

**Punjab State e-Governance Society (PSeGS)  
O/o Department of Governance Reforms (DoGR)  
Government of Punjab**

**E - Tender**

for

Procurement of Digital Cameras under Election Project  
Tender Reference No: 1/5/2014/E-AM/PSEGS

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Punjab State E-Governance Society O/o Department of Governance Reforms  
D-241, Near Quark City, Industrial Area, Phase 8B, Sector 74, Mohali, Punjab

## KEY INFORMATION

Tender Enquiry No. : 1/5/2014/E-AM/PSEGS	
<b>Tender Document for</b>	Procurement of Digital Cameras under Election Project
<b>Tender Document Cost</b>	Rs. 1000/- (One Thousand Only)
<b>EMD Amount</b>	Rs. 30,000/- (Thirty Thousand Only)
<b>Date and Time for Issue/Publishing of Tender Online</b>	03-10-2017 at 04:00 PM
<b>Document Download Date and Time</b>	03.10.2017 at 04:00 PM
<b>Last Date and Time of Submission of Bids.</b>	23.10.2017 before 03:00 PM
<b>Date and Time for Opening of Bids</b>	23.10.2017 at 04.00 PM
<b>Place for opening of Bids</b>	Punjab State E-Governance Society O/o Department Of Governance Reforms, D-241, Near Quark City, Industrial Area, Phase 8B, Sector 74, Mohali, Punjab
<b>Email id</b>	<a href="mailto:Officeworksla@gmail.com">Officeworksla@gmail.com</a>
<b>Contact person and Number</b>	Mr. Kalwarn Singh, Senior System Manager, DGR Mobile No. 9357242220 Mr. Paramjit Singh, DataBase Administrator, PSeGS Mobile No. 9988293534

## NOTICE INVITING QUOTATION THROUGH E-PROCUREMENT TOWARDS PURCHASE OF CAMERA FOR ELECTION PROJECT

Punjab State E-Governance Society (PSeGS), the State Level Agency (SLA) for computerization of work related to elections in the State of Punjab has a requirement of the 82 digital cameras from authorized dealer / retailer as per specification indicated in the tender document for which interested bidders are invited to submit their most competitive bids. All the relevant details are given below.

The tender document contains the following:

- |                     |   |  |
|---------------------|---|--|
| <b>Annexure I</b>   | - | <b>Terms for Delivery of Cameras</b>             |
| <b>Annexure II</b>  | - | <b>Specification and other technical details</b> |
| <b>Annexure III</b> | - | <b>Financial Bid Performa</b>                    |

### IMPORTANT NOTES:

- i. Tender Document can be downloaded from PSEGS website [www.dgrpunjab.gov.in](http://www.dgrpunjab.gov.in) and from State Procurement Portal [www.etender.punjabgovt.gov.in](http://www.etender.punjabgovt.gov.in). Bidders should enroll / register in the e-tender module of State Procurement Portal through the website: [www.etender.punjabgovt.gov.in](http://www.etender.punjabgovt.gov.in) for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids. State Procurement Portal (SPP) shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered /modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with PSEGS, Punjab.
- ii. **Only the bids received on e-tendering portal will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will not be accepted.**
- iii. **Intending bidders are advised to visit PSEGS website [www.dgrpunjab.gov.in](http://www.dgrpunjab.gov.in) or the State Procurement Portal [www.etender.punjabgovt.gov.in](http://www.etender.punjabgovt.gov.in) regularly for any corrigendum/ addendum/ amendment.**
- iv. PSeGS reserves the right to accept / reject any or all the Bids in part /full without assigning any reason thereof.
- v. PSEGS will not be responsible for any delay in enrollment / registration by the bidder or submitting /uploading the bid on e-tender portal. Hence, bidders are advised to register in e-tendering website [www.etender.punjabgovt.gov.in](http://www.etender.punjabgovt.gov.in) and enrol their Digital Signature Certificate and upload their bid well in advance.
- vi. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**.

- vii. Any change / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
- viii. Not more than one bid shall be submitted by one bidder or bidders having relationship. Under no circumstances will father and his son(s) or other close relations who have business relationships with one another (i.e. when one or more partners(s)/Director (s) are common be allowed to tender for same contract as separate Competitors. A breach of this condition will render the bids of both parties liable to rejection.
- ix. Bids not accompanied with the cost of tender document are liable to be rejected. The tender form/bidder documents may be downloaded from the website: [www.etender.punjabgovt.gov.in](http://www.etender.punjabgovt.gov.in). Online submission of Bids through State Procurement Port ([www.etender.punjabgovt.gov.in](http://www.etender.punjabgovt.gov.in)) is mandatory. Manual bids shall not be accepted.
- x. In case, any holiday is declared by the Government on the day of opening, the bids will be opened on the next working day at the same time. PSeGS reserves the right to accept or reject any or all the bids.

**The Firms are required to furnish / upload copies of the following documents:**

- (i) Signed and scanned copy of Firms registration, PAN No, GST No, TIN No & Proof of Partnership firm.
- (ii) Signed and scanned copy of documents like bid documents & RTGS details of the firm.
- (iii) Scanned copy of similar contracts to Government Departments.
- (iv) Scanned and signed copy of Tender Acceptance Letter.
- (v) Authorization certificate of Dealership / Retailership

Sd/

**Senior System Manager**

**i. Terms of delivery:**

**Delivery at site viz.—**

**Punjab State E-Governance Society O/o Department Of Governance Reforms, D-241,  
Near Quark City, Industrial Area, Phase 8B, Sector 74, Mohali, Punjab.**

**Security Performance:** To ensure due performance of the contract, performance security is to be furnished by the successful bidder for an amount of 10% of the value of the cameras as fixed by the competent Authority in the form of Account payee Demand draft, fixed deposit receipt, Bankers cheque or Performance Bank Guarantee in favour of the Member Secretary, Punjab State E-Governance Society, Punjab payable at Chandigarh to be furnished within 7 days from the date of issue of Purchase order.

