



**NATIONAL CRIME RECORDS BUREAU.**  
(MINISTRY OF HOME AFFAIRS, GOVT OF INDIA)  
**EAST BLOCK-7, R.K.PURAM, NEW DELHI -110066**  
Phone No: 011-26172324 Ext. 242, FAX: 01126197984

e-mail: Kamini@ncrb.nic.in

No. CCTNS(103)/MDM/136/NCRB/2012

Dt : 27.08.2013

**LIMITED TENDER NOTICE**

**SUB: Purchase of LEGAL LIBRARY SYSTEM (LLS) – Reg.**

National Crime Records Bureau (MHA), New Delhi invites Sealed Tenders, from the Firms/Companies, who are Manufacturer/Authorized Partners/Dealer/Distributor for the Parent company Quoted and have Head Quarter/Branch Office/Support office located in Delhi/NCR Delhi for purchase & Installation of Legal Library System (LLS), as per the Technical Specifications said in the Scope of Work (Page No.2).

The eligibility criteria are as under:

- 1) The Vendor must be a Manufacturer / Authorized Partners/Dealer/Distributor for the Parent Company of the Brand Quoted and should hold a valid certificate.
- 2) EMD/Bid Security of Rs. 20000/- in the form of DD in favour of "AO, Pay & Accounts Office, DCPW", drawn on any scheduled / Nationalized Bank.
- 3) The LLS must be manufactured/delivered by ISO 9001:2000 or Certified Company should hold a valid certificate.
- 4) The Vendor must have executed 2 similar contracts for supply & installation of same for Govt. / CPSU / large commercial organizations during last three years.
- 5) Vendor must have a Head Quarter / Branch Office / Support Office located in Delhi/NCR Delhi.

The Vendors may send / submit sealed tender in the prescribed format, in two bid system superscripting the envelope "TENDER FOR PURCHASE AND INSTALLATION OF LEGAL LIBRARY SYSTEM", addressed to The Assistant Director (CCTNS) at the above mentioned address to reach us latest by 15.00 Hrs on or before 17.09.2013. The Quotations will be opened on 18.09.2013 at 16.00 Hrs. in the presence of Tenderer who remain present at the time of opening. The detail terms and conditions, Scope of work and formats for technical and financial bids are available on our website <http://ncrb.nic.in> along with the soft copy of the scope of work document complete in all respect.

**Assistant Director (CCTNS)**

## SCOPE OF WORK

The vendor is required to supply and install Legal Library System (LLS) at National Crime Records Bureau (MHA), East Block-7, R.K.Puram, New Delhi – 110066.

Technical Specifications for Legal Library System (LLS):

1. Central Bare Acts and State Bare Acts with complete Sections and latest amendments.
2. Criminal Judgments of Supreme Courts and High Courts.
3. Bills in Parliament, Ordinances.
4. Committee Reports.
5. Human Rights – Central Acts and Code Procedures and Decisions, International Human Rights Documents, etc.
6. Media and Communication Laws.
7. Environment Acts and Judgments of Supreme Court and High Courts.
8. Secondary Materials such as Arbitration Act, Company Act, Copyright Act, Indian Evidence Act, Code of Civil Procedure, Code of Criminal Procedure, Constitution of India, etc.
9. The application should have advanced **Search** facility, such as:
  - Supreme Court, High Courts by name
  - Acts and Judges (by typing only three characters)
  - Cases by Appellant/ Respondent name
  - Central Bare Acts and State Bare Acts – Chronological, Alphabetical, Subject-wise

