

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE INSPECTOR GENERAL OF POLICE (R/PR)**  
**CUM CHAIRMAN :: CENTRAL RECRUITMENT BOARD**  
**MEGHALAYA :: SHILLONG**

**TENDER NOTICE PTS/RECR/TENDER/2023 - 24/34**

Meghalaya Police Department intends to appoint service provider for outsourcing the implementation of the Transparent Recruitment Process (TRP) for the recruitment of Sub – Inspectors, Constables and allied posts in the Department.

During the current financial year, the number of existing vacancies is expected to be in the range of 3000 and the number of candidates expected to take part in the recruitment test would be 3,00,000 approximately and these numbers are subject to change.

The rates finalized shall be valid for three financial years:- 2023 – 2024 ; 2024 – 2025 ; 2025 – 2026. Accordingly the bidders are required to quote their rates inclusive of all taxes.

The lowest tender will be decided based on the average of the prices quoted by each bidder for the three years.

The right to finalize the contract is reserved to the Department. Sealed tenders are invited for automation of the recruitment process following TRP principles for the recruitment to various posts in the Meghalaya Police.

**The scope of the job required is as follows:**

1. Providing a robust Recruitment Application Software and conducting the entire recruitment process following TRP principles and enforcing strict principles of transparency and ensuring absolute accuracy and integrity of the data.
2. Designing of proper application forms in online platform, receiving the same, scrutinizing of the data and preparation of database. Generation of online Admit Card for both PET and for Written Examination/ Trade Test.
3. Biometric identification authentication and registration of all candidates; approximately 1,50,000 (number subject to change).
4. Use of technology for the accurate measurement of height of candidate

5. Use of Radio Frequency Identification (RFID) Technology for accurate time measurement of running events in Police recruitment (5 Kms for Male in 24 mins and 3Kms for Female in 19 mins).
6. Printing of question papers and evaluation of OMR sheet, multiple choices written examination papers by way of scanning.
7. CCTV coverage 05 cameras each at 5 (five) recruitment venues.
8. Collation and processing of data/ marks at the time of PET/ Written Examination/ Trade Test/ Personal Interview.
9. Biometric authentication and recording again at the time of interview.
10. Final Collation and processing of data for drawing up of merit list category wise for the final result.

The Tender Document may be obtained from the Office of the Chairman, Central Recruitment Board, Old Police Training School Campus, Mawroh, Shillong – 793008 on payment of Rs. 5,000/- between 11 AM to 4 PM on each working day during the period w.e.f **22-01-2024 to 12-02-2024**.

Tender Document can also be obtained by sending a self stamped (Rs. 75.00) envelop of size not less than 35cm x 25cm along with a demand draft of Rs. 5,000/- payable at Shillong drawn in favour of the Principal, Police Training School, Mawroh, Shillong- 8.

Tender Document specification and requirements may also be downloaded from the website of Meghalaya Police i.e; [www.megpolice.gov.in](http://www.megpolice.gov.in) and submitted along with a D.D of Rs. 5,000/- payable at Shillong in favour of Principal, Police Training School, Mawroh, Shillong- 8.

Bids submitted otherwise than the manner prescribed in the Tender document shall be rejected.

The authority inviting the tender has the right to accept or reject the tender (s) without assigning any reason thereof.

Dates:

- |    |   |   |                          |
|----|---|---|--------------------------|
| 1. | Date of commencement of sale of Tender Document | – | <b><u>22-01-2024</u></b> |
| 2. | (Between 10 AM to 5 PM on working days)         |   |                          |
| 3. | Last date of sale of Tender documents           | – | <b><u>12-02-2024</u></b> |
| 4. | Last date of receiving Pre- Bid Queries         | - | <b><u>31-01-2024</u></b> |

5.	Pre- Bid Meeting	-	<u>05-02-2024</u>
6.	Demonstration of Equipments and Devices	-	<u>06-02-2024</u>
7.	Last date of receipt of Tender documents	-	<u>12-02-2024</u>
8.	Date of opening of the Technical Bids	-	<u>12-02-2024</u>
9.	Date of opening of the Financial Bids in respect of the technically qualified Bids.-	-	<u>13-02-2024</u>
10.	Government for DPB	-	<u>13-02-2024 to 16-02-2024</u>
11.	Receiving of Contract agreement	-	<u>19-02-2024 to 22-02-2024</u>
12.	Allotment of Work Order	-	<u>23-02-2024</u>

Address:- Principal, Police Training School, Mawroh, Shillong- 8.  
Phone No.- 6033164273.  
FAX No. – .....  
Email Address – [policetrg-meg@gov.in](mailto:policetrg-meg@gov.in)

The Bidders may send their Pre- Bid queries before **31-01-2024** through Email ONLY to [policetrg-meg@gov.in](mailto:policetrg-meg@gov.in) in the format below:

Sl. No.	Clause and Page No.	Clause Content	Query
1.			
2.			

