



**DIRECTORATE GENERAL OF HOME GUARDS**  
**Government of National Capital Territory of Delhi**



**NIT ID No.- 2014\_DGHG\_61904\_1**

**Date: 15/07/2014**

**NOTICE FOR e-TENDERING**

For and on behalf of Director General Home Guards, Delhi e-Tenders (on line tenders) are invited from reputed, experienced and registered Firms/Vendors/Agents for undertaking the work of enrolment process of Home Guards volunteers in Delhi. The NIT may be downloaded alongwith terms and conditions from website [www.delhihomeguards.nic.in](http://www.delhihomeguards.nic.in) or <https://govtprocurement.delhi.gov.in>. All the tenderers should apply online before the Last Date and Time. The important details of the e-tender are as follows:

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date and Time</b>
1.	Date of publication of tender through e-procurement.	15/07//2014
2.	Last Date and Time for Downloading the tender.	14/08/2014 12:00PM
3.	Last Date and Time for uploading the filled up tender.	14/08/2014 12:00PM
4.	Date and Time of opening of Technical Bids online.	14/08/2014 2.30PM
5.	Date and Time of opening of Financial Bids online.	After Evaluation of Technical Bid.
6.	Address where Bids will be opened.	Directorate General of Home Guards, Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-110027.

**Commandant Home Guards:**  
**Delhi**



**DIRECTORATE GENERAL OF HOME GUARDS**  
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**COVERING LETTER TO BE SUBMITTED ALONG WITH THE TECHNICAL BID**

**TENDER NOTIFICATION NO. -----**

**To,**

**Director General Home Guards.  
Nishkam Sewa Bhawan,  
CTI-Complex, Raja Garden,  
New Delhi-110027.**

**Sir,**

I/We the undersigned (herein after called as Agency/Firm/Vendor/Contractor) hereby offer to execute supply of items/material/services as EMPANELLED AGENCY FOR ENROLMENT OF HOME GUARDS IN DELHI-2014 for an estimated vacancies of 6943 as per specification against which we have quoted our rates. Further, this tender may be accepted at the rates stated there in subjected to the terms & conditions set forth in the Tender Document for such items, or, as may be ordered by the **Director General of Home Guards Nishkam Sewa Bhawan, CTI-Complex, Raja Garden New Delhi-27** or any other officer authorized by him.

**Signature of Contractor:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**SIGNATURE:**

**NAME:**

**SEAL OF THE TENDERER:**



**DIRECTORATE GENERAL OF HOME GUARDS**  
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**SELECTION OF AGENCY FOR ENROLMENT OF HOME GUARDS IN DELHI-2014**  
**FOR AN ESTIMATED VACANCIES OF 6943**

**TERMS AND CONDITIONS**

**1. ELIGIBILITY CRITERIA.**

- (i) The agency/firm should have a valid (PAN) Permanent Account Number, issued by Competent Authority i.e. ITO.
- (ii) The agency/firm should also have a valid TIN Number issued by the Department of Trade & Taxes.
- (iii) The agency/any of its Directors/Partners etc. should have not been black listed by any Govt. organizations/Department or have been convicted for any offence by any court of law as on date (Provide an Undertaking in Annexure-'B').
- (iv) The firm/agency should be ISO certified.
- (v) The firm/agency should have experience of working in government sector for same kind of work.
- (vi) The firm/agency should be located in NCR (preferably Delhi) only.
- (vii) The firm/agency should have valid Service Tax number.

**2. VOLUME OF BUSINESS:**

During the last enrolment drive in the year 2011-12, total 55,966 no. of application forms were sold against the vacancies of 3,273. Out of this 42,152 number of applicants submitted filled up application forms. In the current enrolment drive there are 6,943 estimated vacancies and approximately 1.5 times of the applicants from stage-I shall be considered for stage-II.

**3. PROCESS FOR SUBMISSION OF BID.**

- (i) "For selection of Agency for Enrolment of Home Guards in Delhi-2014" for an estimated vacancies of 6943, the tenderer may quote rates as per the work/ services mentioned at Annexure-'C'. No firm shall quote two rates of an item in the tender otherwise the tender of the firm shall be rejected.
- (ii) The duly formed Committee nominated by the department to assess eligibility will carry out evaluation of the Bids.
- (iii) Each Tender (**Technical Bid**) must be accompanied by scanned copy of "E.M.D." as per Annexure "A". This amount should be in the form of Demand Draft in



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favor of D.D.O. Directorate General of Home Guards, Delhi payable at Delhi.  
Without EMD the tender will not be considered.