### **Terms and Conditions:**

1. Quote rate for each item separately unit wise. The quoted price should be inclusive of all applicable taxes, freight, transportation, octroi and installation at site etc., No additional amount will be paid for installation at site.
2. The Vender must have local Head Quarter / Support Office/Branch Office at Delhi/NCR Delhi, a self certified letter containing the office address, contact nos. e-mail id and contact Person's name should be attached along with the tender.
3. The self certified Xerox copy of valid certificate of Manufacturer/Authorize Partner/Dealer/Distributor from Parent Company of the Brand Quoted must be attached along with the tender.
4. The Self certified Xerox copy of Valid ISO 9001:2000 or other certification of the manufacturer/Authorise Partners/Dealer/Distributor concerned must be attached along with the tender.
5. The Work Order or Work Completion certificate for the successfully executed 2 similar contract for supply & installation for Govt. / CPSU / Large Commercial organizations during the last three years must be attached along with the Tender.
6. EMD/Bid Security of Rs. 20000/- in the form of DD in favour of AO, Pay & Accounts Office, DCPW, drawn on any scheduled / Nationalized Bank.
7. The EMD will be released to the successful tenderer after successful completion of the supply and installation of goods & services in all respects. The EMD will not carry any interest. EMD is liable to be forfeited if the successful Tenderer fails to accept the work order to supply and installation of goods and services and enter into agreement within the time specified. EMD is liable to be forfeited, if the Tenderer asks for withdrawing his bid once the financial bids are opened.
8. Successful bidder has to deposit performance security for an amount of 5% of the value of the contract in the form of bank guarantee in the favour of AO, Pay & Accounts office, DCPW", New Delhi.
9. The quoted price of Legal Library System should be valid for a period of three months from the date of initial supply order. During the period of three months, the NCRB may place order for Legal Library System, which the vendor has to supply as per the specifications and scope of work of this tender.
10. The payment will be made through Cheque/RTGS (ECS), after delivery of items as per the supply order and satisfactory installation at site.
11. All the rights are reserved with the Bureau for rejection or acceptance of the quotation either fully or partially of it and the decision of the NCRB will be final and acceptable to the supplier.
12. No additional amount will be paid for installation at site.
13. Order will be awarded to the party quoting lowest rates. Negotiations if any shall be done at the same day with parties.

Submit your sealed tenders to our Office "National Crime Records Bureau (MHA), East Block-7, R.K.Puram, New Delhi – 110066" should reach us latest by 15.00 Hrs on or before 17.09.2013. The Quotations will be opened on the same day at 16.00 Hrs. in the presence of Tenderer who remain present at the time of opening.

Please visit our website <http://ncrb.nic.in>.

## TENDER FOR PURCHASE AND INSTALLATION OF LLS

### TECHNICAL BID : I

SPECIFICATIONS	REMARKS									
<p>1. Whether the vendor has a Support Office in Delhi with help desk facility:</p> <p style="margin-left: 40px;">i. Name of the Organization / Firm</p> <p style="margin-left: 40px;">ii. Year of Establishment</p> <p style="margin-left: 40px;">iii. Contact Person</p> <p style="margin-left: 40px;">iv. Address of the Registered Office</p> <p style="margin-left: 40px;">v. Address of Office at Delhi/NCR Delhi (with Phone Nos, Fax Nos &amp; E-mail ID)</p>	Yes	No								
<p>2.) Whether Proprietorship, Partnership firm, or Company. Please enclose self certified copies of documents, proof such as certificate of incorporation, Partnership deed etc.,</p>	Yes	No								
<p>3) Manufacturer / Authorized Partner/Dealer/ Distributor for the Parent Company of the Brand Quoted and holding a valid Certificate: If yes, please enclose self certified copy of Certificate</p>	Yes	No								
<p>4) Whether the Vendor have successfully executed Minimum 2 Contract in supply &amp; installation of same System in CPSUs / Govt. Organizations /Leading commercial organizations during last 3years: If yes, the following details be given:(Separate sheet can be enclosed)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S.No.</th> <th style="width: 30%;">Name of the Org/CPSU</th> <th style="width: 15%;">Contract Handled year</th> <th style="width: 15%;">Duration of the Contract.</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(Note: Completion Certificate or the Work order duly self-certified along with Contact details of the concerned organization should be attached.)</p>	S.No.	Name of the Org/CPSU	Contract Handled year	Duration of the Contract.					Yes	No
S.No.	Name of the Org/CPSU	Contract Handled year	Duration of the Contract.							
<p>5) Whether, Version &amp; Specifications of the System has been enclosed with the tender: If yes, the details should be enclosed.</p>	Yes	No								
<p>6)EMD/Bid Security Rs. 20000/- in the form of DD in</p>	Yes	No								

favour of AO, Pay & Accounts Office, DCPW, drawn on any scheduled / Nationalized Bank.		
7) PAN No.		
8) Sales Tax Registration Number		
9) Tin No. / CST No.		
10) Details of Bank Account : Name of the Bank Account No. and type MICR No. / IFSC Code.		