The Bids should be submitted in 3 separate sealed covers –

1. Technical Bid
2. Financial Bid
3. The third Cover which contain the EMD, Technical Bid and Financial Bid.

All the sealed covers shall have boldly written details of the name of supplier / bidder, the tender call notice number and the last date for submission.

GENERAL BID FORM

TENDER NOTICE PTS/RECR/TENDER/2023 - 24/34

1. Name :
2. Full Address :
3. Telephone No./ FAX No. :
4. Email ID of the Vendor :
5. Legal status of the Vendor :
6. Items for which you have submitted the bid :
7. Give the location and full postal Address of your Office :
8. Have you enclosed the EMD? If Yes, :  
Mention the amount and its identifying details
9. Have you enclosed all the documents and papers :  
called for in this tender document?  
Please enclose a list.  
(Use a separate sheet of paper)
10. If the answer to (9) above is 'NO' :  
Which of the documents/papers called for in the  
Tender of document have not been enclosed.  
(Kindly enclosed a list of such documents/papers)  
(Use a separate sheet of paper if necessary)
11. Do you have local office in Shillong? :  
Or where do you propose to open such office  
temporarily. Give name, Full Address, Tel. No. etc.

SEAL & SIGNATURE  
BIDDER

SIGNATURE AND SEAL OF THE  
TENDER CALLING AUTHORITY

Copy forwarded to:-

1. The Addl. Chief Secretary, Home (Police) Deptt. Government of Meghalaya, Shillong for kind information.
2. The Director General of Police, Meghalaya, Shillong for kind information.
3. The Secretary, Home (Police) Deptt., Government of Meghalaya, Shillong for kind information.
4. The Inspector General of Police (Welfare/Comm.), Meghalaya, Shillong for kind information.
5. The Inspector General of Police (L&O), Meghalaya, Shillong, Meghalaya, for kind information.
6. The Inspector General of Police (Hqr.), Meghalaya, Shillong, Meghalaya, for kind information.
7. The Inspector General of Police (TAP), Meghalaya, Shillong, Meghalaya, for kind information.
8. The Inspector General of Police (R/PR), Meghalaya, Shillong for kind information.
9. The Inspector General of Police (F&ES), Meghalaya, Shillong for kind information.
10. The Inspector General of Police (CID), Meghalaya, Shillong for kind information.
11. The Inspector General of Police (SB/ Border), Meghalaya, Shillong for kind information.
12. The Dy. Inspector General of Police (CID), Meghalaya, Shillong for kind information.
13. The Dy. Inspector General of Police (ER), Meghalaya, Shillong for kind information.
14. The Dy. Inspector General of Police (WR), Meghalaya, Tura for kind information.
15. The Dy. Inspector General of Police (TAP), Meghalaya, Shillong for kind information.
16. The Asstt. Inspector General of Police (A), Meghalaya, Shillong for information and with a request to upload the notice in the departmental website.
17. The Asstt. Inspectors General of Police (R)/(E)/ (L/O), Meghalaya, Shillong for information.
18. The Superintendent of Police (CID), Meghalaya, Shillong for information.
19. The Superintendent of Police (SCRB), Meghalaya, Shillong for information.
20. The Spl. Superintendent of Police (SB), Meghalaya, Shillong for information.
21. The Superintendents of Police, (East Khasi Hills, Shillong/West Khasi Hills, Nongstoin/ South West Khasi Hills, Mawkyrwat/ Ri-Bhoi, Nongpoh/ West Jaintia Hills, Jowai/East Jaintia Hills, Khliehriat/ Eastern West Khasi Hills, Mairang/ West Garo Hills, Tura / East Garo Hills, Williamnagar/ South Garo Hills, Baghmara/South West Garo Hills, Ampati/ North Garo Hills, Resubelpara/Anti-Infil. Dte. / F & ES (ER/ WR)/ MPRO) for information.
22. The Commandants, (1<sup>st</sup> MLP Bn., Mawiong, / 2<sup>nd</sup> MLP Bn., Goeragre,/ 3<sup>rd</sup> MLP Bn. (IRBN), Sahbsein/ 4<sup>th</sup> MLP Bn. (IRBN), Sohpien /5<sup>th</sup> MLP Bn. (IRBN) Samanda/6<sup>th</sup> MLP Bn. (IRBN), Umran/ SF – 10, Shillong) for information.
23. The Superintendents of Police, F & ES (ER/ WR) for information.
24. The Superintendent of Police, MPRO (C) for information.