- (iv) The rates should be quoted in Indian Rupees by the tenderer as per the format given on the e-procurement site. The finalized rate of this tender shall be valid till the Enrolment process is completed from the date of award of contract/ Supply order/ work order. The rates should be quoted inclusive of packing, forwarding, freight, insurance; excise (if applicable) and all other taxes and duties.
- (v) The bid submitted after the last date/time of filling up of tender stipulated in e-tender notice will not be accepted. The bids submitted by Telex/ Telegram/Facsimile/e-mail or any manner other than specified in this tender document through on line e-tender system shall not be considered. No correspondence shall be entertained on this matter from any vendor(s).
- (vi) The on line tender involves a two stage scrutiny.
  - (A) **Technical Bid** will contain the below mentioned documents without which the tender of the firm shall be rejected. No price shall be indicated in the **Technical Bid**.
    - (a) Earnest Money Deposit (EMD) at the prescribed rates mentioned at Annexure 'A'.
    - (b) EMD Exemption Certificate as per GFR, if applicable.
    - (c) Signed and stamped undertaking on prescribed Performa enclosed as per Annexure-'B' on non judicial stamp paper worth Rs. 10/- duly attested by Public Notary.
    - (d) Signed and stamped Terms & Conditions as mentioned in Tender Document.
    - (e) Self Attested copy of the PAN card.
    - (f) Copy of the sales tax Registration number/VAT allotted by state sales Tax Authorities and Central sales Tax number allotted by sales Tax Authorities.
    - (g) Copy of Valid Service Tax number.
    - (h) Copy of ISO certification.
    - (i) Copy of experience of working in Government Department.
    - (j) Copy of Address proof.

**THE COPIES OF ABOVE MENTIONED DOCUMENTS DULY SIGNED WITH SEAL OF THE TENDERER TO BE SCANNED AND UPLOADED ON E-PROCUREMENT SITE.**

EMD should reach physically in the Tender Box before 11:00A.M on the date of opening of Bids in the Directorate General of Home Guards, Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-27. If, EMD is not submitted physically as mentioned above, the bid will be summarily rejected.



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- (B) **Financial Bid:-** Should be submitted in the prescribed Proforma as per (Annexure-'C') on e-procurement site. Firstly Technical Bid will be opened. Firms, which qualify in the Technical Bid, shall only be eligible for evaluation of Financial Bid.

Tenderer quoting fluctuating rates such as "this is prevalent market rates and rates shall be applicable at the time of delivery as per the market rates" etc. shall be rejected. Conditional tenders shall be summarily rejected.

#### **4. EARNEST MONEY DEPOSIT (EMD)**

- (i) Earnest Money Deposit (E.M.D.) for Rs. 1,00,000 (Rs. One Lac only) must be deposited in the form of D.D. from any Bank in favor of D.D.O. Directorate General of Home Guards, Delhi, payable at Delhi.
- (ii) The exemption from depositing earnest money will only be allowed as per the provisions of the G.F.R. for which exemption certificate must be attached with the tender.
- (iii) EMD should physically be deposited in the "Tender Box" before 11.00 A.M. on the date of opening of Technical Bid at the Directorate General of Home Guards, Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-27.
- (iv) In case of the bidder whose tender is not short listed, E.M.D. shall be returned after the approval of the recommendation of the Purchase Committee by the competent authority. No interest will be provided on EMD.
- (v) EMD will be refunded to the successful bidders on receipt of Performance Security and after entering into agreement with the Directorate General of Home Guards.
- (vi) EMD Amount will not be converted/ adjusted into Performance Security.

#### **5. PERIOD OF CONTRACT:**

The Contract shall hold good till the present Enrolment of Home Guards is completed.

#### **6. PROCEDURE FOR EVALUTION OF BIDS:**

- (i) A duly constituted Technical Committee shall evaluate the Technical Bid as per the terms and conditions of this tender document and then Purchase Committee shall evaluate the financial Bids on the basis of quoted rates and shortlist the tenderer for further processing.
- (ii) Department reserves the right to reject any bid or the tender without assigning any reason. Department also reserves the right, at its own discretion, not to award any order under the present tender. The decision of department in this regard shall be final and no representation of any kind shall be entertained. Department shall not



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pay costs incurred towards preparation and submission of the bid or any other expenditure in this regard to the tenderer.

