4 areas  |
| 20 | ICR                   | Yes  |
| 21 | Protocol              | IPv4; IPv6; HTTP; HTTPS; TCP; UDP; ARP; RTP; RTSP; RTCP; RTMP; SMTP; FTP; SFTP; DHCP; DNS; DDNS; QoS; UPnP; NTP; Multicast; ICMP; IGMP; NFS; PPPoE; SNMP; ONVIF (Profile S/Profile G/Profile T); CGI; Milestone; Genetec |
| 22 | Smart Detection       | Tripwire, Intrusion (Recognition of human and vehicle)   |
| 23 | Event Trigger         | Motion Detection, Video Tampering, Scene Changing, Audio Detection, No SD Card, SD Card Full, SD Card Error, Network Disconnection, IP Conflict, illegal Access, Voltage Detection                                       |
| 24 | Ethernet              | 1 RJ-45 (10/100Base-T)   |
| 25 | SD Card slot          | Support 512GB or better  |
| 26 | Operating Temperature | -40°C to +60°C (-40°F to +140°F)   |
| 27 | Humidity              | ≤95%   |
| 28 | Power Source          | 12V DC, PoE  |
| 28 | Weatherproof Standard | IP67   |
| 29 | Casing                | Metal  |
| 30 | Certifications        | BIS, FCC, CE, UL & RoHS  |
| 31 | Approved Make         | Any brand compliant to BIS or identical IEC Standards.   |

- a) The Bidder should provide the details of the NVR and allied accessories (complaint with the BIS Standards) needed in the installation:

| <b>64 Ch. 16 SATA 4K Network Video Recorder</b> |                  |                                     |
|---|------------------|-------------------------------------|
| S NO  | Parameters       | Minimum Technical Specifications    |
| Make & Model No.                                |                  |                                     |
| 1   | Processor        | Industrial-grade embedded processor |
| 2   | IP Camera Input  | 64 channel                          |
| 3   | Operating System | Embedded LINUX                      |
| 4   | User Interface   | Web; local GUI                      |





|    |  |   |
|----|--|---|
| 5  | Video Compression  | H.265; Smart H.264+; H.264; MPEG4; MJPEG or better  |
| 6  | Audio Input/ Output  | 1 channel Input, 2 channel Output, RCA or better  |
| 7  | Audio Compression  | G.711a, G.711u, PCM, G726   |
| 8  | ANPR by Camera<br>(Number of Channels)                     | 64 channels   |
| 9  | License Plate Database Capacity                            | Block list and allow list: 20,000 or better   |
| 10 | Video Output   | 2-channel VGA, 4-channel HDMI video output  |
| 11 | Perimeter Performance AI by Device (Number of Channels)    | Simultaneous mode: 32 channels, 10 IVS rules for each channel<br>Heterogeneous mode: 24 channels, 10 IVS rules for each channel   |
| 12 | Perimeter Performance of AI by Camera (Number of Channels) | 64 channels   |
| 13 | Smart Detection by Device                                  | 32-channel: Secondary filtering for human and motor vehicle , reducing false alarms caused by leaves, rain and lighting condition change  |
| 14 | Smart Detection by Camera                                  | 64 channels   |
| 15 | AI by Camera   | Face detection; face recognition; video metadata (human, motor vehicles, and non-motor vehicles); SMD Plus; stereo analysis; crowd distribution; people counting; ANPR; vehicle density; object monitoring      |
| 16 | AI by Device   | Face detection, face recognition, video metadata (human, motor vehicles, and non-motor (vehicles) perimeter protection, SMD stereo analysis, crowd distribution, people counting, ANPR, heat map, PPE detection |
| 17 | Face Attributes  | 6 attributes  |
| 18 | Face Database Capacity                                     | up to 40 face databases and 300,000 face images   |
| 19 | Face Detection Performance of AI by Device                 | Simultaneous mode: 8 channels (up to 12 face images/s each channel)<br>Heterogeneous mode: 5 channels (up to 12 face images/s each channel)   |
| 20 | Face Detection Performance of AI by Camera                 | 64 channels   |



