

Government of India
Ministry of Home Affairs
Police Modernisation Division
Jaisalmer House, 26, Mansingh Road,
New Delhi-110011;
Telefax: 011-23384961

LIMITED TENDER ENQUIRY

Tender No. 25019/07/2019-PM-II

Dated: 23rd July 2019

To,

1. Deloitte Touch Tohmatsu India LLP 7 th Floor, Building 10, Tower B, DLF Cyber City Complex, DLF City Phase-II, Gurugram-122002, Haryana M: +91 9717111861 E-mail:srramanathan@deloitte.com, jjusmani@deloitte.com	4. KPMG Global Building No. 10, 8 th Floor, Tower B & C, DLF Cyber City, Phase-II, New Delhi. Tel: +91 124 3074300 Fax: +91 124 254 9101 E-Mail:chandansingh3@kpmg.com, satyasinha@kpmg.com, mahamaya@kpmg.com, aryamansingh@kpmg.com
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3. Grant Thornton 6 th Floor, Worldmark 2, Aerocity New Delhi-110037 E-mail: siddharth.khosla@in.gt.com	

Dear Sir,

Addl. Secretary (Police Modernisation), Ministry of Home Affairs, Jaisalmer House, 26, Mansingh Road, New Delhi-110011, on behalf of the President of India, invites Limited Tender Enquiry ONLINE ON www.eprocure.gov.in, in two cover procedure, from the Firms shortlisted through the EoI, valid up to 02.02.2019 for procurement of Services.

2. Details of the service required, specifications, technical requirements, eligibility & qualifications to bid, instructions on how to bid and other details are available in the Tender Document which can be downloaded from www.eprocure.gov.in or www.mha.gov.in.

3. Those interested should download the Tender Document, read it carefully and accept all the conditions laid down in it and comply with all the instructions in it and submit tenders online indicated in the tender document as below:-

Tender Document will be available on http://eprocure.gov.in/eprocure/app and www.mha.gov.in	From 23.07.2019 at 5.00 PM
Doubts and queries regarding tender document should be Email: sshankar.edu@nic.in by tenderers	From 23.07.2019 to 25.07.2019
Pre-bid conference will be held at Room No. 123, MHA, North Block, New Delhi- 110001	On 26.07.2019 at 03.00 PM
Bid submission start date	On 26.07.2019 at 5.00 PM
Bid Submission End date	By 01.08.2019 by 3.00 PM
Bid Opening date	On 02.08.2019 at 4.00 PM
Offer validity of tender (180 Days from date of opening of Tender)	Up to: 02.02.2020
Cost of Tender Sets (Non-refundable)	NIL
Earnest Money Deposit	Rs. 50,000/- (Rupees Fifty thousand only)

4. The purchaser in his/her sole discretion and without incurring any obligation or liability, reserves the right to split the contract and/or withdraw, modify, cancel the tender without assigning any reasons whatsoever.

5. The bidding process shall be governed by, and constructed in accordance with, the law of India and the Courts at Delhi shall have jurisdiction over all disputes arising under, pursuant to and / or in connection with bidding process.

Director (PM-II)
PM Division

For and on behalf of The President of India

Copy to:-

The Section Officer (IT), IT Cell, Room No. 10, North Block, New Delhi-110001 with the request to see the complete documents on your official e-mail and to upload the same on the official website of Ministry of Home Affairs.

INDEX

Sl. No.	CONTENTS	PAGE
	NOTICE INVITING TENDER (NIT)	1-3
1.	Critical Date Sheet	5
2.	Introduction	6
3.	Scope of work	6-8
4.	Format for Technical Proposal	8
5.	Eligibility Criteria	9
6.	Pre-bid meeting	9
7.	Evaluation Criteria	9
8.	Deliverables and schedules	10
9.	Timelines	10-11
10.	Budget and Payments	11
11.	Earnest Money Deposit	11-12
12.	Instruction to Bidder	12-14
13.	General terms and conditions	14-16
14.	Performance Security	17
15.	Settlement of disputes	17-18
16.	Copyright	18
17.	Adherence to timeline	18
18.	Entire Agreement	18
19.	Force Majeure	18
20.	Annexure-I – Price bid format	19
21.	Annexure-II- Proforma for evaluation	20-28
22.	Annexure-III- Proforma for evaluation	19-35
23.	Annexure-IV- Proforma for Offer Form	36
24.	Annexure-V- Bank Guarantee Proforma for furnishing EMD	37
25.	Annexure-VI- Proforma for statement of deviation	38
26.	Annexure-VII- Proforma for Tender acceptance letter	39



Government of India
Ministry of Home Affairs
PM DIVISION
JAISALMER HOUSE, 26 MAN SINGH ROAD, NEW DELHI
TEL No.011-23384961
Email:sshankar.edu@nic.in

Tender No. 25019/07/2019-PM-II

Dated: 23rd July 2019

SUBJECT: REQUEST FOR PROPOSAL FOR SELECTION OF CONSULTANTS FOR EVALUATION OF POLICE STATIONS TO SELECT AND RANK BEST POLICE STATIONS IN THE COUNTRY

1. Critical date sheet

Online Bids are invited through- two bid system (Technical Proposal and Price Bid) for evaluation of Police Stations to rank and select best Police Stations in the Country as per schedule below:

Tender Document will be available on http://eprocure.gov.in/eprocure/app and www.mha.gov.in	From 23.07.2019 at 5.00 PM
Doubts and queries regarding tender document should be Email: sshankar.edu@nic.in by tenderers	From 23.07.2019 to 25.07.2019
Pre-bid conference will be held at Room No. 123, MHA, North Block, New Delhi- 110001	On 26.07.2019 at 03.00 PM
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Bid Opening date	On 02.08.2019 at 4.00 PM
Offer validity of tender (180 Days from date of opening of Tender)	Up to: 02.02.2020
Cost of Tender Sets (Non-refundable)	NIL
Earnest Money Deposit	Rs. 50,000/- (Rupees Fifty thousand only)

Tender Document will be available on www.mha.gov.in and e-procurement web portal on <https://eprocure.gov.in>. If any of the date is declared holidays, the date will automatically extend to next working day.



2. Introduction

The Police Modernization Division, Ministry of Home Affairs, invites proposals from shortlisted firms from Expression of Interest No. 25019/07/2019-PM-II dated 06.04.2019 for conducting a country wide evaluation study of Police Stations in India to objectively rank Police Stations and assist in selection of the best police stations in the country.

Modern Police organizations across the world use metrics and continuous improvement frameworks to measure and improve the performance of the forces operations and effectiveness. This exercise to reward the best performing police stations is undertaken annually by the MHA in the spirit of institutionalizing continuous improvement amongst the Police & to foster healthy competition.

The police station is the foundation of the police organizational structure. It is not only the cornerstone of the policy execution but very often the place where most citizens come in contact with the police. Hence, it becomes extremely important to ensure that it is an inviting public space, it functions effectively for its purpose and its inhabitants and it suitably evolves with the times.

3. Scope of Work

3.1 As per the 2017 report published by BPR&D, there are 15,579 sanctioned police stations in the Country, of which 10,052 are located in rural areas and 4,998 are located in urban areas. These shall comprise the geographic scope of the evaluation study. Many Police Stations in each State/UT are special purpose e.g. Women Police Stations, Cyber Cells, Crime against weaker sections. They shall also be evaluated on the same parameters. It is recommended that the firms go through the BPR&D publication "Data On Police Organizations – 2017" for State-wise distribution of Police Stations and other data required to plan a comprehensive evaluation approach.

3.2 The evaluation shall be a two stage process. First shall be on objective shortlisting using the crime data available with National Crime Record Bureau (NCRB) for all Police Stations. All Police Stations will be ranked State-wise based on their performance on the following:-

- i. Crimes against Women
- ii. Crimes against SC/ST
- iii. Property Offences

The next stage (Selection stage) would be detailed evaluation of these selected Police Stations based on evaluation across all the dimensions listed above. The selected firm shall be expected to use various data collection modes for establishing adequate evidence and basis for the said evaluation. Physical visits to each one of the shortlisted Police Stations are

mandatorily expected in all States/UTs of the country as per the sample size indicated below:

Coverage	No. of Sites (Police Stations)
States with more than 750 Police Stations	3
States and NCT Delhi with less than 750 Police Stations	2
Union Territories	1

The second stage is divided into two parts. The first carries a weightage of 80% and is based on the performance of the Police Station on the following indicators-

Part A-

1. Crime prevention and proactive measures
2. Action against anti-social elements
3. Disposal of cases
4. Detection work
5. Record keeping
6. Community policing
7. Maintenance of Public Order

A sample is at **Annexure-II**.