**ii. Delivery period for cameras:** within 15 days from the date of issue of purchase order.

**iii. Commissioning is to be completed within 7 days of delivery of the cameras at delivery site.**

**iv. Price structure:**

**a) The bidder shall quote for the complete requirement and for the full quantity as shown in Annexure –II.**

**b) The rates and prices quoted shall be in Indian Rupees only.**

**c) All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. The PSeGS will not pay any such duties, taxes and levies separately.**

**d) The rates and prices quoted by the supplier shall remain firm and fixed for the period of 180 days and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.**

**vi. Receipt of cameras and terms of payment:**

**a) Payment term for supply of cameras and commissioning:**

Immediately on receiving the cameras at delivery site, PSeGS will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. in the cameras so supplied and issue a provisional receipt accordingly. PSeGS within next three working days after commissioning will issue the provisional receipt and will issue acceptance certificate (of the cameras) to the supplier, provided the cameras supplied are acceptable working condition. The supplier will then send its invoice to PSeGS for payment.

PSeGS will release full payment to the supplier as due in terms of the contract, on of receipt of

invoice, receipt certificate and inspection documents, provided the same are in order.

**vii Liquidated Damage Clause:**

If at any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the cameras, the supplier shall promptly inform PSeGS in writing the reason of the delay and the likely duration of the same. After receipt of suppliers communication, PSeGS will decide as to whether to cancel the purchase order for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably issuing an amendment to the term set in the tender document. If the supplier fails to deliver the cameras and/or perform the services within the period specified for reasons other than circumstances beyond suppliers control (which will be determined by PSeGS) and PSeGS extends the delivery period, PSeGS will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed cameras for each day of delay or part thereof until actual delivery. The maximum limit of such deduction will, however, be 10% (ten per cent) of the bid value of the delayed cameras.

Further, during such delayed period of supply, the supplier shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, PSeGS shall be entitled to the benefit of any decrease in price and cost on any ground, whatsoever, of the cameras supplied during the period of delay.

**Viii Warranty Clause: *Minimum One Year Warranty***

**Ix Dispute Resolution Mechanism**

If any dispute or difference arises between PSeGS and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either PSeGS or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, i.e. Vice Chairman, Punjab State E-Governance Society and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be at Mohali.

**X The Supplier is required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.**

- 1 At the time of awarding the contract, PSeGS reserves the right to increase or decrease by up to 25%, the quantity of cameras as specified in the list of requirements, without any change in the unit price or other terms and conditions.
- 2 Furnish a certified copy of the latest ITCC (INCOME TAX CLEARANCE CERTIFICATE).

- 3 Indicate if currently registered with any Govt. organization and if registered, furnish all relevant details.
- 4 State whether business dealings by the supplier presently stand banned by any Government organization and, if so, furnishes relevant details.
- 5 The contract shall be governed by the laws of Centre/State and interpreted in accordance with such laws.
- 6 **The rates mentioned in the bid shall remain valid for 180 days after the specified date of opening of the offers.**
- 7 Notwithstanding the above, PSeGS reserves the right to accept or reject any quotation or annul the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected bidder or bidders.
- 8 **The Successful Bidder shall have to submit the performance security either by a Performance Bank Guarantee or a Bank Draft in favour of the Member Secretary, PSeGS, Punjab for an amount of 10% contract value for a period of One Year from the date of the issue of Supply Order.**

Sd/

Senior System Manager

**Annexure – II**

**TECHNICAL SPECIFICATIONS FOR DIGITAL CAMERA FOR ELECTION PROJECT**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Description</b>
1.	<b>Screen Type</b>	TFT/LCD
2.	<b>Screen Size</b>	Minimum 6.7 cm
3.	<b>Connectivity</b>	Should have USB Port
4.	<b>Battery Type</b>	AA / Lithium ION
5.	<b>Battery Charger</b>	Yes
6.	<b>Software Support</b>	Image capture software -Window 10 / 8 / 7 (64bit & 32bit)
7.	<b>Optical Zoom</b>	Minimum 5X
8.	<b>MegaPixels</b>	Minimum 16 MP
9.	<b>Accessories to be supplied</b>	Supported Memory Card 16 GB , Rechargeable Battery, battery charger, USB Cable for data transfer, Audio Video Cable, Camera strap, camera carry case

Sd/

**Senior System Manager**



**Annexure – III**

**Financial Bid**

<b>Punjab State e-Governance Society</b>						
<b>Sr.No.</b>	<b>Particulars</b>	<b>Description</b>				
1.	<b>Tender No.</b>					
2.	<b>Name of the Bidder</b>					
3.	<b>Address</b>					
4.	<b>Contact</b>					
5.	<b>Item Name and Description</b>	<b>Brand</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Tax</b>	<b>Total Rate</b>
<b>Total Rs. _____ In words (Rupees _____)</b>						

Sd/

**Senior System Manager**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**Date:**

**To,**

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work:**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: [www.dgrpunjab.gov.in](http://www.dgrpunjab.gov.in) / [www.etender.punjabgovt.gov.in](http://www.etender.punjabgovt.gov.in).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. We confirm that our offer will remain valid for acceptance for **180 days** after the date of opening of tenders.
6. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
7. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then PSeGS/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**