- (iii) The Directorate General of Home Guards, Delhi reserves the right to accept the tender in whole or in part with respect to all the items quoted by the tenderer in Annexure-‘C’.
- (iv) On acceptance of the bids of successful bidder it will become a contract after completing all the codal formalities and the tenderer shall be bound by the present terms and conditions as well as by the ‘Agreement’ entered into as per Annexure-‘D’ which will be signed by the tenderer within 07 days of the acceptance of tender.
- (v) In case of similarity of rates, preference will be given to the one who has maximum experience of similar kind amongst the parties.
- (vi) Printed conditions mentioned in the Bid by the vendor shall not be binding on the Directorate General of Home Guards.

#### **7. AGREEMENT/CONTRACT:**

Successful bidder shall have to enter into contract/ agreement etc. through formal signing by both the parties. An agreement (copy enclosed as Annexure-‘D’) duly signed and stamped on stamp paper worth RS.100/- shall have to be executed by the tenderer at his own expenses in the event of tender being accepted and same shall be submitted along with the performance security deposit within 07 days of the date of acceptance of Tender failing which Earnest Money Deposit will be forfeited.

#### **8. PERFORMANCE SECURITY:**

- (i) The Tenderer, whose tender is accepted will hereinafter be called the CONTRACTOR and shall deposit the amount of Performance SECURITY at the rates mentioned below within 07 days of the date of acceptance of the tender.
- (ii) The Performance Security Deposit would be 7% of the estimated contract value of successful bidder/contractor.
- (iii) The contractor shall deposit the above Security amount in the form of D.D in favor of D.D.O. Directorate General of Home Guards, Delhi, payable at Delhi along with the agreement within 07 days after receiving of confirmation letter otherwise the EMD will be forfeited. The security deposit shall be kept for a period of Two months beyond the date of completion of all contractual obligations of the Contractor and/ or two months after the date of validity of tender whichever is later.
- (iv) The amount of security deposited shall be retained by the department for a period mentioned above for which no interest shall be paid to the supplier, as a safeguard



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against non-delivery, delay in delivery, any defect or lack of quality appearing in the articles/ services which have been supplied, within this period, and will be returned to contractor on his furnishing the usual no demand certificate.

#### **9. EVALUATION OF MATERIAL/ SERVICES:**

- (i) The Tenderer should note that while providing the material/ services of the tender the requirements of the department should be adhered to. Any deviation shall be open to the scrutiny/ penalty by the department.
- (ii) The quality and quantity of the item will be checked by the Inspection committee of Directorate General of Home Guards at the time of supply of the items. The decision of the Inspection committee with regards to the quality and kind of item(s) shall be final and binding on the contractor.
- (iii) If, the Director General of Home Guards Or any person deputed by him deems it necessary to change any article on its being found to be defective or of inferior quality after delivery, it shall be replaced by the contractor within 7 days to prevent inconvenience or delay and no extra charges will be allowed in such cases for replacement. In case, it is not replaced, the Department will have recourse to risk purchase at the cost of Contractor.

#### **10. SUCCESSFUL BIDDER:**

Contract shall be awarded to the lowest evaluated bidder who has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms & conditions incorporated in this tender document. The contract shall be awarded on the TOTAL LOWEST PRICE of the bidders. However, the rates of the individual items must be quoted in the financial bid.

#### **11. PAYMENT TERMS & CONDITIONS:**

The firm shall submit the bills for payment in triplicate after completion of a task to the satisfaction of Department. The payment at each stage will be released after deduction of penalty amount, if, any or TDS/ Service Tax etc, if applicable. Payment will be made only after Department is satisfied with the quality & quantity of supply as per specifications.

#### **12. PENALTIES:**

- 1) (a) The contractor has to execute the supply of material/items/services by the due date as per the requirement of the Department.
- (b) If, the contractor fails to supply as per above condition, a penalty @ 2.5% of the value of the delayed supply per week shall be levied for the period till material is supplied by the contractor or risk purchase is made by the department, whichever is earlier. Any part of a week will be considered as a full week.
- (c) If, the contractor fails to supply the material within the due date of supply as mentioned in Para-a) above, department will be entitled to purchase the items from the open market as risk purchase and the contractor shall be liable to pay the differences between purchase price and quoted price, if any. This difference will be





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deducted from the pending bills of the contractor or/and will be adjusted against the security deposit lying with the Department. If, the amount of penalty is more than the security deposit, the department shall claim the balance amount from the contractor and the contractor shall pay the amount within a week.

