



SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY  
(Government of India : Ministry of Home Affairs)  
Hyderabad - 500 052

**OPEN TENDER NO : 26011/44/2017-18/HS.OM(i)**

**PROCUREMENT OF ENCASE FORENSIC ACADEMIC LICENSE FOR  
SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY,  
HYDERABAD**

Date of Tender Enquiry : 27/06/2018

Closing date & time of submitting bids : 18/07/2018 at 1200 Hrs.



Website: <http://www.eprocure.gov.in>

**SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY**  
**(Government of India : Ministry of Home Affairs)**  
**Hyderabad – 500 052**

**OPEN TENDER**  
**(e-Tender)**

1. SVP National Police Academy, Shivrampally, Hyderabad, invites **e-bids** under single bid system from reputed firms for **Procurement of Encase Forensic Academic Licenses** with **03 years onsite warranty support** for the Academy. The technical specifications are enclosed herewith.

2. Salient features of the tender enquiry are as follows:-

a)	Tender No.	26011/44/2017-18/HS.OM(i)
b)	Description of stores	Procurement of Encase Forensic latest version of Academic Licenses with 03 years onsite warranty support for the Academy.
c)	Type of Tender	Open Tender
d)	Bid System	Single Bid System <b>(Single Cover) Techno- Price Bid</b>
e)	Earnest Money Deposit	Demand draft for Rs 14,000/- (Rupees Fourteen thousand) drawn from any of the Commercial Banks in favour of the 'The Director, S.V.P National Police Academy, Hyderabad.
f)	Delivery schedule/ completion period	Delivery/Integration should be completed within 30 days from the date of supply order
g)	Terms of Delivery	Free on Rail/ Road (F.O.R) Destination, SVP NPA Hyderabad.
(h)	Bid validity	Bid should be valid for <b>180 days</b> from the date of opening of bid.
(i)	Address of correspondence	The Administrative Officer (Admn) SVP National Police Academy, Shivarampally, Hyderabad, Telangana – 500052
(j)	Warranty	Three years onsite warranty support

3. Important dates related to this tender are furnished below for information: -

S.No	Particulars	Date	Time
1.	Date of online publication of tender	27/06/2018	1600
2.	Starting date for downloading Tender document	27/06/2018	1700
3.	Bid submission starting date	27/06/2018	1730
4.	Bid submission closing date	18/07/2018	1200
5.	Closing date & time for submission of original copies of EMD	18/07/2018	1700
6.	Opening of technical bids.	19/07/2018	1200

4. Interested manufacturers/ authorised dealers/ stockists/ suppliers dealing with above items can download the tender document from CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) and bid can only be submitted through the same website. **Bid submitted other than CPP Portal will not be accepted.** The Eligible bidders should have the valid digital signature certificate (DSC) issued from any agency authorised by Controller of Certifying Authority (CCA), Govt. of India.

5. The bids are invited online under single cover system (Techno-price bid/ bill of quantity (BOQ) from eligible bidders.
6. Bidders can access and download the tender documents from CPP Portal and can fill them with all relevant information and submit the completed tender document online on the website: <http://www.eprocure.gov.in>. The downloading of tender documents shall be carried out strictly as provided on the website. No editing, addition, deletion of matter shall be permitted. If such action is observed at any stage, such tenders are liable for outright rejection.
7. Tender shall be submitted online only at CPPP website. Bidders are advised to refer the Bidders manual kit for e-submission of the bids online through the Central Public procurement portal available at the website: <http://www.eprocure.gov.in>. Aspiring Bidders/ Suppliers who have not enrolled/ registered in e-procurement should enrol/register before participating through the website <http://www.eprocure.gov.in>. The portal enrolment is free of cost.
8. All the documents as per tender requirement should be uploaded online and further, no documents will be accepted offline. However, Demand Draft (EMD – Earnest money deposit) hard copy should be sent to SVP National Police Academy before the due date of opening. Bidders who are not submitting any of the required documents online will summarily be rejected.
9. The details of the Tender document and EMD should be filled and uploaded online. Earnest Money Deposit (EMD) for **Rs.14,000/- (Rupees Fourteen thousand only)** (Refundable) should be deposited in form of Crossed Demand draft Drawn on any nationalized bank in favour of Director, SVP National Police Academy, payable at SBI, Shivarampally, Hyderabad. **Bids without EMD will not be considered**. Tender Reference Number or details should be mentioned on the backside of the original crossed Demand Draft and the same should be sent to SVP National Policy Academy, Hyderabad before due date of opening of the tender.