|    |  |   |
|----|--|---|
| 21 | Face Recognition Performance of AI by Device | 1. 20 channels FD (by camera) + FR (by recorder), image stream: 20 face images/s<br>2. 4 channels FD (by recorder) + FR (by recorder), video stream: 12 face images/s         |
| 22 | Human Attributes                             | Top color, top type, hat, bag, age, gender and umbrella or more   |
| 23 | Motor Vehicle Attributes                     | License plate, plate color, vehicle model, vehicle logo, plate color, ornament, calling   |
| 24 | Non-motor Vehicle Attributes                 | Vehicle model, vehicle color, number of persons, helmet   |
| 25 | Network Bandwidth                            | AI disabled: 1024 Mbps incoming, 1024 Mbps recording and 800 Mbps outgoing<br>AI enabled: 512 Mbps incoming, 512 Mbps recording and 400 Mbps outgoing or better               |
| 26 | Multi-screen Display                         | Main screen: 1/4/8/9/16/25/36/64; Sub screen: 1/4/8/9/16/25/36  |
| 27 | Resolution                                   | 16 MP; 12 MP; 8 MP; 5 MP; 4 MP; 1080p; 720p; D1 or better   |
| 28 | Multi-channel Playback                       | Up to 16 channels   |
| 29 | Playback Function                            | 1. Play, pause, stop, fast forward, fast backward, rewind, play by frame<br>2. Full screen, backup (cut/file), partially enlarge, audio on/of                                 |
| 30 | Alarm Input/ Output                          | 16 Channel/8 Channel or better  |
| 31 | Alarm  | Motion detection; video tampering; video loss; scene changing, PIR alarm, IPC external alarm or more  |
| 32 | RAID   | RAID 0/1/5/6/10   |
| 33 | Record Mode                                  | Manual; alarm; motion detection; scheduled must be there  |
| 34 | Backup Method                                | Portable hard drive, eSATA disk, burner, USB device and network   |
| 35 | Anomaly Alarm                                | Camera offline; storage error; disk full; IP conflict; MAC conflict; login lock; abnormal behavior of fan   |
| 36 | Smart Alarm                                  | Face detection; face recognition; perimeter protection (intrusion and tripwire); Smart detection alarms; ANPR; people counting; stereo analysis; crowd distribution; heat map |
| 37 | Alarm Linkage                                | Record; snapshot; IPC external alarm output; buzzer; log, preset; email   |



|    |                       |  |
|----|-----------------------|--|
| 38 | Hot Swapping          | Should be available  |
| 39 | Hard Disk             | 16 SATA ports, up to 16TB each or better                               |
| 40 | Protocols             | HTTP; HTTPS; TCP/IP; IPv4; RTSP; UDP; NTP; DHCP; DNS; SMTP; UPnP; DDNS |
| 41 | Redundant Power       | Should be available  |
| 42 | ONVIF                 | ONVIF (Profile S/profile T/Profile G)                                  |
| 43 | Operating Temperature | -10 °C to +55 °C   |
| 44 | Operating Humidity    | 10%–93% or better  |
| 45 | Certification         | BIS, FCC, CE, UL & RoHS  |
| 46 | Approved Make         | Any brand compliant to BIS or identical IEC Standards.                 |

**The Bidders should specify the specification/attributes of the installation and other allied materials in financial bid (format given) with quantity and details as per survey the site before submitting their bids.**

- b) The solution should be modular and stable so that at later date the additional requirements can be met by add-on components based on rates quoted in price bid and shall be valid for contract period.
- c) The proposed CCTV system's components must not be obsolete. The specific items must be current/recent in the supplier's/OEM product line
- d) All CCTV cameras, housing and NVR should be of the OEM. All the item shall be branded and reputed.
- g) OEMs/Product owners to ensure that their product complies with a set of regulations outlined in the BIS standard IS 16910 (part2/sec 32): 2020 or identical to International standard i.e. 62676-2-32:2019. Further, as the scope defines the standard is for web service interface for configuration of the recording of video, audio and metadata and other equipment must be compatible and comply with BIS standards so that in future no technical glitch would arise in synchronization and smooth functioning of the system due to incompatible equipment/technology. If any, in any stage such incompatibility/synchronization issues arise vendor will be sole responsible and Supplier has to replace/remove and install suitable equipment without charging further more.