- (d) The department shall have the right to cancel the contract with the contractor or to forfeit the security deposit or to debar/blacklist the contractor as deemed fit simultaneously on account of delay/non-supply/substandard supply of items/material/services.
- 2) In case of any dispute regarding imposition of penalty or forfeiture of security/ EMD amount/debar or black-listing of the firm, due to late/non-supply/sub-standard supply of items etc., the decision of the Director General Home Guards or the person nominated by him, shall be final and binding on the contractor.
- 3) If, a tenderer gives wrong or incomplete information in his/her tender, the department reserves the right to reject such bid at any stage or to cancel the contract, if awarded and forfeit the E.M.D/Performance Security Deposit or to debar/blacklist the contractor.
- 4) If, any firm with whom contract/agreement has been executed, failed/back out from the contract/supply of material, shall be liable to be debarred/blacklisted as deemed fit by the competent authority, apart from forfeiture of EMD/Performance Security deposit, if any.

### **13. ARBITRATION:**

- (i) In case of any dispute arising out of the tender or any breach of agreement (except those decisions which are otherwise herein above provided for) the matter will first be referred by Department/ Contractor to Director General Home Guards for Arbitration. Director General Home Guards reserves the right to appoint any person as arbitrator to sort out the dispute. The award of the arbitrator so appointed shall be final and binding on the contractor.
- (ii) There will be no objection to any such appointment that the arbitrator so appointed is a Home Guards Department Officer and that he had to deal with the matters to which this indenture relates and that in the course to his duties as such Govt. Servant he had expressed view on all or any matters in disputes or differences.

### **14. OTHER TERMS & CONDITIONS:**

- (i) **Alteration in the Specifications:** The specifications issued with this form of tender must not be altered by the bidders.
- (ii) **Incomplete Tenders:** Tenders will not be considered if complete information is not given at the time of tendering or if the particulars and data (if any) asked for in the Tender Notice, are not given.
- (iii) **Cancellation of Tender/Contract in part or in full, in case of default in contract/supply/ services:** If the Contractor in the opinion of the Directorate, fails or neglects





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to comply with any of the terms & conditions forming part of the tender/ contract/ services, Director General of Home Guards shall, without prejudice to any other right or remedies under the contract, has the right to cancel the contract/order by giving 15 days notice in writing to the Contractor without being liable to pay compensation for such cancellation.

- (iv) Tender shall be uploaded as per guidelines indicated in e-Procurement procedure displayed at the site: <https://govtprocurement.delhi.gov.in>.
- (v) Inspection of items will have to be arranged by the Contractor at their cost, if so desired by the Directorate General of Home Guards.
- (vi) If a tenderer gives wrong or incomplete information in their tender, department reserves the right to reject such bid at any stage or to cancel the contract, if awarded and forfeit the EMD/Performance Security Deposit.
- (vii) The quantity prescribed in the tender is tentative & can be increased or decreased by the Department, depending upon necessity/requirement. The supply will have to be made strictly as per the requirement of the Department from time to time.
- (viii) That the contractor will ensure that none of his employees, including driver, cleaner, helper etc. carry prohibited articles like fire arms, explosives, explosive substances, sharp edge weapons, tobacco, drugs, narcotic substances, liquor, currency notes, biris, cigarettes etc. in case any item is caught, the concerned person will be held responsible and will be handed over to local police for prosecution and will entail cancellation of contract and also would be black-listed.
- (ix) Canvassing in any form in connection with this tender is strictly prohibited and the tender submitted by the vendor who resorts to canvassing are liable for rejection.
- (x) The loading and unloading of the articles including labourers shall entirely be the responsibility of tenderer.
- (xi) All the terms & conditions for the supply, testing & acceptance of the payment terms, penalty clause etc. shall be as those mentioned herein. No change whatsoever in terms & conditions shall be acceptable.
- (xii) It will be the discretion of Director General Home Guards or his representative to make enquiries in order to judge the suitability and the capacity to any particular firm/contractor and decision to enter into contract or otherwise would rest with the Director General Home Guards finally.
- (xiii) The bid should be in conformity with clauses mentioned in the tender document otherwise the bid shall be rejected. Tender once submitted shall be final and no amendment shall be permitted after the close of the bid.