### **Terms and Conditions**

10. The TIA (Tender inviting authority) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour. For any queries regarding e-tendering process, the bidders are requested to contact over phone : 08826246593 , 040-24234426 or send a mail over to [cppp-nic@nic.in](mailto:cppp-nic@nic.in).
11. The bid should include information related to all specifications sought. It should also contain company brochures of all equipments and should be accompanied by relevant technical documents issued by the manufacturer in support of specifications asked for.
12. Delivery/Integration is to be completed within 30 days from the date of Supply Order failing which, penalty @ 0.5% of the Supply Order value will be recovered per day subject to a maximum of 5% (five percent) from the final payment unless extension is obtained in writing from the office on valid ground before expiry of delivery period. Further in case of inordinate delay of 60 days from the date of Supply Order, this Supply order stands cancelled without any further notice and you will also be liable to be blacklisted.

13. The date of placing the order shall be the date of dispatch of order of the delivery there of to the tenderer, when such order is being delivered through some person.

14. If the tenderer fails to supply item\service within stipulated delivery period then the supply order will stand cancelled and the security deposits shall be forfeited. In addition, the tenderer may be blacklisted for a definite period to be decided by SVP NPA, during which no supply order would be given to the blacklisted tenderer. In this case, order for the same product(s) will be awarded to the L2 tenderer based on the same documentation & processes.

15. After the expiry of the stipulated delivery period, which includes extension period if any, no item shall be accepted by SVP NPA. If the tenderer applies for the extension of the delivery period, the extension can be granted on valid grounds only once and up to a maximum of 30 days.

16. Payments would be made only after the receipt of all the items ordered in the supply order. In cases, where part supply has been made and the supply order for the remaining items has been cancelled, payment would be made for the supplied items after deducting the penalty, if any.

17. No interest will be allowed on the Earnest Money Deposit or security deposits so remitted and no claim shall be entertained in respect of the same. It may specifically be noted that ordinarily payment will be made only after full supplies are completed as per orders and that no advance payment can be arranged.

18. **Warranty.** Three years onsite warranty support.

19. **Bid Validity.** The Bid/ Tender submitted shall necessarily remain valid for 180 days. If any bidder withdraws his bid before the said period, SVP NPA shall without prejudice to any other right or remedy, be at liberty to forfeit the bid security submitted alongwith the bid.

20. **Performance Security Clause.** The successful bidder shall have to deposit a performance security of 5% of the contract value of the supply/ purchase order rounded up to next hundred in the form of account payee demand draft/ bank guarantee from a nationalized/ scheduled commercial bank in favour of the Director, SVP NPA Hyderabad payable at SBI Shivarampally, Hyderabad within 15 days of the placement of supply order for due performance as per the provisions contained in GFR – 171. Failure on the part of the firm to deposit the performance security within stipulated time the purchaser reserves the right to cancel the Supply Order. Performance Security submitted by the bidder will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. No interest will be payable for “Performance Security.”

21. The Director, SVP National Police Academy reserves the right to order full or part thereof of the items enclosed or accept/ reject any or all the bids without assigning any reason.

22. **Terms of Payment.** No advance payment or payment against proforma invoice will be made. Payments will be made only after completion of supply & installation.

23. Prices shall be quoted in Indian rupees only.

24. The prices once accepted by the Purchaser shall remain valid till the successful execution of the complete order to the satisfaction of the Academy. The Academy shall not entertain any increase in the prices during the currency of contract.

25. Following scanned documents in **pdf file** format must be enclosed in cover duly sealed and stamped.

- (a) Firm Registration Certificate as per the Companies Act of India.
- (b) ISO Certification.
- (c) Banker details.
- (d) Details of previous experience/ supply.
- (e) Authorization certificate from OEM.
- (f) GST Registration.
- (g) Income Tax Returns and details of last year turnover.
- (h) Scanned copy of EMD Demand Draft drawn in favour of 'The Director, S.V.P. National Police Academy, Hyderabad' submitted in portal followed by original copy before closing of tender date at the address of the Administrative Officer (Admn.), SVP National Police Academy, Shivarampally, Hyderabad. Offers received without the prescribed EMD will be rejected summarily.
- (i) Firms should be submitting only required documents and numbering of all the pages is necessary. Checklist of all the important documents should also be enclosed in the bid.
- (j) Technical compliance statement alongwith any deviation of brand/ model/ specification should be submitted in clear statement form. Bidders with no compliance statement will be summarily rejected.
- (k) Financial bid (In excel file like BoQ): - The rates i.e. unit rate of each item and total amount including all taxes, labour charges/ installation charges, if any, are to be quoted explicitly both in words and figures. The Price Bid/ BOQ template must not be modified or replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

26. The department may ask for production of original document submitted by the bidder for verification to confirm the correctness. If any document submitted by firm/bidder is found to be fake/not legitimate at any stage of tender, the penal action as per provision of contract will be initiated.

27. Conditional tender/bid will not be accepted. Bidder should clearly indicate additional charges involved in operation of contract, if any. Offers with stipulation like "if applicable" will be treated as vague and shall be ignored.