Date:

Place:

**(Signature of Authorized Signatory with date & Stamp)**



### TECHNICAL BID

|            |  |  |
|------------|--|--|
| <b>01</b>  | Name of the firm/Company, Agency (copy of Shop Act/ Company Registration Certificate should be enclosed)   |  |
| <b>02</b>  | Complete Address & Contact Number  |  |
| <b>03.</b> | PAN Card No (Attach copy)  |  |
| <b>04.</b> | GST particulars with copies of return filed for last two years.  |  |
| <b>05.</b> | Experience of INSTALLATION AND MAINTENANCE OF CCTV SURVEILLANCE AND MONITORING SYSTEM in Government/Semi-Government/Public Sector Govt., Undertakings Experience/ Private Corporate offices. (Attach copy of experience certificate) |  |
| <b>06.</b> | Name & Address of the departments in respect of Sl. No. 5 above<br>(separate sheets may be added)  |  |
| <b>07.</b> | OEMs' Authorization to the Bidder as stated in Annexure- III   |  |

#### **07. EMD Details:**

| Item No. | Total Amount of EMD submitted | Details of the Instruments for EMD |
|----------|-------------------------------|------------------------------------|
|          |                               |                                    |
|          |                               |                                    |
|          |                               |                                    |

**(Signature of Authorized Signatory with date & Stamp)**



## DECLARATION

1. I.....  
.....(Son/Daughter/Wife of  
Shri.....& Proprietor /  
Director/Authorized Signatory of the (Agency /  
Firm)..... am competent to sign  
this declaration and execute this tender document.
2. I have carefully read and understood all the terms & conditions of the tender and undertake to abide by them.
3. My Agency/Firm / Company have not been black listed by any of the organization /govt. department as on date of submission of the bid /tender.
4. I declare that in the event we fail to execute formal contract agreement within the given timeline or I /we fail to submit a performance security within the given timeline or I/ we commit any breach of Tender Conditions which attracts penal action of forfeiture of EMD and I/ we will be suspended from being eligible for bidding/ award of all future contract(s) of Enforcement Directorate, Guwahati for a period of one year from the date of committing such breach.
5. The information / documents furnished along with the application are true and authentic to the best of my knowledge and belief. I am fully aware of the fact that furnishing of any false/misleading / information /fabricated document would lead to rejection of my tender at any stage.

Date:

Place:

**(Signature of Authorized Signatory with date & Stamp)**



**FINANCIAL BID DOCUMENT**

- (a) Financial bid undertaking
- (b) Schedule of financial bid in the form of BOQ\_ CCTV Appliances.xls/ or in PDF format

**FINANCIAL BID UNDERTAKING**

From: (Full name and address of the Bidder)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To  
**The Joint Director,**  
Enforcement Directorate,  
**6<sup>th</sup> Floor, Mainaak Tower,**  
**Chirstian Basti, Guwahati -781005**

Dear Sir,

I submit the Financial Bid in respect of your tender published on the CPPP portal and ..... for **SUPPLY, INSTALLATION, TESTING & MAINTENANCE OF CCTV SURVEILLANCE & MONITORING SYSTEM** at your office premises in the city of Guwahati as envisaged in the Bid document.

1. I have thoroughly read and understood all the terms and conditions (including those in Annexure- I, II and III) as contained in the Bid documents, and agree to abide by them.
2. I offer to work at the rates as indicated in the Financial Bid (Annexure IV) inclusive of all applicable taxes except GST.

Yours faithfully,

Signature and name Authorized Representative



(a) Schedule of Financial Bid in the form of BOQ\_Officepremises.xls or in PDF format

The below mentioned Financial Proposal/ Commercial bid format is provided as BoQ CCTV Appliances.xls / PDF format along with this tender document at <https://eprocure.gov.in/eprocure/app> and [www.enforcementdirectorates.gov.in](http://www.enforcementdirectorates.gov.in). Bidders are advised to download this BoQ CCTV Appliances.xls / PDF format as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not alter/modify downloaded price bid template in any manner.** In case if the same is found to be tampered/ modified in any manner, tender may be rejected.

(Amount in Rupees)