Part B-The second part would be an assessment of the-

- a) Infrastructure of the Police Station & approachability of the personnel
- b) Citizen's Feedback

- a) Infrastructure of the Police Station & approachability of the personnel

To ensure a thorough evaluation, the Police Stations would be assessed on the following parameters:-

1. Infrastructure of the Police Station Building
2. Discipline & Approachability of the personnel
3. Storage of Records (both Manual & On-line Records)
4. Infrastructure of Mess & Barracks

A sample survey form is enclosed at **Annexure-III**.

- b) Citizen's Feedback-

The citizen feedback is divided into three categories-

- i. People leaving the Police Station (Complainants)
- ii. Pedestrians (Pedestrians in a residential area)
- iii. Feedback from Shopkeepers in a market

The following weightage shall be assigned to rank the top ten Police Stations of the country-

- i. Part A – Performance Metrics – 80%
- ii. Part B – Infrastructure and Citizen Feedback – 20% (further divided into direct observation and citizen feedback)

3.3 The outcome of this study, apart from identification of the best Police Stations for the awards, shall be a comprehensive report detailing the methodology followed, the findings and the insights. The report should be useful for various police forces to guide them to the priority areas to achieve modern, well organized and efficient Police Stations as also the best practices that the better performing States/UTs or Police Stations have followed and can be replicated.

4. Format for technical proposal

The duly signed technical proposal in the form of a power point presentation is to be submitted in the following format only:

1. Project Title
2. Name of the Organization, contact details
3. About the organization (in not more than 2 slides)
4. Past experience in the subject area (in not more than 2 slides)
5. Description of team (team leader, team members) with brief backgrounds of team members
6. The proposed approach and methodology of the evaluation. The methodology must include the following elements: -
 - I. Training of Assessors
 - II. Pilot Testing
 - III. Collection of Data
 - IV. Primary data
 - V. Use of Technology
 - VI. Analysis of data through the questionnaire
 - VII. Process of analysis
7. Statement expressing that the applying agency and its collaborating partners, if any, unconditionally accept all the terms of this RFP.

5. Eligibility Criteria

Firms that have been shortlisted through the EoI are only eligible for participating in the RFP.

6. Pre-bid meeting

- 6.1 To clarify issues and to answer questions on any matter that may be raised at that stage, a pre-bid meeting shall be held.
- 6.2 Designated representative /s from the bidding agency may attend the pre-bid meeting. The bidder is requested, as far as possible, to submit any questions in writing/email, to reach the Department not later than a day before the meeting. It may not be practicable at the meeting to answer questions received late, but responses will be transmitted over email for questions received later than the day prescribed.
- 6.3 Any modification of the bidding documents that may become necessary as a result of the pre-bid meeting shall be made by the Division exclusively through the issue of a Corrigendum and not through the minutes of the pre-bid meeting.

7. Evaluation Criteria

- 7.1 The selection of the bidder will be on the basis of lowest cost (L1). The Lowest Acceptable Bid will be considered further for placement of contract after complete clarification and reasonableness of price as decided by the Buyer. The project shall be awarded to a single bidder.
- 7.2 At the first instance, the technical proposals shall be opened and evaluated by a bid evaluation committee. Financial bids of only the shortlisted technically acceptable offers (called substantially responsive bid), as identified by the bid evaluation committee, shall be opened for further evaluation and ranking before awarding the contract. Bidders would be required to make a presentation of the Technical Proposal to the bid evaluation committee.
- 7.3 Financial bid should be duly signed and should list total cost associated with the assignment. These normally cover; remuneration for staff (in the field and at headquarters), accommodation (per diem, housing), transportation (for mobilization and demobilization), equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys etc.; The Financial bid must provide the grand total in one consolidated figure written as Indian Rupees in words and figures as per the template in Form-I.



8. Deliverables and schedules

The bidders are expected to deliver the following: -

Report: The report should objectively evaluate all the Police stations of the country in the manner detailed above. In addition, it should be a comprehensive document outlining the methodology, the assumptions made, the findings and insights and the best practices which could be emulated. The report is expected to be attractively designed and include photographs, diagrams and graphs. It shall be unveiled by the Union Home Minister.

All related documents: These would include survey forms and other documentary evidence.

9. Timelines

- 9.1 The evaluation shall be conducted in two separate stages. First shall be on objective shortlisting using the crime data available with National Crime Record Bureau (NCRB) for all Police Stations. All Police Stations will be ranked State-wise based on their performance emerging from the crime data on Crimes against Women, Crimes against SC/ST, Property Offences.

The next stage would be detailed evaluation of these selected Police Stations based on evaluation across all the dimensions listed. The selected firm shall be expected to use various data collection modes for establishing adequate evidence and basis for the said evaluation. Innovative use of Technology shall be appreciated. Time stamped and Geo-tagged photographic evidence shall be essential. Multiple levels of quality checks would be required. Physical visits to each one of the shortlisted Police Stations are mandatorily expected in all States/UTs of the country The following timelines for the evaluation shall be adhered to:

Activity	Duration (from the date of Award of Contract)
Submission of shortlisted Police Stations based on the data available with NCRB	T + 15 Days
Initiation of Second Stage (physical survey)	T + 16 Days
Completion of physical survey of 50% Police stations	T+ 45 days
Completion of physical survey of 100% Police station	T+ 65 days
Submission of Final Report	T+ 75 days

- 9.2 The evaluator should intimate MHA about completion of every activity given above along with supporting documents. The evaluation agency should also submit weekly progress reports of the evaluation exercise to MHA. It may be advisable for the evaluator to deploy adequate number of data collectors in the field in order to meet the timelines.

9.3 Not adhering to the above timelines will invite penalty as mentioned at Clause 10.2 of the RFP.

10 Budget and Payment

The cost of this evaluation shall be borne from the approved budget of Police Modernization Division, MHA. Payment shall be made by MHA.

10.1 Earnest Money Deposit

The applicant is required to submit EMD of Rs. 50,000/- (Rupees Fifty Thousand Only) along with technical bid in the form of

(i) An irrevocable Bank Guarantee (BG) in the name of AS (PM), MHA, Jaisalmer House, 26 Man Singh Road, New Delhi -11 of any schedule commercial banks.

or

(ii) Demand Draft in favor of AS (PM), MHA, Jaisalmer House, 26 Man Singh Road, New Delhi -11 of any schedule commercial banks

Application without EMD will be rejected. EMD shall be returned to unsuccessful applicant within a period of one month from the date of issue of work order to the selected agency. No interest will be payable to the agency on the amount of EMD. EMD should remain valid for a period of 45 days beyond the period of offer validity. The EMD may be forfeited:

1. If an applicant withdraws his proposal or cancels agreement of empanelment.
2. In case successful applicant fails to sign the agreement for any reason.
3. During the process, if an applicant indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of evaluation/finalization.
4. If any information is found to be wrong/manipulated/hidden in the proposal information.
5. The decision of MHA regarding forfeiture of the EMD amount and rejection of proposal shall be final and binding on the applicant.

Bank Guarantee proforma for furnishing EMD at **Annexure-V**.

10.2 Penalty

1. As time is of essence in the present contract, in case of delay in completion of services, liquidated damages not exceeding an amount equal to 0.2 % (zero point two percent) of the Contract Value per day, subject to a maximum of 10 % (ten percent) of the Contract Value will be imposed and shall be recovered by appropriation. However,

in case of delay due to reasons beyond the control of the agency, suitable extension of time shall be granted. In case of inordinate delay in delivering as mentioned in the timelines, Ministry may, at its discretion, also terminate the contract.

2. Ministry reserves the right to terminate this contract without cause at any time upon 15 days' prior written notice to the agency. In the event of any termination by Ministry, no payment shall be due to the agency except for work and services satisfactorily performed in conformity with the express terms of this contract. The agency shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditure.
3. Should the agency be adjudged bankrupt, or be liquidated or become insolvent, or should the agency make an assignment for the benefit of its creditors, or should a receiver be appointed on account of the insolvency of the agency, MHA may, without prejudice to any other right or remedy it may have, terminate this contract forthwith. The agency shall immediately inform MHA of the occurrence of any of the above events.