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- (xiv) The submission of a bid by a tenderer implied that he has read the entire tender Document and has made himself aware of the scope and specification of the work to be performed and of the local conditions and other factors which have a bearing on the execution of the work.
- (xv) The acceptance of terms and condition of the tender are to be signed by the tenderer in the prescribed form at the end of the terms and conditions and also upload along with Technical Bid. Any other document which is not asked for will not be entertained by the department. Technical Bid uploaded without the above acceptance shall be rejected.
- (xvi) All disputes are subject to the jurisdiction of Delhi Courts only.

**(D.S. RAWAT)**

**C-CTI/**

**COMMANDANT HOME GUARDS: DELHI**

**All the above terms and conditions mentioned in the Tender Document are accepted to me/us.**

**Signature of the Tenderer**\_\_\_\_\_

**Name of the Tenderer**\_\_\_\_\_

**Seal of the Tenderer**



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**Annexure-‘A’**

**ON LINE TENDER FOR SELECTION OF AGENCY FOR ENROLMENT OF HOME GUARDS IN DELHI-2014 FOR AN ESTIMATED VACANCIES OF 6943**

**TECHNICAL BID**

Sl. No.	Particulars	To be filled by Bidders
1.	Name of the Bidder	
2.	Complete Office Address	
3.	Phone No.	
	Mobile No.	
	e-mail.	
4.	TIN/Vat Registration No.	
5.	ISO certification number	
6.	Service Tax number	
7.	PAN No.	
8.	EMD in the name of “DDO. Directorate General of Home Guards, Delhi”.	<p align="center"><b><u>EMD Details</u></b></p> <p>Amount = _____</p> <p>DD No.= _____</p> <p>Dated = _____</p> <p>Bank = _____</p>
9.	EMD Exemption Certificate, if any.	
10.	Whether undertaking attached as per Annexure-‘B’	

Signature of the Tenderer\_\_\_\_\_

Name of the Tenderer\_\_\_\_\_

Seal of the Tenderer



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**Annexure-‘B’**

**UNDERTAKING**

**To**

**The Director General Home Guards  
Nishkam Sewa Bhawan,  
CTI Complex, Raja Garden,  
New Delhi-110027.**

**Sir,**

1. I/We undertake that myself/ourselves/firm/company/any partners/Directors have never been blacklisted by any Govt. /Semi-Govt. Department all over India.
2. I/We undertake that no criminal proceedings/enquiry is pending against me/us/firm/Company/any partner/Directors thereof.
3. I/We undertake that there is no personal/official dealings whatsoever with the officers/officials of the Directorate General of Home Guards, Delhi.
4. I/We agree to all the terms and conditions which are the part of this tender and are ready to enter into agreement accordingly with the Directorate General of Home Guards.

**Place:**

**Date:**

**SIGNATURE:**

**NAME:**

**SEAL OF THE TENDERER:**



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**Annexure-‘C’**

**ON LINE TENDER FOR SELECTION OF AGENCY FOR ENROLMENT OF HOME GUARDS IN DELHI-2014 FOR AN ESTIMATED VACANCIES OF 6943**

**FINANCIAL BID**

Sl. No.	Description of the task for an estimated vacancies of 6943	Rate per page/ sheet/ Candidate
1.	Preparation of Application forms including printing and numbering for enrolment of Home Guards along with Home Guard Logo on paper - 120gsm, A-4 size, two colour printing-single side.	
2.	Preparation and Printing of Instructions for the candidates to be enclosed with each application form on paper - 80gsm, A-4 size, single colour, printing both sides.	
3.	Collection of filled up application form from HQ Raja Garden for Scrutiny, award of Bonus marks as claimed by the candidates as in application form, computerization, scanning of Printing of list of the accepted/rejected application forms along with reasons for rejection ( to be provided in hard as well as soft copy).	
4.	Preparation of seating plan, centre wise (360 candidates maximum in each centre) and room wise (24 candidates in each room) and printing of attendance sheets with image and signatures as per seating plan.	
5.	Preparation, Printing and issuance of Admit Cards by speed post with images and signatures of accepted candidates, after allotment of random roll number and examination centre, indicating the schedule of Written Test. Paper 120gsm, A-4 size, double colour, printing single side.	
6.	Preparation and printing of bilingual question paper in Hindi and English for written Test having 80 questions in four sets of shuffling objectives type multiple choice questions. Paper 80gsm, A-4 size one colour, double side.	
7.	Conduct of written examination by arranging sufficient number of invigilators and supporting staff, Distribution and collection of question paper, answer sheet and attendance sheets.	
8.	Preparation of Result of written examination (After evaluation through OMR Technique) with bonus marks, merit wise, roll number wise and Alphabet wise.	
9.	Preparation, Printing and issuance of admit cards through speed post for stage-II (Physical Measurement & Endurance Test) on the basis of approved merit of stage -I. (This figure is likely to be approximately 1.5 times of the vacancies).	
10.	Preparation and Printing of attendance sheet (as per schedule) for Physical Endurance Test with provision for verification of bonus marks having image and signature of candidates.	