| Sr. No. | Details Items/Work with specifications (including testing and commissioning) as per BIS Standard | Unit | Rate per unit | Qty | Unit Rate (without taxes) | Taxes in % | Amount of Tax | Total with Taxes (In Rs.) |
|---------|--|------|---------------|-----|---------------------------|------------|---------------|---------------------------|
| 1       | 2MP Full HD Network IR Vandal Dome Camera  | Each |               |     |                           |            |               |                           |
| 2       | 2MP Full HD WDR IR Network Bullet Camera   | Each |               |     |                           |            |               |                           |
| 3       | 64Ch 16 SATA 4K AI Network Video Recorder  | Each |               |     |                           |            |               |                           |
| 4       | 55" Commercial Display   | Each |               |     |                           |            |               |                           |
| 5       | HDD Surveillance (Enterprise Grade) as per scope of works at Annexure-I                          | Each |               |     |                           |            |               |                           |
| 6       | 24 U Wall Mount Rack 600X800   | Each |               |     |                           |            |               |                           |
| 7       | 8 Port Industrial Grade PoE Gigabit Switch   | Each |               |     |                           |            |               |                           |
| 8       | 8 Port Industrial Grade Network Switch   | Each |               |     |                           |            |               |                           |
| 9       | 24 Port PoE Gigabit Ethernet Switch  | Each |               |     |                           |            |               |                           |
| 10      | 12V 2 Amp SMPS Adaptor   | Each |               |     |                           |            |               |                           |



|    |   |         |    |  |  |  |  |  |
|----|---|---------|----|--|--|--|--|--|
| 11 | 6Amp Wall Socket & Switch with Gang Box                             | Each    |    |  |  |  |  |  |
| 12 | 4U Wall Mount Rack with Cable manager for Keeping PoE Switches      | Each    |    |  |  |  |  |  |
| 13 | Online UPS 3 KVA with 120 Minute Power Backup                       | Each    |    |  |  |  |  |  |
| 14 | 65Ah External SMF Battery   | Each    |    |  |  |  |  |  |
| 15 | IP66 Enclosure Box for CCTV Camera                                  | Each    |    |  |  |  |  |  |
| 16 | CAT 6 UTP Cable 23AWG Armoured                                      | Each    |    |  |  |  |  |  |
| 17 | 3 Core 1.5 sq mm Power Cable  | Each    |    |  |  |  |  |  |
| 18 | 25mm Medium PVC Conduit Pipe  | Each    |    |  |  |  |  |  |
| 19 | 25mm PVC batton   | Each    |    |  |  |  |  |  |
| 20 | 1.5 Mtr Fabricated Arm for CCTV Camera Mounting                     | Each    |    |  |  |  |  |  |
| 21 | CAT 6 Cable & 3 Core Power Cable Laying Charges                     | Each    |    |  |  |  |  |  |
| 22 | PVC Conduit & Batton Laying Charges                                 | Each    |    |  |  |  |  |  |
| 23 | IP CCTV Installation Charges with 12 Months Onsite Warranty Support | Each    |    |  |  |  |  |  |
| 24 | Provision for Voltage Variation                                     | If, any |    |  |  |  |  |  |
| 11 | Other Accessories (if any)  |         |    |  |  |  |  |  |
| 13 | AMC charges for First year (post warranty period)                   | NA      |    |  |  |  |  |  |
| 14 | AMC charges for second year   |         |    |  |  |  |  |  |
| 15 | AMC charges for third year  |         | NA |  |  |  |  |  |





|    |                             |  |  |  |  |  |
|----|-----------------------------|--|--|--|--|--|
| 16 | AMC charges for fourth year |  |  |  |  |  |
| 17 | AMC charges for fifth year  |  |  |  |  |  |
|    | <b>Grand Total</b>          |  |  |  |  |  |

\*Please mention the percentages/rates of the Taxes applicable separately. No calculation will be carried out by this office.

Note:

1. The lowest of Grand Total above shall be consider as L1 bidder.
2. All accessories to be included in above quoted rates. Rates for all the items must be quoted.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The Specifications parameters listed are minimum requirement and any item of higher specification will be accepted.
5. GST shall be paid extra at applicable rate.
6. AMC charges to be quoted shall be lump sum amount for all the offices.

Yours faithfully,

**Signature of bidder**



**ANNEXURE-V**

**(TO BE TYPED ON BIDDER'S LETTER HEAD)**

**TENDER ACCEPTANCE LETTER**

This is to certify that I/We .....  
..... S/W/H/of. ....  
..... and Properties/ Partner/ Director/ Authorized  
signatory of the agency/Firm mentioned.....  
.....is competent to sign the  
declaration and execute this Tender document. I/We after going through the  
“Terms & Conditions” have furnished the above information accurately and  
truthfully. I/We have signed the tender after reading and fully understanding the  
Scope and Work and all the Terms and Conditions contained in the tender  
document and undertake myself/ourselves to abide by them. **I/We am/are well  
aware that furnishing of false and misleading information/fabricated  
documents would lead to rejection of my tender at any stage.**

**Encl: 1. Terms and Conditions of the Tender**

**2. Technical Bid.**

**3. Financial Bid.**

(All enclosures must be signed and sealed).