10.3 Payment Terms

Billing and payments in respect of the services shall be made after the completion of activity as follows:

Activity	Expected Timelines	Payment (%of total) in Indian Rs.
Submission of Final Report	T + 75 Days	100%

*Note: - T is date of award of contract

11 Instructions to Bidder

11.1 Submission of Proposal/Bid

Tenderer shall submit their proposal/bid on CPP Portal <https://eprocure.gov.in>. Proposal submitted through any other means will not be considered.

11.2 Availability of Tender Documents

The complete tender document shall be placed on the e-procurement web portal on <https://eprocure.gov.in> and department website at www.mha.gov.in.

11.3 Changes in the bidding document

At any time, prior to the deadline for submission of bids, the department may for any reason, whether on its own initiative or as a result of a request for clarification by the bidder, modify the bidding documents by issuing an addendum. Copy of such addendums will be available for download at e-procurement web portal on <https://eprocure.gov.in> without any additional cost.

Any bidder, who has submitted his bid in response to the original invitation, shall have the opportunity to modify or re-submit it as the case may be within the period of time originally allotted or such extended time as may be allowed for submission of bids, when changes are made to the bidding document by the Division.

11.4 Format and Signing of bids

A single stage two bid system shall be followed for the submission of bid: All the documents uploaded should be digitally signed with the digital signature certificate (DSC) of authorized signatory.

11.5 Tender document is non-transferable.

11.6 Complete tender documents along with supporting documents as called for in the tender conditions should be duly filled (wherever necessary) and signed in and are SACROSANCT and scanned copy of the same should be uploaded in the online mode for considering any offer as complete offer. All the tenderers are expected to go through every detail of the tender, provide all requisite details and documents / certificate, and tender documents duly complete in all respect and digitally sign and upload the required bid documents. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including general conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

11.7 The conditions of contract, which will govern any contract made or entered into as a result of this tender process shall be as per the following guidelines–

- I. General Financial Rules, 2017
- II. Manual for Procurement of Goods, 2017
- III. Public procurement (Preference to Make In India) Order, 2017
- IV. Any General and special conditions attached to this invitation to tender will also form part of the Conditions.

11.8 Ministry of Home Affairs reserves the right to cancel/reject any or all the tenders without assigning any reason.

11.9 System of Bidding: Single Stage in Two Bid System

Bidders will submit their technical and commercial bids online on the CPP portal. The website also has user manuals with detailed guideline on enrolment and participation in the online bidding process. No conditional bid shall be allowed/accepted. All pages of tender should be numbered and indexed. Bidders will have to upload scanned copies of various documents required for eligibility and all other documents as specified in TE, technical proposal in cover-I, and price bid in cover-II.

11.10 Price should be quoted in second cover online only in prescribed format as per Form –I (Annexure-I). Price bid in Excel Sheet as well as in PDF format should only be uploaded in cover-II. If bidder uploads price bid in PDF format along with technical bids/literature, the same will be rejected. The quoted rates must be valid for a period of 180 days from the date of opening of tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quotes the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the EMD shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, condition etc. of their original tender.

12 General Terms & Conditions

12.1 Legal status

The agency shall be considered as having the legal status of an independent contractor vis-à-vis Ministry of Home Affairs (MHA). The agency's personnel, collaborating partners and sub-contractors shall not be considered in any respect as being the employees or agents of Ministry.

12.2 Source of instructions

The agency shall neither seek nor accept instructions from any authority external to Ministry of Home Affairs in connection with the performance of its services under this contract. The agency shall refrain from any action which may adversely affect MHA and shall fulfil its commitments with the fullest regard to the interests of MHA.

However, feedback from MHA Officials will be taken and face-to-face interview with Police Officials for the evaluation shall be with the permission of the MHA.

12.3 Agency's responsibility for employees

The agency shall be responsible for the professional and technical competence of its employees and will select, for work under this contract, reliable individuals who will perform effectively in the implementation of this contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

12.4 Assignment

Apart from the consortium/ tie-ups existing at the time of tendering and specified in the proposal, the agency shall not assign, transfer, pledge or make other disposition of this contract or any part thereof, or any of the contractor's rights, claims or obligations under this contract except with the prior written consent of MHA.

12.5 Sub-contracting

Sub-contracting under this RFP is permitted. In the event the agency requires the services of sub-contractors, the agency shall obtain the prior written approval and clearance of MHA with full justification for all sub-contractors. The approval of MHA of a sub-contractor shall not relieve the agency of any of its obligations under this contract. The terms of any sub-contract shall be subject to and conform with the provisions of this RFP.

12.6 Officials not to benefit

The agency warrants that no official of MHA has received or will be offered by the agency any direct or indirect benefit arising from this contract or the award thereof. The agency agrees that breach of this provision is a breach of an essential term of this contract.

12.7 Regular functioning of Police Stations

The evaluation by the evaluators shall be carried out courteously without causing any impediments in the smooth functioning of Police Stations concerned.

12.8 Indemnification

The agency shall indemnify, hold and save harmless, and defend, at its own expense, MHA, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the agency, or the agency's employees, officers, agents or sub-contractors, in the performance of this contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the agency, its employees, officers, agents, servants or sub-contractors. The obligations under this article do not lapse upon termination of this contract.

12.9 Encumbrances/liens

The agency shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with MHA against any monies due or to become due for any work done or materials furnished under this contract, or by reason of any other claim or demand against the agency.

12.10 Title to equipment

Title to any equipment and supplies that may be furnished by MHA shall rest with MHA and any such equipment shall be returned to MHA at the conclusion of this contract or when no longer needed by the agency. Such equipment, when returned to MHA, shall be in the same condition as when delivered to the agency, subject to normal wear and tear. The agency shall be liable to compensate MHA for equipment determined to be damaged or degraded beyond normal wear and tear.

12.11 Use of name, emblem or official seal of MHA, GOI

The agency shall not in any manner whatsoever use the name, emblem or official seal of MHA in connection with its business or otherwise, without written approval from the competent authority.

12.12 Confidentiality and terms of use

All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the agency under this contract shall be the property of MHA and shall be treated as confidential.

12.12 (a) Confidentiality clause: the agency (and its subcontractors) agrees and accepts that the technology, ingredients, information, software and expertise deployed at MHA or the Police Stations shall be treated as the exclusive property of the MHA or the Police Station concerned.

12.12 (b) Any information about the FIRs, processes, ingredients supplied by MHA and associated parties are to be solely utilized by the Agency for evaluation purposes only. The Agency shall not under any circumstance reveal any information and its evaluation to any third party without prior written permission of MHA.

12.12 (c) The Agency further agrees and undertakes to not copy, distribute, reveal, modify, disassemble, decompile, or reverse engineer the information and process related to Police (which is the sole intellectual property of the MHA and associated parties) without the written consent of the MHA.

12.12 (d) In the event that agency comes into knowledge of proprietary or intellectual property information in any form related to the Police, it undertakes to keep confidential all such information.

12.12 (e) That the Agency unconditionally agrees that the intellectual property, information, ingredients or processes and information about the Police cannot be sold, revealed or shared in any manner whatsoever with/to any third party without prior approval of the MHA.

12.12 (f) The agency may not communicate at any time to any other person, government or authority external to MHA, any information known to it by reason of its association with MHA which has not been made public except with the authorization of MHA; nor shall the agency at any time use such information to private advantage. These obligations do not lapse upon termination of this contract.

12.12(g) Proforma for Offer Form at **Annexure-IV**.

12.12(h) Proforma for statement of deviations at **Annexure-VI**.

12.12(i) Proforma for Tender acceptance letter at **Annexure-VII**.

13. Performance Security

As per Rule 171 of GFR 2017 successful tenderer will have to submit performance bond @ 10% of order value within **15 days** of issue of contract for due performance of the contract valid beyond 60 days of warrantee/Guarantee period in shape of the Bank Guarantee in the required proforma. The performance guarantee will come into force after the installation. Firm, on their own will have to direct their bankers to extend the performance bond to be valid till warranty/guarantee period. Where the performance bank guarantee is obtained by a foreign bank, it shall be got confirmed by a scheduled Indian Bank and shall be governed by Indian Laws and be subject to the jurisdiction of courts of the place of issue of Acceptance of Tender (A/T). The Performance Security Deposit furnished by the successful bidder(s) will be forfeited if they does not perform with respect to terms and condition of the contract

14. Settlement of disputes

14.1 Amicable settlement

The parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this contract or the breach, termination or invalidity thereof.