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11.	Printing and Issuance of Medical Fitness Forms and Police verification report forms to those appearing at Stage-II.	
12.	Tabulation of Physical Measurement & Endurance Test result. (Data shall be provided by the Directorate General of Home Guards).	
13.	Compilation of result of stage-I and stage-II and preparation of final merit list, merit wise, roll number wise and alphabet wise.	
14.	Preparing, Printing and Issuance of Call Letters by speed post to successful candidates as per training schedule.	
15.	<b>NOTE:-</b> Any other task assigned by the Director General Home Guards, Controller of examination or Commandant Home Guards relating to the Enrolment process at any time during this process of recruiting Home Guards Volunteers at the mutually agreed upon rates.	
	<b>Total</b>	

Signature of the Tenderer\_\_\_\_\_

Name of the Tenderer\_\_\_\_\_

Seal of the Tenderer



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**Annexure-'D'**

**AGREEMENT**

An agreement made on this \_\_\_\_\_ day of \_\_\_\_\_, 2014 between M/s. \_\_\_\_\_ (hereinafter called the 'Contractor' which expression shall, unless excluded by or repugnant to the context, be deemed to include his/ their heirs, executors, administrators, successors and assignees) on the One Part and the Director General Home Guards or any person deputed by him for the purpose on behalf of D.G. Home Guards (hereinafter called the H.G. Department) on the other part.

Whereas the H.G. Department has invited on line open tender for the selection of agency for Enrolment of Home Guards in Delhi during the year 2014 for an estimated vacancies of 6943 and whereas the contractor submitted the tender which was accepted by the this Directorate.

And whereas the contractor, at the request of the H.G. Department has agreed to take up the work of Enrolment of Home Guards in Delhi as detailed in the schedule written hereunder (hereinafter called "the said schedule") at the rates specified against each on the terms and conditions hereafter appearing.

**Whereas, both parties and the witnesses hereby agree to the following:**

1. That the contractor has agreed to take up the Enrolment of Home Guards Volunteers in Delhi as per the following rates:-

Sl. No.	Description of the task for an estimated vacancies of 6943	Rate per page/ sheet/ Candidate
1.	Preparation of Application forms including printing and numbering for enrolment of Home Guards along with Home Guard Logo on paper -120gsm, A-4 size, two colour printing-single side.	
2.	Preparation and Printing of Instructions for the candidates to be enclosed with each application form on paper - 80gsm, A-4 size, single colour, printing both sides.	
3.	Collection of filled up application form from HQ Raja Garden for Scrutiny, award of Bonus marks as claimed by the candidates as in application form, computerization, scanning of Printing of list of the accepted/rejected application forms along with reasons for rejection ( to be provided in hard as well as soft copy).	
4.	Preparation of seating plan, centre wise (360 candidates maximum in each centre) and room wise (24 candidates in each room) and printing of attendance sheets with image and signatures as per seating plan.	





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5.	Preparation, Printing and issuance of Admit Cards by speed post with images and signatures of accepted candidates, after allotment of random roll number and examination centre, indicating the schedule of Written Test. Paper 120gsm, A-4 size, double colour, printing single side.	
6.	Preparation and printing of bilingual question paper in Hindi and English for written Test having 80 questions in four sets of shuffling objectives type multiple choice questions. Paper 80gsm, A-4 size one colour, double side.	
7.	Conduct of written examination by arranging sufficient number of invigilators and supporting staff, distribution and collection of question paper, answer sheet and attendance sheets.	
8.	Preparation of Result of written examination (After evaluation through OMR Technique) with bonus marks, merit wise, roll number wise and Alphabet wise.	
9.	Preparation, Printing and issuance of admit cards through speed post for stage-II (Physical Endurance Test) on the basis of approved merit of stage -I. (This figure is likely to be approximately 1.5 times of the vacancies).	
10.	Preparation and Printing of attendance sheet (as per schedule) for Physical Measurement & Endurance Test with provision for verification of bonus marks having image and signature of candidates.	
11.	Printing and Issuance of Medical Fitness Forms and Police verification report forms to those appearing at Stage-II.	
12.	Tabulation of Physical Measurement & Endurance Test result. (Data shall be provided by the Directorate General of Home Guards).	
13.	Compilation of result of stage-I and stage-II and preparation of final merit list, merit wise, roll number wise and alphabet wise.	
14.	Preparing, Printing and Issuance of Call Letters by speed post to successful candidates as per training schedule.	
15.	<b>NOTE:-</b> Any other task assigned by the Director General Home Guards, Controller of examination or Commandant Home Guards relating to the Enrolment process at any time during this process of recruiting Home Guards Volunteers at the mutually agreed upon rates.	
	<b>Total</b>	