28. **Penal Action for Non-Compliance of Terms and Condition of the Contract.**

- a) EMD of a tenderer is liable to be forfeited if he withdraws his bid (any time after deposition of tender or before accepting the contract.
- b) EMD of a tenderer may also be forfeited if the tenderer derogates any terms/conditions of the tenders, raises conditions with malafide intention to delay/scuttle tender procedure or quotes fictitious/unrealistic rates.
- c) If a contractor wilfully neglects or fails to perform or observe any condition of the contract or attempts to cheat or indulge in fair practices with the motive of making undue gain, the Director may impose a ban on future contracts by the SVP National Police Academy with that contractor.
- d) In case a contractor fails to comply with any demand or indent place by the Academy Hospital or to perform his part of the contract to the entire satisfaction of the department or fails to abide by the terms of the contract, the contractor shall be liable to all following actions or any of the following actions, as may decided by the Director to this Academy :-
- (i) Forfeiture of Performance Security in whole or in part.
  - (ii) To make good the loss caused to the Government.
  - (iii) Cancellation of the contract without any prior notice to the contractor.
  - (iv) Debarment from entering into contract with the Academy for period specified by the competent authority.
- e) In event of contractors performance security deposit being reduced by means of forfeiture, the contractor within 15 days from the date of intimation of the reduction shall restore the performance security to the original value, failing which, the Contract Operating Officer will recover the amount involved from any amount due to the contractor by the government or from any other assets of the contractor held with the Academy.
- f) All losses sustained by the government due to failure, omission or neglect of the contractor may be realised from the performance security or any other amount , which may be due to be paid to contractor from the Academy.
- g) In case of rejection of any item by the Academy or in case of neglect, failure or delay on the part of the contractor to comply with any demand or indent placed by the Academy, the Academy Hospital authority may without prejudice to any other action which the department may take under the terms of the contract, will be at liberty to procure or purchase such items from any other source. Any expenditure (which may include transportation and their incidental charges) incurred in excess of the contracted rate shall be borne by the contractor or recovered from his security deposit and/or from any amount which may be due to be paid to the contractor by the Academy.

h) The bidder will be blacklisted by the Academy in case of breach/non-compliance of terms and condition of contract.

i) The Director SVP NPA reserves the right to cancel the order without pre notice, forfeit the security deposit or recover any damages for any breach of contract.

29. **Taxes and duties.**

(a) Vendor shall be entirely responsible for all taxes, duties, license fees etc. incurred until delivery of the contracted services to the Academy.

(b) No bid will be considered unless and until all the pages / documents comprising the bid are properly numbered, signed and stamped by the person/s authorized to do so.

30. **Right to cancel the order.** The Director, SVP National Police Academy reserves the right to cancel the purchase order without any financial repercussion on either side and without seeking the consent of the supplier at any stage of purchase process. No further correspondence in this matter will be entertained.

31. **Arbitration Proceedings.** Any dispute arising out of the contract at any time between the parties hereto touching or arising out of this contract shall be referred to an arbitrator to be nominated by the Director, SVP National Police Academy and the decision and award of such arbitrator shall be final and binding upon the parties hereto and the provision of the Indian Arbitration Act 1996 shall apply to the Arbitration proceedings.

32. **High Court for Settlement of Dispute.** If the dispute between the parties not settled by the Arbitrator, it should be subject to the jurisdiction of the High Court of Judicature at Hyderabad.

33. **Death of Contractor (Sole Proprietor).** In case of death of a contractor or sole proprietor of a firm, his/her legal heir (s) may be permitted to operate the contract already approved in favour of the deceased and are operational or operating the current contract approved in favour of the deceased :-

(a) Death Certificate of the deceased contractor.

(b) Willingness certificate on an affidavit that the legal heir (s) and accredited agent (s) is/are willing to continue the operation of existing contract (s) at the existing terms and condition of the contract.

(c) Legal Heir Certificate/Succession Certificate from the Court of Law.

34. **Demonstration of Offered Project.** The bidders should provide demonstration of service offered, in case the TPC so desires. Failure to offer demonstration shall entail rejection of bid forthwith.

Yours faithfully,

(K.S.S. Balasubrahmanyam)  
I/C, Administrative Officer (Admn.)  
SVP NPA Hyderabad

Copy to: Programmer with a request to please get the above requirement posted in  
NPA Website and provides a link

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Gram: 'POLACADEMY' e-mail:administrator@svpnpa.gov.in Tel: 91-040-24015151 to  
24015158 Fax: 91-040-24015179





**TECHNICAL SPECIFICATIONS OF ENCASE ACADEMIC PROGRAM**

The SVP National Police Academy, Hyderabad would like to procure Digital Data Forensic tool Encase Academic latest version with 10 licenses developed by M/s Guidance Software Inc, USA. Interested distributors are invite to quote for the same. The supply, installation and training on the product should be provided by the vendor which should be inclusive in the cost quoted. The product supplied will be with 3 years onsite warranty support.

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