14.2 Arbitration

In the event of any question, dispute or difference arising under these conditions or any special condition of a contract, or in connection with this contract (except as to any matters, the decision of which is specially provided for by these or the special conditions), the same shall be referred to the sole Arbitration of the Secretary. Ministry of Home Affairs or some other person appointed by him. It will be no objection if the arbitrator is a Government Servant. The award of the Arbitrator shall be final and binding on the parties to this contract.

It is term of this contract that:-

- (a) If the Arbitrator be the Secretary, Ministry of Home Affairs:
 - (i) In the event of his being transferred or vacating his office by resignation or otherwise, it shall be for his successor in office either to proceed with the reference himself or to appoint another person as Arbitrator OR.
 - (ii) In the event of his being unable to act or becoming incapable of acting for any reason it shall be lawful for him to appoint another person as Arbitrator OR
- (b) If the Arbitrator be a person appointed by the Secretary, Ministry of Home Affairs:

In the event of his dying, neglecting or refusing to act, or resigning, or being unable to act for any reason, or his award being set aside by the court for any reason, it shall be lawful for the Secretary, Ministry of Home Affairs, either to proceed with the reference himself or to appoint another person as Arbitrator in place of the outgoing Arbitrator. In every such case, it shall be lawful for the Secretary, Ministry of Home Affairs, in place of the outgoing Arbitrator, as the case may be, to act on the record of the proceedings as then taken in the arbitrator, or to commence the proceeding to move, as he may at his discretion decide.

- (c) It is further a term of this contract that no person other than the Secretary, Ministry of Home Affairs, or the person appointed by him should act as Arbitrator and that if for any reason that is not possible, the matter is not to be referred to Arbitration at all.
- (d) The Arbitrator, may with the consent of all parties to the contract, enlarge the time from time to time for making and publishing the award.
- (e) Upon any and every such reference, the assessment of the cost incidental to the reference and award respectively shall be in the discretion of the Arbitrator.
- (f) Subject as aforesaid, the Arbitration and conciliation Act, 1996 and the rules there under any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this clause.
- (g) The venue of the Arbitration shall be the place where the contract is concluded or such other place as the Secretary, Ministry of Home Affairs at his discretion may determine.
- (h) In this clause, the expression "Secretary, Ministry of Home Affairs", means the Secretary, Ministry of Home Affairs for the time being and includes, if there be no Secretary, the officer who is for the time being the Administrative Head of the Ministry of Home Affairs whether in addition to other functions or otherwise.

15. Copyright

The study will be the property of MHA. Appropriate logos will be used and copyright information will also be accordingly mentioned stating that the material may be used after acknowledgement.

16. Adherence to timelines

The agency understands and agrees that this evaluation study is to be conducted in a time bound manner and any delay on its part may impact the Public event at which it is to be unveiled. Time is of essence in the contract.

17. Entire Agreement

This Agreement and the Annexures hereto represent the entire Agreement as to the subject-matter hereof and supersedes any prior understandings between the parties on the subject-matter hereof.

18. Force Majeure

Notwithstanding anything to the contrary herein contained, nothing herein shall apply if either party is prevented from discharging its obligation hereunder due to any cause arising from or related to any act of God, war, riot, fire, civil commotion, strikes, lock out or any orders of governmental, quasi-governmental, or Courts, local authority or any similar cause.



FORM – I

Tender Inviting Authority	Police Modernization Division, Ministry of Home Affairs				
Name of Work	Selection of consultants for evaluation of Police Stations to rank and select best Police Stations in the Country				
Contract No.					
Name of the Bidder/Bidding Firm/Company					
Price Schedule					
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.)					
# Number	# Text	# Number	# Number	# Number	# Text
S. No.	Item Description	Basic Price in Rs.	Applicable GST (i.e. 18%)	Total Amount including taxes (in Rs.)	Total Amount in Words
1	Total "Consulting Fee" for undertaking SOW mentioned in RFP				



General Instructions	
1	Time period is from 1st January 2017 to 31st December 2017 and 1st January 2018 to 31st December 2018.
2	All the required data has to be filled in the blank box under the columns "Number of Cases" in accordance with the instructions given under "Notes" column for subsequent section.
3	If there are No cases which are registered against any parameter, then please mention "NIL" in the blank box under the column "Number of Cases"
4	Any data which is not filled in the requested format will be rejected.
5	Any false entry would be penalised.
6	Please update the data on CCTNS portal as all the data would be verified from the portal.
7	Boxes marked in Grey are not to be filled.

Notes - (Data of the Cases required for the period of 1st Jan 2017 - 31st Dec 2017 and 1st Jan 2018 - 31st Dec 2018)

S.No.	SUB HEAD (As per Rajasthan Police Law)	SIMILAR ACTS	DESCRIPTION :- QUANTITY / NUMBERS	Box No.	Number of Cases (1st Jan 2017 - 31st Dec 2017)	Number of Cases (1st Jan 2016 - 31st Dec 2016)	Notes (Instructions are for Column (i) for the time period 1st Jan 2017 - 31st Dec 2017. Similar instructions are to be followed for Column (ii) for the time period 1st Jan 2016 - 31st Dec 2016)
1	(i) R.P.G.O.	Public Gambling Ordinance 1949 (National Act), The Bombay Prevention of Gambling Act, 1887, The Meghalaya Prevention of Gambling Act, 1970, The Goa, Daman and Diu Public Gambling Act, 1976, The Tamil Nadu Gaming Act, 1930, The Delhi Public Gambling Act 1955, The Assam Game and Betting Act 1970	13 RPGO – Seizure below Rs.1,000/-	1.A	1.A (i)	1.A (ii)	For example: If the total no. of cases are 100 for the seizure under R.P.G.O between 1st Jan 2017 - 31st Dec 2017, out of which: - In 40 cases the seizure is below Rs 1,000 - 35 cases for seizure in the range of Rs. 1,000 upto Rs 5,000 - 25 cases for seizure above Rs 5,000 Then, the value in box 1.A (i) would be 40, for 1.B (i) would be 35, 1.C (i) as 25 respectively.
			More than Rs.1,000-upto Rs.5000/-	1.B	1.B (i)	1.B (ii)	
			Seizure above Rs.5,000/-	1.C	1.C (i)	1.C (ii)	
			3/4 RPGO- (Gambling House) raid	1.D	1.D (i)	1.D (ii)	
	(ii) EXCISE ACT (no case count if accused is not arrested)	Central Excise Act 1944 (National Act), Punjab Excise Act 1914, The Andhra Pradesh Excise Act 1968, The Delhi Excise Act 2009	16/54 R.E.Act – up to 20 ltrs	1.E	1.E (i)	1.E (ii)	For example: If the total no. of cases are 100 for the seizure under EXCISE ACT (R.E Act 16/54 and 19/54) between 1st Jan 2017 - 31st Dec 2017, out of which: - In 20 cases, the seizure is below 20 Ltrs - 10 cases for seizure in the range of 20 Ltrs to 100 Ltrs - 5 cases for seizure above 100 Ltrs - 15 cases for seizure is upto 20 cartons (180 Ltrs) - 7 cases for seizure is in the range of 20-100 Cartons (180 - 900 ltrs) - 13 cases for seizure is in the range of 100-500 Cartons (900 - 4500 ltrs) - And 30 cases for seizure more than 500 Cartons (4500 ltrs) Then, the values in box 1.E (i) would be 20; 1.F (i) as 10; 1.G (i) as 5; 1.H (i) as 15; 1.I (i) as 7; 1.J (i) as 13 and 1.K (i) as 30 respectively. Note : No case will be counted if accused is not arrested
			16/54 R.E.Act – 20 - 100 ltrs	1.F	1.F (i)	1.F (ii)	
			16/54 R.E.Act – More than 100 ltrs	1.G	1.G (i)	1.G (ii)	
			19/54 R.E.Act – up to 20 Cartons (180 ltrs)	1.H	1.H (i)	1.H (ii)	
			19/54 R.E.Act – 20- 100 Cartons (180- 900 ltrs)	1.I	1.I (i)	1.I (ii)	
	(iii) N.D.P.S. ACT (no case count if	National Act	19/54 R.E.Act – 100-500 Cartons (900-4500ltrs)	1.J	1.J (i)	1.J (ii)	For example: If the total no. of cases are 100 for GANJA seizure under N.D.P.S Act between 1st Jan 2017 - 31st Dec 2017, out of which: - 30 cases the seizure is upto 1 Kg - 20 cases for seizure in the range of 1Kg to 5 kgs
			19/54 R.E.Act – More than 500 Cartons (4500ltrs)	1.K	1.K (i)	1.K (ii)	
			GANJA – up to 1 kg	1.L	1.L (i)	1.L (ii)	
			More than 1 - up to 5 kgs	1.M	1.M (i)	1.M (ii)	