2. That this agreement shall be valid till the Enrolment process is complete from the date of award of contract and the contractor has to supply materials during the contract period at the same rates, terms & conditions.



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3. That the contractor has to attach Performance Security Deposit with this agreement as D.D for ` \_\_\_\_\_ from \_\_\_\_\_ bank in favor of D.D.O. Directorate General of Home Guards, Delhi payable at Delhi as calculated @ 7% of the total value of contract.(DD No. \_\_\_\_\_ dated \_\_\_\_\_).
4. That the contractor shall supply the items/material/services at this Directorate as per the directions issued by this Directorate from time to time.
5. That the rates quoted by the contractor and accepted by the H.G. Department are inclusive of packing, forwarding, freight, insurance, other taxes except VAT, which will be paid as applicable.
6. That the H.G. Department would not be liable to pay any further charges towards any other expenditure incurred by the contractor and any fluctuations in the market and taxes are at the cost of supplier.
7. That the contractor shall satisfy himself of all matters affecting the delivery of the supplies. No extra charges incurred will be allowed as consequences of wrong delivery, misconstruing of terms and conditions of agreement or otherwise.
8.
  - a) The contractor has to execute the supply of material/items by the due date of supply specified in instructions issued by the Department.
  - b) That if the contractor fails to supply as per above conditions, a penalty@ 2.5% of the value of the delayed supply per week shall be levied for the period till material is supplied by the contractor or risk purchase is made by the department, whichever is earlier. Any part of a week will be considered as a full week.
  - c) That if the contractor fails to supply the material/items within the due date of supply as mentioned in Para-a) above, department will be entitled to purchase the items from the open market as Risk Purchase and the Contractor shall be liable to pay the differences between purchase price and quoted price, If any. This difference will be deducted from the pending bills of the contractor in accounts section of the HG Department or/and will be adjusted against the security deposit lying in accounts section of the HG Department. If, the amount of penalty is more than the Security deposit, department shall claim the balance amount from the contractor and the contractor shall pay the amount within a week.
  - d) That the department shall have the right to cancel the contract with the contractor or to forfeit the security deposit or to debar/blacklist the contractor as deemed fit by the competent authority simultaneously on account of delay/non-supply/substandard supply of items.
9. That in case of any dispute regarding imposition of penalty or forfeiture of security /EMD amount / debar or black-listing of the firm, due to late / non-supply, sub-standard supply of items, the decision of the Director General Home Guards or the person nominated by him, shall be final and binding on the contractor.



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10. That, if the contractor gives wrong or incomplete information in their tender, department reserves the right to reject such bid at any stage or to cancel the contract, if awarded and forfeit the Performance Security Deposit or to debar/blacklist of the contractor.
11. That, if the contractor failed/back out from the contract/supply of material, the firm/contractor shall be liable to be debarred/blacklisted as deemed fit by the competent authority, apart from the forfeiture of EMD/Performance Security deposit, if any.
12. That the contractor shall replace the items/material on being found defective or, that of inferior quality at his cost within 7 days. In case it is not replaced, this Directorate will have recourse to risk purchase at the cost of supplier.
13. That the contractor shall intimate this Department the name of the authorized representative who shall come to the H.G. department premises for execution of order.
14. The bills against supply submitted by the firm/ contractor in the office of the store officer H.G& will be processed & released at the earliest. However, if any amount of the bills is found by the Audit office to have been over paid, the amount found over paid shall be refundable by the firm/contractor.
15. That the amount of the security shall remain with the this Department for a period of 2 months beyond the completion of the Supply or 2 months after date of validity of contract period whichever is later. But the contractor shall not be entitled to any interest from the Department for retaining the Performance Security Deposit.
16. That all the powers exercisable, function to be discharged in terms and conditions and contents of this deed in relation to the this Department shall be exercised and discharged by the Director General Home Guards, Delhi or by any officer so specifically authorized by him on this behalf.
17. That the stamp duty/other charges payable under the law, in respect of this Deed shall be borne by the contractor.
18. That the quantity prescribed in the tender is tentative & can be increased or decreased by the Department, depending upon necessity/requirement. The supply will have to be made strictly as per the schedule given in supply order by the Department. The figure of the candidates in stage-II is likely to be approximately 1.5 times of vacancies.
19. That the contractor has to follow the timings of Department and follow the strict security guidelines wherever it is required. The loading/unloading of the items/material will be the responsibility of the contractor.
20. That the contractor shall abide by the Terms & Conditions stipulated in the tender document.
21. The Contractor will Print and Supply Intelligence Character Recognition (ICR) Application Forms as per the requirement of Directorate General of Home Guards.