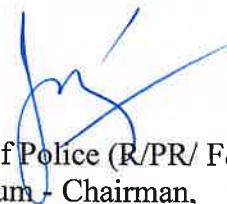
25. The Principal, Police Training School, Umran, Niangbyrnai for information.
26. The Director of Printing & Stationery Department, Shillong with 2 (two) spare copies for publication in 2(two) consecutive issue of the Meghalaya Gazette.
27. The Director of Information & Public Relation, Meghalaya, Shillong with a request to take necessary action from your end for publication (enclosed soft copy) in 1(one) National Newspaper and also in the Local Newspapers of Meghalaya (one impression) in English/ Khasi/ Garo each which- are widely circulated throughout the state. Only the gist given below may please be published.

### **TENDER NOTICE**

Sealed tenders are invited from Service Providers having requisite experience for providing services for implementation of TRP (Transparent Recruitment Process) for the recruitment of Sub – Inspectors, Constables and allied posts in the Department. These will be received by the undersigned up to **12-02-2024** at **1200 hrs** and will be opened on the same day at **1400 hrs** by the undersigned. Full details regarding the Tender Notice are available in the Office of the undersigned during office hours as well as in the Meghalaya Police Department website –<http://megpolice.gov.in>



Inspector General of Police (R/PR/ F&ES/ CID),  
-cum - Chairman,  
Central Recruitment Board,  
Meghalaya, Shillong.



Inspector General of Police (R/PR/ F&ES/ CID),  
-cum - Chairman,  
Central Recruitment Board,  
Meghalaya, Shillong.

**TECHNICAL BID FORMAT**  
**TENDER NOTICE PTS/RECR/TENDER/2023 - 24/34**

1. SL.NO.
2. NAME OF THE ITEM
3. WHETHER OFFERED PRODUCT FULLFILLS THE DETAILED TECHNICAL SPECIFICATIONS PLEASE ANSWER 'YES' OR 'NO' ONLY.
4. PROVIDE DETAILED WRITEUP ON TECHNICAL SPECIFICATIONS OF THE PRODUCTS OFFERED AND HOW THE BIDDER PROPOSES TO CARRY OUT THE PROCESS, AND ALSO GIVE DETAILS OF THE MEASURES THAT THE BIDDER PROPOSES TO ENSURE THE SECURITY AND INTEGRITY OF THE DATA.
5. DETAILS OF DEVIATIONS, IF ANY.

**SIGNATURE & SEAL OF BIDDER**

## FINANCIAL BID FORMAT

TENDER NOTICE PTS/RECR/TENDER/2023 - 24/34

Sl No	Description	The consolidated Price quoted (including all taxes for the entire services per candidate.(Please only write the numbers)		
<b>1.</b>	<p>Providing the entire TRP services for recruitment of S.Is &amp; constables such as:</p> <p>(i) Providing the recruitment software and designing of Offline &amp; Online application forms.</p> <p>(ii) Preparation of database.</p> <p>(iii) Biometrics and Height Measurement.</p> <p>(iv) Use of RFID Technology in the Physical Efficiency Test (PET)</p> <p>(v) CCTV coverage.</p> <p>(vi) Printing and supply of OMR answer scripts and question papers.</p> <p>(vii) Scanning of OMR documents.</p> <p>(viii) Collation and processing of data.</p> <p>(ix) Biometric authentication, Biometric recording (fresh registration), compilation of marks and</p> <p>(x) Drawing of Final merit list category wise and Final preparation of results after the Personal Interview.</p>	Financial year 2023-2024	Financial year 2024-2025	Financial year 2025-2026
		Rs.....per candidate	Rs.....per candidate	Rs.....per candidate