Signature of the Tenderer:

Name of the Tenderer:

Address & Seal:

Telephone No. :

**TENDER FOR PURCHASE AND INSTALLATION OF LLS**

**FINANCIAL BID: II**  
**(PRICE QUOTATIONS)**

S.No	Particulars	Amount (INR)
1.	A) Cost of Legal Library System with media and documentation.  B) Taxes (if any) Please Specify	
	Total (A+B)	
2.	A) Charges for Updation on the yearly basis applicable only after 3 years. (This charge will be fixed for next five years).  B) Taxes (if any) Please Specify	
	Total (A+B)	
	Gross Total (1+2)	

Gross Total mentioned above will be basis for deciding L-1

**Signature of the Tenderer** :

**Name of the Tenderer** :

**Address & Seal** :

**Telephone No.** :

## SELF –DECLARATION

Date: \_\_\_\_\_

Ref: \_\_\_\_\_

To,

The Assistant Director (CCTNS)  
National Crime Records Bureau (MHA),  
East Block-7, R.K.Puram,  
New Delhi – 110066

In response to the tender No. \_\_\_\_\_ Dated. \_\_\_\_\_ As  
a owner / partner / Director of \_\_\_\_\_ I / We hereby  
declare that our Agency \_\_\_\_\_ is having unblemished past  
record and was not declared ineligible for corrupt and fraudulent practices either  
indefinitely or for a particular period of time.

I / We M/s \_\_\_\_\_ (Name of the  
Company) are not blacklisted in any department of Government of India or any State  
Government. I / We hereby declare that there are no pending cases against M/s  
\_\_\_\_\_ (Name & Address of Bidder) with  
department of Government of India or any State Government or any other court of law.

I/We hereby declare that Bidder's company or Director / Owner of the company have not  
been declared by any Court or Competent Authorities in solvent or involved in any  
fraudulent mean (Economical & Criminal) as on Date \_\_\_\_\_.

Name of the Bidder:

Signature:

Complete Address

(with Seal of the Organization)

## **Tender Submission**

1. Tenderer should submit the tender in our Office, **National Crime Records Bureau (MHA)**, East Block-7, R.K.Puram, New Delhi – 110066. On or before due date and time as under:

**Envelope A:** Sealed Envelope “A” marked as “Technical Bid – I” on the envelope should contain Technical Bid – I.

**Envelope B:** Sealed Envelope “B” marked as “Financial Bid – II” on the envelope should contain Financial Bid – II (Price Quotations).

**Envelope C:** Sealed Envelope “C” marked as “EMD/Bid Security Amount” on the envelope should contain EMD/Bid Security Rs. 20000/- in the form of DD in favour of “AO, Pay & Accounts Office, DCPW”, drawn on any scheduled / Nationalized Bank.

**Envelope D:** Sealed Envelope “D” should contain Envelope “A”, Envelope “B” and Envelope “C” duly superscribing “**Tender for Supply & Installation of Legal Library System (LLM)**”.

**Note: Each envelope should contain the name and address of the Vender.**

2. I/We hereby declare that I/We have downloaded the tender documents from the National Crime Records Bureau (MHA). Website <http://ncrb.nic.in> and printed the same. I/We have verified the contents of the printed documents from the website and there is neither any addition nor any deletion nor any alteration to the content of the tender documents.
3. I/We declare that the information / tender form downloaded is original and in the event of this being different from the original tender documents, my tender form may be rejected by the NCRB including forfeiture of Earnest Money.
4. Date of opening of Technical Bid-I, 18-09-2013 at 16.00 hrs in the presence of tenderers, who may remain present.
5. Financial Bid-II for price quotations shall be opened in respect of those tenderers, who qualify Technical Bid – I for specifications and other requirements. Date & Time, opening of Financial Bid-II will be intimated later.
6. The tender should be signed by the person having necessary authorization.
7. Tenders containing false, incomplete and / or inadequate information are liable to be rejected.
8. The NCRB reserves the right to accept or reject any / all tender without assigning any reason thereof.

**Signature of the Tenderer** :

**Name of the Tenderer** :

**Address & Seal** :

**Telephone No.** :



## **OTHER TERMS**

National Crime Records Bureau (NCRB) invites the vendors' attention to the following terms and conditions, which underline this tender:

### **1. Contract with the Vendor**

NCRB would enter into a contract with the vendor who will be responsible for supply, delivery, installation, configuration and support of the same and to be installed in Delhi.