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22. The Contractor will do the entire job at his premises only.
23. Printing of ICR Application forms, OMR answers sheet and admit cards will be under taken once the designs are approved for printing.
24. Delivery of OMR answer sheets, ICR Application forms will be made within 2 weeks from date of approval of design or receipt of confirmed written order whichever is later.
25. Printing of Question Paper will be a highly confidential activity. The contractor shall prepare the Question Paper and get it approved by the Competent Authority at this Directorate before printing. Thereafter, will hand over sealed corrugated boxes containing printed question papers to each centre. The responsibility to send the boxes to the centre and, conduct of the exam and bringing back the OMR Answer Sheets shall be carried out by the contractor.
26. The contractor shall return all the filled up application forms and OMR sheets in original to the directorate general of home guards in a properly sequential manner along with soft copy of all the images.
27. Payment for each activity shall be cleared within 30 days after submission of bills for that particular activity.
28. The scope of work and activities has been clearly spelled out in the proposal with rates. However, any additional work not listed and if it is to be undertaken will be charged for including additional copies of reports etc.
29. All Admit Card/Call Letter shall be sent by the contractor through speed post. He will solely be responsible for non receipt of any such Admit Card/Call Letters. He will also arrange to open a counter at this Directorate to issue duplicate Admit Card/Call Letter.
30. After scanning, the OMR answer sheets should be kept under mutual safe custody by Directorate General of Home Guards and the contractor.
31. Strict confidentiality shall be maintained at all stages of processing and Finalization of results. No information of any kind should be leaked out directly or indirectly to any unauthorized person. In case of any leakage by contractor, suitable action shall be taken by this Directorate against the firm.
32. After the examination and Enrolment processes are over, the entire data base, Department-wise, Subject-wise with Roll numbers and mark lists will be prepared and given to Directorate General of Home Guards in soft and hard copy as well as CD form by the contractor.
33. In the event of unsatisfactory service, non fulfillment or non observance of any of the conditions stipulated in the contract, suitable action will be taken against the contractor.



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34. All transactions/handing and taking over of material shall be carried out only in the premises of Directorate General of Home Guards, Delhi or as per the directions of Director General Home Guards.
35. Each mistake shall attract a penalty for **Rs.500/-** subject to maximum of **Rs. 50,000/-**.
36. The contractor is liable to provide all information sought under RTI.
37. i) That in case of any dispute arising out of the tender or any breach of agreement (accept those decisions which are otherwise herein above provided for). The matter will first be referred by Department/Contractor to Director General Home Guards for Arbitration. Director General Home Guards reserves the right to appoint any person as arbitrator to sort out the dispute. The award of the arbitrator so appointed shall be final and binding on the contractor.  
ii) That there will be no objection to any such appointment that the arbitrator so appointed is a Home Guards Department Officer and that he had to deal with the matters to which this indenture relates and that in the course to his duties as such Home Guards Officer he had expressed view on all or any matters in disputes or differences.
38. That all disputes are subject to the jurisdiction of Delhi Courts only.

All the above Terms and Conditions are accepted by us.

**Signed by**

**Signature**\_\_\_\_\_

**Name and Designation**\_\_\_\_\_

\_\_\_\_\_  
(on behalf of the Contractor)

**Seal of the Contractor**

**Signed by**

**Signature**\_\_\_\_\_

**Name and Designation**\_\_\_\_\_

\_\_\_\_\_  
(on behalf of the HG Department)

**Seal of the HG Department**