**SIGNATURE & SEAL OF BIDDER**



## TENDER NOTICE PTS/RECR/TENDER/2023 - 24/34

### SPECIAL CONDITIONS OF THE CONTRACT:

1. The Special Conditions given here shall prevail over the General Conditions.
2. **E.M.D.:-** The tender document shall be accompanied with an Earnest Money Deposit (EMD) noted in the Sl.4 below without which the tender shall be rejected. The earnest money deposit instrument should be enclosed along with the Technical Bid.
3. **Scope of Work:-** Sealed bids in this tender document have been invited for the supply of the services listed below:
  - i. Providing a robust Recruitment Application Software and driving the entire recruitment process following TRP principles and enforcing strict principles of transparency and ensuring absolute accuracy and integrity of the data.
  - ii. Online application system in receiving application forms. Payment will be made through mode of E-GRAS or E-Challan from any Nationalized Banks only or any other payment gateway as indicated.
  - iii. Printing of OMR based application forms, the scanning of filled-in application forms and preparation of database.
  - iv. Biometric identification, authentication and registration of all candidates; approximately 1,50,000 (number subject to change).
  - v. Use of technology for the accurate measurement of height of candidates;
  - vi. Use of RFID Technology for accurate time measurement of running events in Police recruitment (5 KMs for Male and 3 KMs for Female).
  - vii. Daily PET data shall be made available in both hard and soft copy. Soft copy of the daily PET data shall be provided only in PDF format and not in excel or any other editable format.
  - viii. Collation and processing of data/ marks at the time of PET/ Written Examination/ Trade Test/ Personal Interview.
  - ix. CCTV coverage. 05 cameras each at 5 (five) recruitment venues
  - x. Printing of OMR Sheets, multiple choices written examination papers for minimum 20 times of the number of vacancies. Evaluation of answer scripts by way of scanning.
  - xi. Final Collation and processing of data.
  - xii. Biometric authentication and recording again at the time of interview.
  - xiii. Compilation of marks and preparation of merit list in category wise.

4. **EMD Amount:** 2% of the value of the estimated cost tendered for or Rs.6,00,000/- (Rupees six lakhs) only whichever is lower.

5. **Technical Specification :-**

5.1 **RFID Technology:-** Eligible candidates participating in the 5 Km/ 3 Km run are required to be issued with RFID Tag. The detail would be entered into the candidates database. The timing recording system should have a backup at START and FINISH lines. The corresponding system i.e. RFID Tag Readers should function in synchronized manner i.e. the main at START line with the main at FINISH line for recording the timing and arriving at the NET timings of the candidates. The facility will be made available by the Vendor at 5 locations. The Vendors will fix two digital clock displays to enable the candidates to see the timing while they are running for the test.

5.2 The vendor should have successful experience of using RFID equipment or Synchronized cameras or any other automated application for one or more parameters.

5.3 While arriving at the results of the candidates, the time recorded by the main system, the time recorded by the back-up system should be taken into account.

5.4 The Vendor would be required to submit daily report in hard and soft copy to the **Central Recruitment Board** regarding number of candidates appeared, timing of each candidate etc. as per the format provided by the Recruitment Board.

5.5 **Biometric Authentication:** The Vendor would be required to record finger print and photograph of candidates in the database. The finger imprint capturing devise should be hand held and capable of holding candidate's data and photograph which can be displayed upon keying candidate id. It should have a well-defined buffer devise management system to ensure adequate back-up in the wake of any contingency. The Devise should have camera with in-built flash for the purpose of capturing photos. The Devise should possess battery back-up.

5.6 The Vendor at all the 5 venues will engage his staff to capture the finger print and photograph of all selected candidates. This data should be available to authenticate the candidates on the day of examination, day of interview and on the day of final selection or joining.

**5.7 OMR Sheet**

The Vendor will provide with triplicate copies of the single sided printed OMR sheet with perforation on the OMR Sheets.

**5.8 Evaluation of carbonless OMR Pattern of written examination.**

The candidates will be allowed to carry the carbonless copy of the OMR answer sheet after the examination is over. After the examination the answer sheet shall be scanned for evaluation by the Vendor in a single designated venue. Both hard and soft copies of the mark sheets shall be provided by the Vendor. The question papers shall be set by the Central Recruitment Board.

**5.9 CCTV Coverage:**

The activities going on at the testing centre are to be video graphed by placing video /CCTV cameras in all the centres. The requirement of video /CCTV cameras will be minimum 5 numbers at each venue. Adequate number of Display monitor shall be placed in the control room to enable the Board to monitor the entire activity. The camera, if required, maybe reinstalled at another location to record an event on the request of the Board.

**5.10** The recording shall be stored in separate folders at periodical interval of every 30 mins. For easy search and retrieval.

**5.11** A separate server shall be used for storing the recording of the video/CCTV and one copy of the recording should be handed over to the Central Recruitment Board every day.