accused is not arrested)	More than 5-up to 10 kgs	1.N	4	1.N (ii)	5Kg - 10 cases for seizure more than 5 Kg but less than 10Kg - 40 cases for seizure more than 10Kg Then, the value in box 1.L (i) would be 30, for 1.M (i) would be 20, 1.N (i) as 10 and 1.O (i) as 40 respectively. Note : No case will be counted if accused is not arrested
		1.O	1.O (i)	1.O (ii)	
	CHARAS – up to 1 kg	1.P	1.P (i)	1.P (ii)	For example: If the total no. of cases are 100 for CHARAS seizure under N.D.P.S Act between 1st Jan 2017 - 31st Dec 2017, out of which: - In 60 cases the seizure is upto 1Kg - And 40 cases for seizure more than 1Kg Then, the value in box 1.P (i) would be 60 and 1.Q (i) as 40 respectively. Note : No case will be counted if accused is not arrested
		1.Q	1.Q (i)	1.Q (ii)	
	Above 1 kg	1.R	1.R (i)	1.R (ii)	For example: If the total no. of cases are 100 for OPIUM seizure under N.D.P.S Act between 1st Jan 2017 - 31st Dec 2017, out of which: - In 30 cases the seizure is upto 1Kg - 20 cases where the seizure is more than 1Kg but less than 5Kgs - And 50 cases for seizure more than 5Kg. Then, the value in box 1.R (i) would be 30, 1.S (i) as 20 and 1.T (i) as 50 respectively. Note : no case will be counted if accused is not arrested
		1.S	1.S (i)	1.S (ii)	
	More than 5 kgs	1.T	1.T (i)	1.T (ii)	
		SMACK/ BROWN SUGAR/ HEROINE – up to 100 gm	1.U	1.U (i)	1.U (ii)
	More than 100 – up to 500 gm	1.V	1.V (i)	1.V (ii)	
		More than 500 – up to 1 kg	1.W	1.W (i)	1.W (ii)
	More than 1 kg	1.X	1.X (i)	1.X (ii)	
		POPPY STRAW - up to 100 kgs	1.Y	1.Y (i)	1.Y (ii)
	More than 100kgs – up to 500 kgs	1.Z	1.Z (i)	1.Z (ii)	
		More than 500 kgs	1.AA	1.AA (i)	1.AA (ii)

2												Note : No case will be counted if accused is not arrested		
												For Example : If total 2 cases where accused was arrested with DRUG (CHEMICAL) between 1st Jan 2017 - 31st Dec 2017, then value in box 1.AB (i) would be 2. Note : No case will be counted if accused is not arrested		
													For Example : If total 26 cases where accused was arrested in 4/25 Arms Act between 1st Jan 2017 - 31st Dec 2017, then value in box 1.AC (i) would be 26. Note : No case will be counted if accused is not arrested	
													For Example: If total 10 cases where accused was arrested in 3/25 Arms Act between 1st Jan 2017 - 31st Dec 2017, then value in box 1.AD (i) would be 10. Note : No case will be counted if accused is not arrested	
													For example: If the total no. of cases are 100 as seizure under EXPLOSIVE ACT between 1st Jan 2017 - 31st Dec 2017, out of which: - In 20 cases the seizure is upto 5g - And 80 cases for seizure more than 5Kg Then, the value in box 1.AE (i) would be 20 and for 1.AF (i) as 80 respectively.	
													For example: If the total no. of cases are 100 reported as under OTHER ACTS (Other than SC/ST (POA) Act ,POCSO, Dowry (P) Act, Domestic Violence Act, Electricity Act, etc.) between 1st Jan 2017 - 31st Dec 2017, out of which: - 40 cases where accused have been sentenced below 3 years - And 60 cases where accused have been sentenced above 3 years Then, the value in box 1.AG (i) would be 40 and for 1.AH (i) as 60 respectively.	
													For Example: If the no. of cases reported under 110 Cr.P.C. between 1st Jan 2017 - 31st Dec 2017 is 6, then value in box 2.A (i) would be 6	
													For Example: If the no. of cases in 122 Cr.P.C. between 1st Jan 2017 - 31st Dec 2017 is 10, then value in box is 2.B (i) is 10	
													For Example: If the No. of individuals accused in 151 Cr.P.C. between 1st Jan 2017 - 31st Dec 2017 are 5, then value in box 2.C (i) is 5 Note: Please mention the number of persons / individuals NOT the number of cases	
													For Example: If the No. of individuals detained in NSA/PASA between 1st Jan 2017 - 31st Dec 2017 are 15, then value in box 2.D (i) is 15 Note: Please mention the number of persons / individuals NOT the number of cases	
		(iv) ARMS ACT (no case count if accused is not arrested)	National Act											
		(v) EXPLOSIVE ACT												
		(vi) OTHER ACTS (Other than SC/ST (POA) Act,POCSO Act, Dowry (P) Act, Domestic Violence Act, Electricity Act, etc.)												
		110 Cr.P.C.												
	122 Cr.P.C.													
	151 Cr.P.C.													
	NSA/PASA	National Security Act 1980 / Prevention of Anti-Social Activities Act 1985 (National Acts)												

Goonda Act	For each individual against whom complaint has been submitted	2.E	2.E (i)	2.E (ii)	For Example: If the No. of individuals against whom complaint has been submitted in Goonda ACT between 1st Jan 2017 - 31st Dec 2017 are 20, then value in box 2.E (i) is 20 Note: Please mention the number of persons / individuals NOT the number of cases
MV ACT (Per Istgasau/s 185 MV ACT)	Total challans issued	2.F	2.F (i)	2.F (ii)	For example : If total number of challans issued under MV Act between 1st Jan 2017 - 31st Dec 2017 were 120 then value in box 2.F (i) will be 120
60 Police Act	Total Istgasa	2.G	2.G (i)	2.G (ii)	For example : If total number of cases reported under 60 Police Act between 1st Jan 2017 - 31st Dec 2017 were 70 then value in box 2.G (i) will be 70
3	STANDING WARRANTS	3.A	3.A (i)	3.A (ii)	For Example: If the total number of standing warrants executed between 1st Jan 2017 - 31st Dec 2017 is 15, then value in box 3.A (i) is 15 and if out of these, 2 are wanted in another police station, then value in box 3.B (i) is 2 Note : mention the number of STANDING warrants EXECUTED.
	ARREST WARRANTS	3.C	3.C (i)	3.C (ii)	For Example: If there are total No. of arrest warrants executed between 1st Jan 2017 - 31st Dec 2017 is 25, then value in box 3.C (i) is 25 and if out of these, 5 are wanted in another police station, then value in box 3.D (i) is 5 Note : mention the number of ARREST warrants EXECUTED.
4	PROCLAIMED OFFENDERS	3.E	3.E (i)	3.E (ii)	For Example: If there are total No. of proclaimed offenders arrested between 1st Jan 2017 - 31st Dec 2017 is 10, then value in box 3.E (i) is 10 and if out of these, 5 are wanted in another police station, then value in box 3.F (i) is 5
	173(8) Cr.P.C.	3.F	3.F (i)	3.F (ii)	For example: If the number of cases DISPOSED under 178(8) Cr.P.C between 1st Jan 2017 - 31st Dec 2017 are 40, then value in box 4.A (i) is 40
299 Cr.P.C.	Addition of new case	4.A	4.A (i)	4.A (ii)	For example: If the number of cases ADDED under 178(8) Cr.P.C between 1st Jan 2017 - 31st Dec 2017 are 40, then value in box 4.B (i) is 40
	Disposal/Arrest of each person chargesheeted	4.B	4.B (i)	4.B (ii)	For example: If the number of disposal / arrest of each person chargesheeted under section 299 Cr.P.C between 1st Jan 2017 - 31st Dec 2017 are 20, then value in box 4.C (i) is 20
	Addition of each person	4.C	4.C (i)	4.C (ii)	For example: If the number of addition of each person chargesheeted under section 299 Cr.P.C between 1st Jan 2017 - 31st Dec 2017 are 15,