### **2. Proposal Process Management**

NCRB reserves the right to accept or reject any or all proposals, to revise the tender, to request one or more re-submissions or clarifications from one or more vendors, or to cancel the process in part or whole. Additionally, NCRB reserves the right to alter the specifications, in part or whole, during the Tender process, and without re-issuing the Tender. All claims for functional/technical delivery made by the vendors in their responses to the tender shall be assumed as deliverable within the quoted financials. Vendors shall be entirely responsible for their own costs and expenses that are incurred while participating in the Tender and contract negotiation processes.

### **3. Date of Bid Expiration**

Due to the nature of the evaluation process, and approval activities that may occur, proposals must be valid for a minimum of 90 days from the last date of proposal submission. The NCRB reserves the right to ask the vendors for extension of bid validity.

### **4. Bidder Authorization to Bid**

Responses submitted by vendors to this Tender represent a firm offer to contract on the terms and conditions described in the vendor's response. The proposal must be signed by an official duly authorized to bid. An authorization Letter in this regard must be attached with the tender.

### **5. Proposal Ownership**

The proposal and all supporting documentation submitted by the vendors shall become the property of NCRB.

### **6. Effective date of start of contract**

The effective date of start of contract will as per the work order by the NCRB.

### **7. Sub let / Outsource**

The vendor will not be allowed to sub let / outsource the contract to any other party.

**8. Penalty**

If the vendor will not be able to deliver the LLS within 30 days time, then penalty will be imposed as under:

- a) Deduction of 0.50% of total value of the contract for per week delay or part thereof. Subject to maximum deduction of 10% of the total value of the contract.

**9. Time of completion of the Contract**

The Time limit for supply and installation of LLS will be 30 days effective from the date of work order.

**10. Payment Terms**

The payment terms of the contract will be as under:

After successful installation LLS	100%
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The payment will be made through Cheque / Electronic Clearing Services (ECS) for which vendor has to provide MICR No. and details of Bank A/c No to NCRB with IFSC Code details etc.,

**11. Financial Bid**

In Financial Bid-II, Cost of LLS, updation and taxes if any are given separately in the prescribed format. Wherever options are given, the bid is liable to be rejected.

**Note:**

- 1. "NCRB" wherever appears in above documents means "National Crime Records Bureau"
- 2. "LLS" wherever appears in above documents means "Legal Library System"

## CHECK-LIST FOR PREPARING THE TENDER DOCUMENT

Sr. No.	Particulars	Yes / No
1	Whether, the Technical Bid-I each column has been filled, sealed and signed in specified format ?	
2	Whether, Authorized Manufacturer / Authorised Partner/Dealer/Distributor Certificate from Parent Company of Brand Quoted and a valid certificate having validity dated printed on it duly self certified copy attached with Technical Bid-I ?	
3	Whether, the vendor has executed 2 similar contracts for supply & installation for Govt. / CPSUs / Govt. Organizations / Leading Commercial Organizations during last three years? Whether, work Order containing cost from the client duly self certified copies along with contact details of the client has been attached along with the tender?	
4	Whether, the vendor has quoted of LLS Manufactured by ISO 9001:2000 & Certified company holding a valid certificate?	
5	Whether the Tenderer has Support Office at Delhi/NCR Delhi. The certificate containing Office addresses along with Contact Person and telephone nos. is attached with Tender?	
6	Whether, Version of the system has been enclosed with the tender?	
7	Whether proprietorship, partnership firm or company? The self certified copy of documentary proof such as certificate of incorporation, partnership deed etc. attached with Technical Bid-I ?	
8	Whether the Tenderer has PAN number and Service Tax registration no. and it is mentioned on Technical Bid-I ?	
9	Whether, the Bank Details and MICR details mentioned on Technical Bid-I?	
10	Whether the Technical Bid-I along with necessary documents/certificates has been stapled properly and page no. has been put on each paper?	
11	Whether, the Financial Bid-II has been filled, sealed and signed in specified format?	
12	Whether the quoted price in Financial Bid-II is inclusive of all applicable taxes like VAT, Service Tax etc.,?	
13	Whether envelope A marked as Technical Bid-I on the envelope contains	

	Technical Bid-I alongwith certificates / documents & EMD?	
14	Whether envelope B marked as Financial Bid-II on the envelope contains Financial Bid-II ?	
15	Whether envelope D contains Envelope A, Envelope B and Envelope C duly superscribing <b>“Tender for Supply &amp; Installation of Legal Library System (LLS)”</b> ?	
16	Whether the Tender Documents are signed by the Authorized Representative?	