**5.12 Locations where CCTV needs to be installed.**

- a. Physical Measurement Area - (1)
- b. Running event (Starting / Finishing Point) - (2)

**6. Location of the Centres / Services to be provided.**

RFID	Biometric Authentication	CCTV Coverage
(5 Locations)	(5 Locations)	(5 Locations)

- 6.1 The quantities of various items in the schedules for the work to be executed are only approximate and are for the guidance of the Vendor. They are likely to vary during execution of work.
- 6.2 The Vendor will give per candidate cost for biometric authentication and scanning of OMR answer sheet. Payment will be made on the basis of actual appearance of candidates in different centres. As regards installation of CCTV (5 locations) and RFID technology of running events (5 locations), the Vendor will quote price, location wise.
- 6.3 While quoting the price as per candidate basis, the Vendor will quote the price as per the following slab, for minimum of five venues.
- |               |   |   |
|---------------|---|---|
| <b>Slab 1</b> | - | <b>Up to 10,000 candidates</b>                              |
| <b>Slab 2</b> | - | <b>More than 10,000 &amp; less than 15,000 candidates</b>   |
| <b>Slab 3</b> | - | <b>More than 15,000 &amp; less than 45,000 candidates</b>   |
| <b>Slab 4</b> | - | <b>More than 45,000 &amp; less than 1,00,000 candidates</b> |
| <b>Slab 5</b> | - | <b>More than 1,00,000 candidates</b>                        |
- 6.4 Should the Central Recruitment Board decide to introduce TRP at extra venues, the same slab shall be applicable.
- 6.5 Trial run must be successfully executed simultaneously in all the 5 locations and should be done 2 days before the start of the actual project date, in presence of the members of the Central Recruitment Board.
7. The Vendor shall open a local office in Shillong/Tura during the duration of the recruitment process.
8. The Vendor should mobilize manpower, hardware, networking and integrated software at their own cost at all the designated venues. Accommodation for the operational staff of the vendor in the State in connection with recruitment and various processes associated with it and security will be provided by the State Police, on payment.
9. The Vendor should ensure the security and protection of all recruitment data from online hacking threats like data breaches etc.

## 10. EVALUATION CRITERIA

The Technical Committee constituted for the purpose shall evaluate the proposal submitted by the Vendors / firms. The criteria listed below shall be applied to evaluate the proposals. The Firms / Vendors securing 75 % or more weightage shall be eligible for entering the next stage i.e. opening of the Financial Bid.

SI No	Particulars	Weightage
1.	Annual turnover of the firm – minimum 2 crore for each of preceding 3 years	10
2.	Whether the firm has any experience in : – i. Handling of recruitment process for minimum 2 similar projects for other Police Forces or Para-military forces in India, each project having minimum 10,000 candidates. – 10 ii. Data Management at the different stage of the recruitment process i.e; Collection – 2.5, Scrutiny – 2.5, Compilation – 2.5 & Integration – 2.5 - 10 iii. Conducting of Physical Efficiency Test – 5 iv. Conducting of Written Examination – 5 v. Conducting of Trade Test – 5 vii. Verification/ Authentication of data of the recruitment process - 5	40
3.	Whether the firm has adequate infrastructure, resources, equipments for which it has offered its bid. Please mention the number / quantity & brand (make).	25
4.	Work plan, methodology and comprehensive solution.	25

10.1 The following documentary evidence should be provided along with the proposal for allotting marks based on the above evaluation criteria.

Contract/work/Engagement orders, indicating details of assignment, client, value of assignment, date of award etc.

Audited Accounts/Certificate from Auditors infrastructure and other details.

10.2 Please furnish a declaration to the effect that the tenderer has not been blacklisted or your contract/engagement/work order was not terminated by the client in any of the states in India.

10.3 The working of the equipment shall also be demonstrated and the expenses incurred on demonstration shall be borne by the Vendor before the work allotment.

- 10.4 The demonstration will be held at one central place, will be a 'real time' event and the 'Start' and 'Finish' time taken by the candidates in completing the given distance should be automatically recorded and the "Net" time immediately shown.
- 10.5 The Vendor, who are giving the demonstrations will have to make a Power Point Presentation of the concept of technology to be used for conducting along with working plan and implementation framework, before their demonstration.
- 10.6 Bidders intending to participate in the tender are required to submit GST Registration Certificate and latest GSTR-3 filed returns.

(xi) **Penalty Clause**

- 11.1 Insufficiency in data purification at stage 1 while screening the eligibility of the candidate on receipt of online application will attract penalty of Rs. 20 in each of such errors.
- 11.2 Error in printing of Examination material, deviation in printing from the draft will attract penalty of 2% of the rate Quoted for such material in each case where ever arises.
- (xii) 100% of the payment will be made on delivery of services and successful completion of job.