			chargesheeted										
5	CONVICTION N Note: From 5.A - 5.E: each case ; From 5.F - 5.J: each individual;												then value in box 4.D (i) is 15 For example: If the total no. of cases are 100 where there has been CONVICTION between 1st Jan 2017 - 31st Dec 2017 out of which: - 20 cases where there has been Conviction of 1-3 years - 18 cases where there has been Conviction of 3-7 years - 30 cases where there has been Conviction of more than 7 years - 20 cases where there has been awarding of Life Imprisonment /Death - 12 cases where the accused has been acquitted Then, the value in 5.A(i) would be 20, value in box 5.B(i) would be 18, value in box 5.C(i) would be 30, value in box 5.D(i) would be 20, value in box 5.E(i) would be 12. For example: If the total no. of individuals CONVICTED between 1st Jan 2017 - 31st Dec 2017 out of which: - 20 individuals have been Convicted for 1-3 years - 18 individuals have been Convicted for 3-7 years - 30 individuals have been Convicted for more than 7 years - 20 individuals have been awarded Life Imprisonment /Death - 12 individuals have been acquitted Then, the value in 5.F(i) would be 20, value in box 5.G(i) would be 18, value in box 5.H(i) would be 30, value in box 5.I(i) would be 20, value in box 5.J(i) would be 12.
			Conviction for 1-3 years (each case)	5.A	5.A (i)	5.A (ii)							
			Conviction for 3-7 years (each case)	5.B	5.B (i)	5.B (ii)							
			Conviction for more than 7 years (each case)	5.C	5.C (i)	5.C (ii)							
			Life Imprisonment /Death (each case)	5.D	5.D (i)	5.D (ii)							
			Acquittal (each case)	5.E	5.E (i)	5.E (ii)							
			Conviction for 1-3 years (each individual)	5.F	5.F (i)	5.F (ii)							
			Conviction for 3-7 years (each individual)	5.G	5.G (i)	5.G (ii)							
			Conviction for more than 7 years (each individual)	5.H	5.H (i)	5.H (ii)							
			Life Imprisonment /Death (each individual)	5.I	5.I (i)	5.I (ii)							
			Acquittal (each individual)	5.J	5.J (i)	5.J (ii)							
6	LAW & ORDER		If S.P. has to attend Law & Order problem in PS area	6.A	6.A (i)	6.A (ii)							
			If IGP has to attend Law & Order problem in PS area	6.B	6.B (i)	6.B (ii)							
7	TRAP BY A.C.B.		For each police personnel trapped	7.A	7.A (i)	7.A (ii)							
8	SUSPENSION		For each police personnel suspended	8.A	8.A (i)	8.A (ii)							
9	REOPENED CASE	A case is reopened if the case was not closed before or any	Number of cases disposed	9.A	9.A (i)	9.A (ii)							
													For example : If total number cases disposed between 1st Jan 2017 - 31st Dec 2017 were 120 then value in box 9.A (i) would be 120

	evidence is found which could affect the judgement	Number of new cases added	9.B	9.B (i)	9.B (ii)	For example :
10	RAPE	Total no. of rape cases	10.A	10.A (i)	10.A (ii)	For example : If total number of rape cases received between 1st Jan 2017 - 31st Dec 2017 were 50 then value in box 10.A (i) would be 50
		Total no. of rape cases solved within 60 days	10.B	10.B (i)	10.B (ii)	For example : If total number of rape cases solved between 1st Jan 2017 - 31st Dec 2017 under 60 days was 20, then value in box 10.B (i) would be 20
11	CASES UNDER SC/ST (PREVENTION OF ATROCITIES) ACT	Total no. of cases under SC/ST prevention	11.A	11.A (i)	11.A (ii)	For example : If total number of cases received under SC/ST (Prevention of Atrocities) Act between 1st Jan 2017 - 31st Dec 2017 was 70, then value in box 11.A (i) would be 70
		Total no. of cases under SC/ST prevention solved within 60 days	11.B	11.B (i)	11.B (ii)	For example : If total number of cases solved under SC/ST (Prevention of Atrocities) Act under 60 days between 1st Jan 2017 - 31st Dec 2017 was 10, then value in box 11.B (i) would be 10
12	RECOVERY	Total value of stolen goods	12.A	12.A (i)	12.A (ii)	For example: During 1st Jan 2017 - 31st Dec 2017, the total value of stolen goods was rupees 10,000, then value in box 12.A (i) will be 10,000
		Total value of stolen goods recovered	12.B	12.B (i)	12.B (ii)	For example: During 1st Jan 2017 - 31st Dec 2017, the total value of stolen goods recovered was rupees 5,000, then value in box 12.B (i) will be 5,000
13	DETECTION	Total no. of property offences	13.A	13.A (i)	13.A (ii)	For example: During 1st Jan 2017 - 31st Dec 2017, the total number of property offences was 80, then value in box 13.A (i) will be 80
		Total no. of property offences detected	13.B	13.B (i)	13.B (ii)	For example: During 1st Jan 2017 - 31st Dec 2017, the total number of property offences where the accused has been detected was 60, then value in box 13.B (i) will be 60
14	PASSPORT / ARMS / SERVICE	Total no. of verification report sent	14.A	14.A (i)	14.A (ii)	For example : If total no. of verification reports sent 1st Jan 2016 - 31st Dec 2016 were 420 then value in box 14.A (i) would be 420
		Total no. of verification report sent in 7 days	14.B	14.B (i)	14.B (ii)	For example : If total no. of verification reports sent in 7 days were 80 then value in box 14.B (i) would be 80
		Total no. of verification report sent in 21 days	14.C	14.C (i)	14.C (ii)	For example : If total no. of verification reports sent in 7 days were 80 and from 7 to 21 days is 20 then value in box 14.C (i) would be 100 (80+20).
15	ACCIDENTS	Total no. of deaths in accidents between 1st Jan 2017 - 31st Dec 2017	15.A	15.A (i)		For example : If total no. of deaths in accidents between 1st Jan 2016 - 31st Dec 2016 were 50 then value in box 15.A (i) would be 50
		Total no. of deaths in accidents between 1st Jan	15.B		15.B (ii)	For example : If total no. of deaths in accidents between 1st Jan 2017 - 31st Dec 2017 were 50 then value in box 15.B (i) would be 50

16	DISPOSAL and ARRIVAL	Each station has a malkhana ,or a store room , to preserve "case properties" or evidence till the case is disposed of in court.	2016 - 31st Dec 2016	16.A	16.A (i)		For example : If number of Cases in Malkhana Disposed between 1st Jan 2016 - 31st Dec 2016 is 50, then value in Box 16.A (i) will be 50
			Total Number of Cases Disposed between 1st Jan 2017 - 31st Dec 2017	16.B		16.B (ii)	For example : If number of Cases in Malkhana Disposed between 1st Jan 2017 - 31st Dec 2017 is 50, then value in Box 16.B (i) will be 50
			Total Number of new Cases Arrived between 1st Jan 2016 - 31st Dec 2017	16.C	16.C (i)		For example : If number of new Cases Arrived in Malkhana between 1st Jan 2016 - 31st Dec 2016 is 30 then value in Box 16.C (i) will be 30
			Total Number of new Cases Arrived between 1st Jan 2016 - 31st Dec 2016	16.D		16.D (ii)	For example : If number of new Cases Arrived in Malkhana between 1st Jan 2017 - 31st Dec 2017 is 30 then value in Box 16.D (i) will be 30
17	PENDENCY		Total no. of registrations between 1st Jan 2017 - 31st Dec 2017	17.A	17.A (i)		For example : If total no. of registrations (IPC+ Non- IPC) between 1st Jan 2017 - 31st Dec 2017 were 120, then value in box 17.A (i) would be 120
			Total Number of IPC registrations between 1st Jan 2017 - 31st Dec 2017	17.B	17.B(i)		For example : If total no. of IPC registrations between 1st Jan 2017 - 31st Dec 2017 were 120, then value in box 17.B (i) would be 120
			Total Number of non-IPC registrations between 1st Jan 2017 - 31st Dec 2017	17.C	17.C(i)		For example : If total no. of non-IPC registrations between 1st Jan 2017 - 31st Dec 2017 were 120, then value in box 17.C (i) would be 120
			Total no. of registrations between 1st Jan 2016 - 31st Dec 2016	17.D		17.D (ii)	For example : If total no. of registrations (IPC+ Non- IPC) between 1st Jan 2016 - 31st Dec 2016 were 120, then value in box 17.D (i) would be 120