Name of the Authorized Signatory/Bidder

Signature of the Authorized  
Signatory/Bidder

Date

Seal of the Authorized Signatory/Bidder



**ANNEXURE- VI**

**FORMAT OF BID SECURITY DECLARATION**

I/ We, the authorized signatory of M/s ..... Participating in the subject tender No. .... for the item / job of ..... do hereby declare:

- (i) That I/ we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- (ii) That in the event we withdraw/ modify our bid during the period of validity or I/ we fail to execute formal contract agreement within the given timeline or I /we fail to submit a performance security within the given timeline or I/ we commit any breach of Tender Conditions which attracts penal action of forfeiture of EMD and I/ we will be suspended from being eligible for bidding/ award of all future contract(s) of Enforcement Directorate, Guwahati for a period of one year from the date of committing such breach.

Signature and seal of

Authorized Signatory of Bidder

Name of Authorized Signatory.....

Company Name .....



**ANNEXURE-VII**

To  
The Deputy Director (Admn.)  
Enforcement Directorate,  
Guwahati Zonal Office  
Guwahati

WHEREAS \_\_\_\_\_ (Name of Successful bidder) hereinafter called "Successful Bidder" has undertaken, Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ 2024 to \_\_\_\_\_ (Description of Services) hereinafter called "the Contract" in pursuance of Tender Document dated \_\_\_\_\_ issued by Directorate of Enforcement, Guwahati.

AND WHEREAS it is one of the terms of the tender document that the successful bidder has to submit a performance bank guarantee by a nationalized bank for entering into a contract.

AND WHEREAS it has been stipulated by you in the said contract that the successful bidder shall furnish you with a bank guarantee by a nationalized bank for the sum specified therein as security for the compliance with the successful bidder's performance obligations in accordance with the contract.

AND WHEREAS we have agreed to give unconditional and irrevocable guarantee for the successful bidder.

THEREFORE WE hereby affirm that we are guarantors and responsible to you up to a total sum of Rs.-----/ Rupees only) and we undertake to immediately pay you, upon your first written demand declaring the successful bidder to be in default under the contract and without demur cavil or argument, any sum or sums within the amount as aforesaid, without your needing to prove or to show the grounds or reasons for your demand or the sum specified therein.

A letter from your office that the successful bidder has committed default in the due and faithful performance of all or any of its obligations under and in accordance with the contract shall be conclusive, final and binding on us. We further agree that you shall be the sole judge as to whether the successful bidder is in default in due and faithful performance of its obligations under the contract and your decision that he is in default shall be final and binding on us,



notwithstanding any differences between you and successful bidder or any disputes between you and him pending before an Arbitrator or any other court or tribunal or authority.

In order to give effect to this guarantee you shall be entitled to act as if we are the principal debtor and any change in our constitution or that of successful bidder shall not, in any way, or manner affect our liability or obligation under this guarantee. You shall have liberty, without affecting in any manner our liability under this guarantee, to vary at any time, the terms and conditions of the contract or to extend the time or period for compliance or to postpone for any time the exercise of any of your rights or enforce or forebear from enforcing any of the terms and conditions of the contract and we shall not be released from our liability or obligation under this guarantee by any exercise of such liberty by you or other forbearance, indulgence, act or omission on your part.

We undertake not to revoke this guarantee during its currency.

Any notice by way of request, demand or otherwise hereunder may be sent by post addressed to us at above referred branch, which shall be deemed to have been duly authorized to receive such notice and to effect payment thereof forthwith, and if sent by post it shall be deemed to have been given at the time when it ought to have been delivered in due course of post and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by any of your officers that the envelope was so posted shall be conclusive.

This guarantee shall come into force with immediate effect and shall remain in force and effect for a period of two months beyond the validity of the contract or until it is released by you pursuant to the provisions of the contract.

Signed and sealed this                      day of                      20....                      at

SIGNED SEALED AND DELIVERED

For and on behalf of (Name of the bank)

(Signature)

Name :

Designation:

Address:



## ANNEXURE-VII

### Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract,



Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and 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 document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be preferably in PDF / XLS. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.



- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned office, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the





date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority.

2) Any queries relating to the tender may be discussed in the Pre-Bid Conference, to be held on ..... in the office premises.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