**SEAL AND SIGNATURE  
OF THE BIDDER**

**SIGNATURE AND SEAL OF THE  
TENDER CALLING AUTHORITY**

## **TENDER NOTICE PTS/RECR/TENDER/2023 - 24/ 34**

### **GENERAL CONDITIONS OF THE CONTRACT**

Vendors shall qualify to bid for this requirement, subject to the fulfillment of the following terms and conditions:-

- 1** The Registered Office of the Vendor should be in India.
- 2** The Vendor would not be permitted to consortiums of joint ventures to execute the project. The vendor shall have an unconditional accountability of the deliverables forming a part of the recruitment.
- 3** The vendor should have the prior experience of using RFID equipment for measuring the timing of runners' simultaneously in 5 locations or more.
- 4** The Vendor should have prior experience within the previous two years of covering 10,000 candidates or more in a single-event.
- 5** Additionally, the vendor should have prior experience of having successfully executed a minimum of two projects for the Police or Para-military forces, within the previous two years covering 10,000 candidates or more in a single written test.
- 6** The vendor should have prior experience of handling all the activities related to the recruitment of personnel, scrutiny of application forms, conduct of written test, evaluation of OMR answer sheets and preparation of result sheets and handling logistics & other related activities, if any.
- 7** The vendor should also have the experience in the use of biometric technology for Recruitment / Written Examination for preventing impersonation, during a minimum of 2 (two) similar written tests, held concurrently in multiple locations.
- 8** The vendor should have a turnover a minimum Rs. 2 crore or more during each of the two preceding financial years; a copy of duly attested auditor's certificate (certificate to be provided by an auditor who is registered with ICAI) indicating the turnover details has to be enclosed along with the application.

- 9 The vendor should have the capacity of organizing a comprehensive and integrated activities across the State of Meghalaya, covering simultaneously in many locations as specified in the tender document.
- 10 The vendor must be capable of organizing and mobilizing the resources – manpower, hardware, networking and integrated software for assisting in the conduct of recruitment at all the specified locations in the State of Meghalaya within a period of two weeks.
- 11 The Vendors/Bidders shall furnish an undertaking that they agree to conduct the activities of the TRP and mobilize the resources in all the designated venues where recruitment will be conducted.
- 12 The vendor is required to undertake the execution of the project with strict confidentiality.
- 13 The attested / original Documents of work Completion Certificate issued by the authorities who have organized / conducted the recruitment events shall be enclosed in support of the claim.
- 14 The Tender Committee may at their discretion call for the original of the credentials for verification from the Tenderer or any clarification / confirmations on the contents of the documents submitted.
- 15 Interested vendors may apply for the Tender as a sole contractor.
- 16 The first stage of evaluation consists of fulfilling the eligibility criteria and a successful demonstration of the proposed technology before the allotment of work.
- 17 Only the vendors who have given successful demonstration shall be considered eligible for consideration to the next stage, which is the Opening of Financial Bid.
- 18 Selected Non-Tribal Tenderers will have to furnish Trading License from KHADC/ JHADC/ GHADC within 15 days before issue of work order.
- 19 Tribal Bidders should furnish ST Certificate from Meghalaya before the work order is issued.
- 20 **PROCESS TO BE CONFIDENTIAL:** The nature of work is highly confidential and unique in nature. The methodology adopted; information processed in this work are to be



maintained secret during the contract period and even after completion of work. The Tenderers / Contractors should not disclose or communicate any of the information dealt in this contract to any individual or any private or semi-government / government agency or sell it out any information / data dealt in this work for any other work / purpose of his own or to others under any circumstances during the period of contract or even after completion of the contract, without getting authorization in writing from the Police Dept., Meghalaya.

- 21 In the event of accident at the work site on account of vendors negligence or the negligence of his men, penalty as deemed fit shall be imposed on the vendor and recovered from his / their bills. The decision of the Ground in-charge in this regard shall be final and binding on the vendor. Any damages / compensation arising out of such incident shall be borne by the vendor.
- 22 The tenders (also called bids), not submitted in prescribed format or in the prescribed manner, shall be rejected at the risk and responsibility of the bidder. Also, this tender document is non-transferable. Only the bidder to whom it has been provided / sold is eligible to submit a bid in response to the tender notice.
- 23 All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without the use of abbreviations. It shall be submitted in English.
- 24 All the crucial figures, like rates and amount should be written in figures followed by words in a bracket.
- 25 There shall be no over-writing in the tender document and other papers submitted. All the additions, alterations, deletions and cuttings should be initialed with rubber stamp (or seal) by the same person who signs the tender document. Failing so, the tender will be rejected.
- 26 All the rates and amounts shall be quoted in Indian Rupees (INR) and shall be presumed to be Indian Rupees unless specifically permitted to be quoted otherwise in this tender document.
- 27 The rates quoted shall be valid for a period of three financial years namely 2023-2024; 2024-2025 and 2025-2026 subject to the condition given in the introduction to this Tender Notice.