	Total Number of IPC registrations between 1st Jan 2016 - 31st Dec 2016	17.E	17.E (ii)	For example : If total no. of IPC registrations between 1st Jan 2016 - 31st Dec 2016 were 120, then value in box 17.E (ii) would be 120
	Total Number of non-IPC registrations between 1st Jan 2016 - 31st Dec 2016	17.F	17.F (ii)	For example : If total no. of non-IPC registrations between 1st Jan 2016 - 31st Dec 2016 were 120, then value in box 17.F (ii) would be 120
	Total no. of pending cases as on 1st Jan 2018	17.G	17.G (i)	For example : If total no. of pending cases as on 1st Jan 2018 was 20, then value in box 17.G (i) would be 20
	Total no. of IPC cases pending as on 1st Jan 2018	17.H	17.H (i)	For example : If total no. of IPC cases pending as on 1st Jan 2018 was 20, then value in box 17.H (i) would be 20
	Total no. of non-IPC cases pending as on 1st Jan 2018	17.I	17.I (i)	For example : If total no. of Non-IPC cases pending as on 1st Jan 2018 was 20, then value in box 17.I (i) would be 20
	Total no. of pending cases as on 1st Jan 2017	17.J	17.J (ii)	For example : If total no. of pending cases as on 1st August 2017 was 20, then value in box 17.J (ii) would be 20
	Total no. of IPC cases pending as on 1st Jan 2017	17.K	17.K (ii)	For example : If total no. of IPC cases pending as on 1st Jan 2017 was 20, then value in box 17.K (ii) would be 20
	Total no. of non-IPC cases pending as on 1st Jan 2017	17.L	17.L (ii)	For example : If total no. of Non-IPC cases pending as on 1st Jan 2017 was 20, then value in box 17.L (ii) would be 20
	Total Number of months with One or more Meetings	18.A	18.A (i)	For example : If in a year there were 7 months in which one or more CLG Meetings were held, then value in Box 18.A (i) will be 7 And value in box 18.B (i) will be 5 (12-7 = 5).
	Total Number of months with No Meetings	18.B	18.B (i)	
18	CLG MEETINGS		18.A (ii)	18.B (ii)

*State Act for the above mentioned sub-heads may vary to some extent from the National Acts



Senior assessor questionnaire

Activity	Sub-Topic	Questions
Infrastructure and cleanliness of compound area	Entrance / Compound Area	Is the name of the Police Station visible from outside?
		Are the emergency contact numbers displayed at the entrance?
		Security of the Compound Walls
		What is the condition of the Compound walls?
	Parking for Visitors	Does the Police station have separate parking for visitors?
	Power Back up	Does the Police Station have Emergency Power back up like Generator / Inverter or others?
	Disabled Friendly Facilities	Is there any Ramp available into the building for persons with Disabilities?
	Litter	Is there litter around the Police Station?
	Odour	Is there foul odour present around?
	Liquid Waste	Is there stagnant water on the ground?
	Open Drains	Are there open drains in the campus?
		Are the drains overflowing?
	Dustbin	Is there any Dustbins in-sight in the Area?
		Is there a lining plastic bag in the dustbin?
Are the Dustbins overflowing?		
Infrastructure of Police Station (Inside)	Additional Features	Does the Police Station have Additional features like Child Room, Graffiti on the Walls, Special initiatives like Public Library, Public Gymnasium etc.?
	Presence of Waiting Area / Visitor's Desk	Is there a Waiting area / Visitor's Desk available?
	Women Help Desk	Does the Police station have separate Women Help Desk?
	Seating Arrangement	Is there proper Seating Arrangement available?
	Amenities	Type of Cooling/ Heating facilities available
	Investigating Officers (IO)	Are there separate rooms available for Investigating Officers?
		What type of Cooling /Heating facility does the room have?
		Do they have a separate Storage cabinet available for case files?
		Is there presence of hanging clothes?
	Availability of various rooms	Does the Police Station have separate Suspect / Witness Examination Room?
Does the Police Station have separate Wireless and Communication Room?		
Does the Police Station have any separate facility for Recreational activities/ Playground/ Gym?		
Is Malkhana / Armory Locked?		

Activity	Sub-Topic	Questions
		Does the Police Station have separate Conference Room?
		Does the Police station have Projection Facilities?
Overall Station Building	Furniture	Is there proper furniture available for the Police Personnel?
		Type of Furniture Available?
	Tea /coffee facilities	Are there tea / coffee facilities /pantry services available?
	Drinking Water facilities	What kind of drinking water facility do they have?
		Is it functional?
		Are there any water cooling facilities available?
		Is it functional?
		How is water served?
	Litter	Is there Litter?
	Odour	Is there Foul odour?
	Stains	Is there any evidence of Paan Spitting, Gutka or Bird Droppings on the Floor, Pillars or Walls?
	Condition of Walls	What is the condition of the Walls?
	Walls	Are the walls clean?
	Dampness	Is there Dampness & Seepage in the Walls and Ceiling?
	Dustbin	Is there any Dustbins in-sight in the Area?
		Is there a Garbage lining bag inside the dustbin?
Are the Dustbins overflowing?		
Swachh Bharat Abhiyan Activites	Are there Swachh Bharat hoardings with warning of anti-littering and open urination / open defecation?	
Overall	Overall ambience of Police station?	
Toilets and Cleaning Staff	Toilets	Does the Police Station have separate toilets for Male and Female?
		Is running water available in the toilet?
		Is the toilet Well-Lit?
		Is the toilet ventilated?
		Is the toilet seat area clean i.e. no stains, litter or other waste?
		Are there cockroaches or rats in sight in the toilet?
		Are there urinals in the male washroom?
		Are the urinals clean i.e. no stains, litter or other waste?
		Is there a flush in the washroom and is it functional?
		Is there foul smell in the toilets?
		Is there any hand wash area present?



Activity	Sub-Topic	Questions	
		Is the hand wash area clean i.e. no stains, litter or other waste?	
		Is there soap/hand wash?	
		Are the walls and ceiling clean i.e. no cob web, stains, etc?	
	Cleaning Staff	Is there a Cleaning Staff appointed for the toilet?	
		Is attendance maintained?	
		Is there daily cleaning check list available?	
		How many times is the cleaning of toilet done?	
		Is the Cleaning Staff wearing a uniform?	
		If there is a cleaner, do they have protective gear i.e. gloves and mask, shoes?	
		Does the staff have appropriate cleaning equipments i.e. (broom, dust baskets, mop, mop bucket)?	
	Safety Features	Safety Features	Does the Police Station have CCTV cameras?
			What is the total number of cameras present in the police station?
			What is the total number of cameras working properly
Does the Compound Area of the Police Station have CCTV cameras?			
Does the Lockup area of the Police Station have CCTV camera?			
Does the reception Area of the Police Station have CCTV cameras?			
Does the Police Station have Fire Extinguishers?			
Number of Fire Extinguishers available in the Police Station			
Number of Fire extinguishers expired			
Does the Police Station have Fire alarm?			
Other fire safety infrastructure is present or not (sand buckets, hose pipes, etc.)			
Is there any Assembly Point available in the Police station?			
Are all the wires and switch boards properly covered, secured (concealed conduit or on batten)?			
Lockups	Presence	Is there separate lockup available for male and female?	
	Unwanted Objects	Are there any unwanted objects like fan, bulb, tube light?	
	Condition of Walls	What is the condition of the walls?	
	Walls	Are the walls clean?	
	Ceiling	Is the ceiling clean?	
	Dampness	Is there dampness & seepage in the walls and ceiling?	
	Floor Details	Condition of floor	

Activity	Sub-Topic	Questions
	Toilets	Are there Toilets available for Accused in the Lockup?
		Do you find the Toilets Clean?
Approachability	Uniform	Are all the Policemen wearing uniforms?
		Are the uniforms of the Policemen clean?
		Number of Staff members who are not wearing the shoes (as per the dress code)
	Number of Staff members who are not properly dressed (means gamcha on their shoulders or around their necks, unbuttoned shirts, open belts etc.)	
	Behavior/Discipline	What was the language tone used by the policemen with the visitors/complainants?
Maintenance of Records- Physical and Online	Manual Records	Are the registers labelled?
		Are the registers binded?
		Are records stored in a sealed cabinet?
	Pest Control	Is the pest control operation followed?
	IT	Type of internet facility available at the police station?
Mess/ Canteen	Availability	Does the Police station have a mess for the personnel and staff?
	Condition of Walls	What is the condition of the walls?
	Walls	Is the wall clean?
	Ceiling	Is the ceiling clean?
	Dampness	Is there dampness & seepage in the walls and ceiling?
	Ventilation	Does the room have a proper ventilation?
	Illumination	What type of light source available for illumination?
	Fan/AC	Type of cooling facility available in the room
	Floor	Condition of Floor
	Conditions	Is there any dining area for the police personnel?
Barracks	Availability	Does the police station have barracks for the personnel and staff?
	Condition of Walls	What is the condition of the walls?
	Walls	Is the wall clean?
	Ceiling	Is the ceiling clean?
	Dampness	Is there dampness & seepage in the walls and ceiling??
	Ventilation	Does the room have a proper ventilation?
	Illumination	What type of light source available for illumination?
	Electrical Connections	Are all the wires and switch boards properly covered, secured (concealed conduit or on batten)?
	Fan/AC	Type of Cooling/Heating Facility Available in the Room?