- 28** Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
- 29** For the Companies and Corporations making the bids; the tender document shall be signed by the Managing Director. If it is otherwise, a letter or certificate of authorization to sign the tender paper on behalf of the company / corporation shall be enclosed. In case of partnership firm, it shall be signed by the active partner. In case of Proprietary Firm, the Tender document shall be signed by the Proprietor.
- 30** “Legal Status” of a bidder shall mean either proprietorship or partnership or private / public limited company or otherwise (to be specified) as the case may be. The bidder shall furnish an ink signed certificate of proprietorship along with the tender.
- 31** The Bidders shall submit a Declaration declaring that they will be using the latest gadgets and equipments during the conduct of the Recruitment activities. Catalogues and Literatures of the equipments and gadgets to be used must be furnished by the Bidders.
- 32** Bidder shall quote the latest model of the product and furnish a certificate to that effect.
- 33** The bidder may use separate sheet of paper, where the space provided in the format in this tender documents for submission of information is not sufficient. Any separate paper should be authenticated and page marked.
- 34** All the promotional and technical literature of the products intended to be supplied should be submitted for proper appreciation of the bid, whether or not, specifically, called for in this Tender document. This literature should also be in English.
- 35** Submission of more than one competitive bid by the same firm in response to the Tender call Notice is prohibited. All such bids, except one, will be cancelled at the discretion of the authority calling the bids.
- 36** All the information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of knowledge of the bidder.
- 37** The Goods and Services Tax (GST) Certificate of the latest GSTR – 3 filed returns should be enclosed.
- 38** The Vendor should have PAN and TIN card.

- 39** Vendors are required to give a Demand Draft / Pay Order / Bank Guarantee (of Nationalised Scheduled Bank) drawn in favour of “Principal, Police Training School, Mawroh, Shillong - 8”, payable at any branch of any scheduled or nationalized bank and valid for 3 months from the due date of the tender opening for the calculated amount as Earnest Money Deposit (EMD) along with their offer.

The earnest money deposit shall be non-interest bearing and is refundable to unsuccessful bidders. The successful bidder’s EMD will be discharged upon the successful bidder executing the contract and furnishing the Security Deposit of 10 % of the order.

The EMD may be forfeited-

- (a) If a tenderer withdraws its tender during the period of bid validity
  - (b) Or in case of a successful tenderer, if the tenderer fails
    - a. To sign the contract, in accordance with the terms and conditions;
    - b. To furnish the Bid Security Deposit as specified in terms and conditions.
- 40** This tender document has prescribed a two bid format for submitting the offers. It contains the “Technical” and “Financial” bid formats. Both the bids shall be submitted in separate sealed covers identified as “Technical” or “Financial” bid after detaching their formats from this tender document. Both the sealed covers, the remaining part of this Tender Document and all other papers / documents should be put inside a bigger sealed cover and shall be delivered as per conditions published in the tender call notice. All the sealed covers shall have boldly written details of the name of supplier / bidder, the tender call notice number and the last date for submission.
- 41** The tenders or the bids can be sent by Regd. With A.D. Post or courier as well. However, the authorities shall not be responsible for the postal and other delays in receipts of bids.
- 42** If the last date for submission of the tender / bid turns out to be a holiday, it will automatically be extended to next working day.
- 43** The Tender Calling Authority shall make arrangements in his office for issuing a written acknowledgement, under proper seal and signature, of the filled-in-tenders, provided those are submitted on or before the due date. The acknowledgement receipt shall be issued even

if the tenders are required to be dropped in a sealed box. The acknowledgement receipt shall mention, among others, the tender call notice number.

- 44 A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussion. Clarifications sought, if any, may be provided by them.
- 45 All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss / damage suffered by the bidders on account of such rejections.
- 46 The bids shall be opened and scrutinized only in those cases, where the bidders have been found to have fulfilled all the prescribed criteria and conditions of this tender document other than technical specification of the products.
- 47 The bidder must submit in a separate paper mentioning complied or not complied against each column of the Technical Specification given in the tender document.
- 48 “Financial bids” shall be opened only in those cases, where one or more of the offered product / services have fulfilled the prescribed technical evaluation criteria.
- 49 All the prices quoted shall be for Shillong, Meghalaya which means that the prices shall include the cost of delivery at Shillong, if nothing otherwise is mentioned in the Special conditions of contract.
- 50 The Vendors/Bidders shall agree to provide the services in all the 5 (five) venues at the same rate.
- 51 Financial negotiations with firms other than the lowest bidder shall not be held without the prior approval of Government.
- 52 The order for supply may be placed on the successful bidder but the technical specification for the purpose of supply shall be those which were offered and accepted by the Technical Committee and not those specified in the tender documents.
- 53 All the transit risk shall be the responsibility of the supplier.

- 54 Terms and conditions of the tender documents cannot be negotiated for variations without obtaining the prior approval of Government.
- 55 The rates to be accepted are subject to recommendations of the Departmental Purchase Board.
- 56 Entire tender document duly filled in, shall be treated as part of the contract agreement for supplies in case of the successful bidders.
- 57 All the disputes shall be subject to jurisdiction of Civil Court situated at Shillong.
- 58 The Bidders must ensure that all the device, gadgets, equipments, tools etc., which will be used for the purpose are of reputed brand and make and free from any defects. Certificate for the same must be submitted. The devices to be used for the Physical Measurement Test (PMT) to be calibrated uniformly throughout the venues.
- 59 The devices used for measurement of height and timing for the Physical Efficiency Test (PET) etc. to be calibrated uniformly/ accurately and the same to be certified by the Department of Legal Metrology (Weights & Measures). The devices will be verified in the places where the recruitment event are conducted and whenever discrepancies are found, will attract legal action.
- 60 Tenderers belonging to SC/ST from Meghalaya may deposit 50 % of the amount above subject to the production of such certificate issued by competent authorities of the State of Meghalaya.
- 61 The following information must be mentioned on the body of the envelope containing the quotations, failing which the sealed envelope of the quoting firm will not be opened.
- (a) GST Certificate latest GSTR-3 filed returns is enclosed
  - (b) Income Tax Certificate – is enclosed
  - (c) Earnest Money – is enclosed
  - (d) Court fee Stamp – is enclosed
  - (e) Latest passport Size photograph – is enclosed

**62** Whenever, a tender quotes rate for particular brand, a certificate to the effect that the tenderer is an authorized agent is to be furnished by the manufacturer, should be enclosed by the tenderer.

**63** Rates of Security Deposit:-

(A) For contract upto Rs.10,000/-; 2% from Tenderer under SC/ ST/ OBC/ EWS category and 3% from Tenderer under General category.

For contract upto Rs.50,000/-; 3% from Tenderer under SC/ ST/ OBC/ EWS category and 4% from Tenderer under General category.

For contract upto Rs.1,00,000/-; 4% from Tenderer under SC/ ST/ OBC/ EWS category and 5% from Tenderer under General category.

For contract above Rs.1,00,000/-; 10% from all categories.

For contract above Rs.1,00,00,000/-; 15% from all categories.

(B) In the event of the tenderer(s) to perform his/her part in the contract to the satisfaction of the department and disregarding terms and conditions of the tender notice or the contract agreement to the tenderer(s) will be liable to any or all of the following actions at the discretion of the Chairman, Central Recruitment Board (CRB), Meghalaya, Shillong.

(i) Forfeiture of security deposit in whole or part.

(ii) Making good the loss caused to the government through the liability, neglect, delay in the complying with the demand.

(iii) Cancellation of the contract without any prior notice to the service provider.

SEAL AND SIGNATURE OF THE  
BIDDER

SIGNATURE AND SEAL OF THE  
TENDER CALLING AUTHORITY.

## TENDER NOTICE NO PTS/RECR/TENDER/2023 - 24/34

To,

The Principal,  
Police Training School,  
Cum- Member Secretary,  
Central Recruitment Board (CRB),  
Meghalaya, Shillong.

**Subject: Tender for appointment of service provider for outsourcing the implementation of TRP (Transparent Recruitment Process) for the recruitment of S.Is & constables and allied posts in the department.**

Sir,

In response to your Tender Notice dated \_\_\_\_\_, I/We have the honour to submit my/our Tender as follows:-

1. Earnest Money:- 2% of the value of the estimated cost tendered for or Rs. 6,00,000/- (Rupees six lakhs) only whichever is lower.
2. Security of Deposit:- Rates as applicable of the total value of the contract will be deposit in accordance with the tender notice.
3. Place of delivery:- Delivery of the services and products will be made at the Office of the Chairman, Central Recruitment Board, Meghalaya, Shillong. No extra charges will be taken for delivery of the products/services at the specified locations.
4. (a) I/We do hereby agree to abide by all the terms and conditions of the Tender Notice dated \_\_\_\_\_ issued by you for appointment of service providers for outsourcing the implementation of TRP (Transparent Recruitment Process) for the recruitment of Sub Inspectors, constables and allied posts in the department.  
  
(b) I/We undersigned do hereby also agree on acceptance of my/our Tender period of the currency of the contract as per your instructions laid in the Tender Notice dated \_\_\_\_\_ issued by you.

Signature of Tenderer