Activity	Sub-Topic	Questions	
	Floor	Condition of Floor	
	Living Conditions	What type of mosquito repellent system is in-place?	
	Overall	Overall condition of the barracks	
	Overall	Overall condition of the beds	
	Barracks Toilets		Are there toilets available for barracks?
			Is running water available in the toilet?
			Is the toilet well- lit ?
			Is the toilet ventilated?
			Is the toilet seat area clean i.e. no stains, litter or other waste?
			Are there cockroaches or rats in sight in the toilet?
			Are there urinals in the male washroom?
			Are the urinals clean i.e. no stains, litter or other waste?
			Is there a flush in the washroom and is it functional?
			Is there foul smell in the toilets?
			Is there any hand wash area present ?
			Is the hand wash area clean i.e. no stains, Litter or other Waste?
			Is there soap/hand wash?
	Are the walls and ceiling clean i.e. no cob web, stains, etc.?		
	Is there dampness & seepage in the walls and ceiling?		
SHO Questionnaire	Expenses	When do you receive ordered general stationary items from the Government/DC office after request has been made?	
		Does the list of the items as ordered, are received in total?	
		Is there any provision to make request for extra stationary by the Police Station?	
	Financial Autonomy	Does the Police Station have Imprest Account System?	
	Fuel	When do you receive order for fuel confirmation/coupons/budget from the Government/DC Office?	
		Does the fuel requirement as ordered, received in total?	
		For how many days are the station vehicles idle?	
	Declaration from last year	Is there any case registered against any police officer during the previous year?	
		Number of Police personal charged under PC act during last year	
		Has anyone died during custody in last year?	
		Number of Custody Deaths	



Activity	Sub-Topic	Questions
		Is there any case of escape from Police custody during last year?
		Number of Runaway prisoners from police custody
	IEC / Community Outreach	Number of events done for the citizens awareness
	Vehicles	Number of 4 - Wheeler sanctioned
		Number of 4- Wheeler functional
		Number of 2 - Wheeler sanctioned
		Number of 2- Wheeler functional
		How many vehicles are GPS tagged?
		Are the GPS tags functioning ?
		How many vehicles are RFID tagged?
		Are the RFID tags functioning ?
	Human Resource	How many Personnel are trained in basic CCTNS and basic Daily Report online ?
		How many personnel are trained in Basic Computer Operations ?
		How many personnel are trained in Juvenile Justice (Care & Protection of Children) Training ?
		How many personnel are trained in Laws related to Crime against Women Training ?
		Number of Male Staff sanctioned for the Police Station
		Number of Male Staff posted in the Police Station
		Number of Female Staff sanctioned for the Police Station
		Number of Female Staff posted in the Police Station
	Mess & Barracks	Who cooks the food in the mess ?
		Who provides the facilities for trunks, beds, beddings etc?
	Infrastructure	Who pays for the tea-coffee facility and their ingredients?
		How many times in a year, do the drinking water facility gets inspected by any agency?
	Public Record	Is there a record maintained for History Sheetters?

Junior assessor questionnaire

Activity	Questions
People leaving Police Station	Was the Police attentive in listening to complaints?
	How confident are you that the Police addresses your grievances quickly and impartially?
	Was there proper seating facility provided to you?
	What was the language tone used by the Policemen to you?
	How did you find overall cleanliness at Police Station?
	Was a bribe demanded from you?
	Do you feel safe in your area?
	In the last one year, do you feel there is any improvement in visibility of Police?
	Does the police actively involves in rescue whenever any crime happens?
	How will you rate your overall experience at the Police Station?
Market Place	Is there uniformed police personnel / vehicle visible in your market area in between 9am to 1 pm and 5pm-11pm?
	Does the police actively intervene whenever crime s like pick pocket/ snatching/ brawl happens?
	Was the Police attentive in listening to complaints?
	Was the Police active in solving the complaints?
	What was the language tone used by the Policemen to the complainant?
	Have you ever seen any Police demanding for bribe in your area?
	Do you feel safe in your area?
	In the last one year, do you feel there is improvement in visibility of Police?
	Does the police actively involves in rescue whenever any crime happens?
	How will you rate your overall experience with the Police?
Pedestrians	Is there any uniformed Personnel / vehicle visible in your area patrolling late at night?
	Does the police actively intervene whenever crime like pickpocket/Snatching/Brawl happens?
	Was the police attentive in listening to complaints?
	Was the police active in solving the complaints?
	What was the language tone used by the police men to complainant?
	Was bribe demanded from you?
	Do you feel safe in your area?
	In the last one year, do you feel there is any improvement in visibility of Police?
	Does the police actively involves in rescue whenever any crime happens?
	How will you rate your overall experience with the police?

OFFER FORM

From :

TENDER No. _____

Dear Sir,

I/We hereby offer to provide the service detailed in the tender hereto or such portion thereof as you may specify in the acceptance of tender at the price given in the said schedule and agree to hold this offer open till _____, I/We shall be bound by a communication of acceptance within the prescribed time.

2. I/We have understood all the instructions to tenderer in the tender enquiry and have thoroughly examined the specification drawing and/or pattern quoted in the schedule hereto and am/are fully aware of the nature of the service required and my/our offer is strictly in accordance with the requirements.

3. The following pages from page no.....to page no.....have been added to and will form the part of this tender _____.

Yours Faithfully,

(Signature of Tenderer)

Address _____

Dated _____

Signature of Witness

Address _____

Dated _____

BANK GUARANTEE PROFORMA FOR FURNISHING EMD

To,
Addl. Secretary (PM),
PM Division,
Ministry of Home Affairs,
Jaisalmer House,
26- Man Singh Road New Delhi – 110 011.

Whereas.....(Hereinafter called the "tenderer") has submitted their offer dated.....for the supply of.....(hereinafter called the "tender") against the purchaser's tender enquiry No..... KNOW ALL MEN by these presents that WE.....of..... having our registered office at.....are bound unto.....(hereinafter called the "Purchaser) in the sum of.....for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this.....day of.....20.... THE CONDITIONS OF THIS

OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/ execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will be valid for 45 days beyond the period of offer validity and any demand in respect thereof should reach the Bank not later than the above date.

When communication is received from or on behalf of Addl. Secretary (PM), PM Division, Ministry of Home Affairs, Jaisalmer House, 26 Man Singh Road, New Delhi –110011to invoke this Bank Guarantee, the amount will be remitted to in favour of US (Cash), Ministry of Home Affairs, , New Delhi.

(Signature of the authorized officer of the Bank)
Name and designation of the officer
Seal, name & address of the Bank and address of the Branch



PROFORMA FOR STATEMENT OF DEVIATIONS

The following are the particulars of deviations from the requirements of the instructions to bidders as contained in the General conditions of Contract and the T/E specifications and terms and conditions:-

STATEMENT OF DEVIATIONS FROM THE GENERAL CONDITIONS OF CONTRACT AND THE TENDER ENQUIRY TERMS AND CONDITIONS:-

CLAUSE	DEVIATION	REMARKS

II. STATEMENT OF DEVIATIONS FROM THE TENDER ENQUIRY

SPECIFICATIONS:-

S.No	DESCRIPTION OF ITEM SPECIFICATION WHERE DEVIATING (with respect to clauses and sub clauses of Tender Document)	DEVIATION IN THE OFFER	BRIEF REASON FOR THE DEVIATION, Advantage/Disadvantage, If Any

SIGNATURE AND SEAL OF THE MANUFACTURER/TENDERER

NOTE: Where there is no deviation the statement should be returned duly signed with an endorsement indicating "No Deviations"

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:

as per your advertisement, given in the above mentioned website(s).

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/ organization 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. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. 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 your department/ 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)