

**ADMINISTRATION OF U.T. OF DAMAN & DIU
OFFICE OF THE SUB DIVISIONAL POLICE OFFICER
OFFICE OF THE SUPERINTENDENT OF POLICE,
DIU NAGOA ROAD, FUDAM
DIU.**

Name of work: - Request for proposal for Appointment of consulting Firm / Consultant for Preparation of Detail Project Report (DPR) FOR Providing CCTV Camera (Latest Technology) at various places of tourist importance, Police Station, Four Out posts & Office of the Superintendent of Police, Fudam and maintenance of Law and order with networking and control unit at Police station/office of the S.P., DIU, U.T. of Daman & Diu.

OPEN ADVERTISED TENDER

TENDER NOTICE NO. 02 / 2015 – 2016 (2nd call)

EARNEST MONEY DEPOSIT (E.M.D.) :: Rs.25,000=00 (IN FDR)
TENDER FEES :: 1000 /-(IN DD)(NON REFUNDABLE)
TIME LIMIT :: 15 DAYS
PRE BID MEETING :: 23 /02/2016 AT 16.00 HOUR
BID DOCUMENTS SALE END DATE :: 29/02/2016
LAST DATE & TIME OF
RECEIPT OF BID :: 10/03/2016 UPTO 15.00 HOUR

OPENING OF TENDER :: 10 /03/2016 UPTO 16.00 HOUR
(IF POSSIBLE)

(By Speed Post / RPAD through Postal Authority / Tender box kept in Office of the Superintendent of Police, Fudam - Diu only).

Issued to : _____

CLIENT :-
SUB-DIVISIONAL POLICE OFFICER,
OFFICE OF THE SUPERINTENDENT OF POLICE, DIU.
UT of Daman & Diu,
362 520.

INVITATION FOR EXPRESSION OF INTEREST

FOR

**APPOINTMENT OF CONSULTING FIRM / CONSULTANT
FOR PREPARATION OF DETAIL PROJECT REPORT (DPR)
FOR PROVIDING CCTV CAMERA (LATEST TECHNOLOGY)
AT VARIOUS IMPORTANT PLACES OF TOURIST
INTERESTS, POLICE STATION, FOUR OUT POSTS AND
OFFICE OF THE SUPERINTENDENT OF POLICE, ON
SECURITY AND MAINTENANCE OF LAW AND ORDER, FOR
POLICE DEPARTMENT, U.T. OF DAMAN & DIU.**

REQUEST FOR PROPOSAL (RFP)

ISSUED BY

**SUB-DIVISIONAL POLICE OFFICER,
OFFICE OF THE SUPERINTENDENT
OF POLICE,
DIU NAGOA ROAD,
FUDAM - DIU – 362520.**

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1.0 GENERAL INFORMATION

1	Name of Department	POLICE DEPARTMENT, Diu. U.T. of Daman & Diu.
2	Address for sale & Submission of Bid Documents	O/o The SUB-DIVISIONAL POLICE OFFICER, Office of the Superintendent of Police,, Diu Nagoa Road, Fudam - Diu – 362520. U.T. of Daman & Diu.
3	Name of Project	APPOINTMENT OF CONSULTING FIRM / CONSULTANT FOR PREPARATION OF DETAIL PROJECT REPORT (DPR) FOR PROVIDING CCTV CAMERA (LATEST TECHNOLOGY) AT VARIOUS PLACES OF TOURIST IMPORTANCE,POLICE STATION, FOUR OUT POSTS AND MAINTENANCE OF LAW AND ORDER WITH NETWORKING AND CONTROL UNIT AT POLICE STATION/OFFICE OF THE S.P., DIU, U.T. OF DAMAN & DIU.
4	Contact Details	O/o The Sub- Divisional Police officer, Office of the Superintendent of Police, Diu Nagoa Road, FUDAM - Diu – 362520. U.T. of Daman & Diu.
5	Cost of Document	Rs, 1000/-
6	Last Date & time for Submission of Technical documents.	On or Before 10-03-2016-up to 3.00 P.M.
7	Last Date & time for Physical Submission of Technical document	On or Before 10-03-2016 up to 3.00 P.M.
8	Opening of Financial Bid	10/03/2016 at 17.00 Hrs or Shall be opened after completion of Technical Evaluation.

2.0 Introduction of the project.....

2.1 About the Territory:

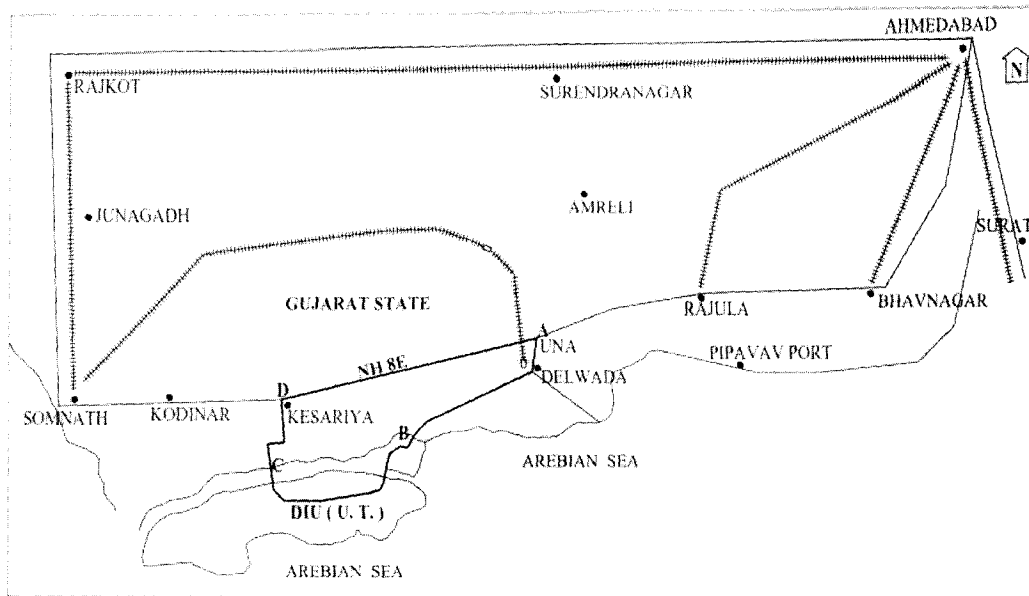
Diu is one of the famous Islands on the West Coast of the Arabian Sea in the Saurashtra region of Gujarat coast. The Ghoghla the part of Diu town is connected with the main land of Gujarat and whole Diu District with the Diu city and its four village Panchayat, is an Island surrounded by a sea on all its four side. The bridge between Diu and Ghoghla on the Creek joining the Diu District with the main land of Gujarat State

The Diu District is situated at latitude 20° 42'8" North and Longitude 70° 59'8" East. The nearest Railway Station for Diu is Veraval approx. 90 Km from Diu. It is connected to some of the major cities in western India like Ahmedabad, Rajkot and Bhavnagar etc. The nearest city is Una about 13 kms. North of Diu. There is no land between Diu and South Pole.

Diu is a tourist place, large number of Tourist including Foreigners visiting Diu in every year. Fishing is the main activities of local people.

Diu-Ghoghla Bridge connecting with the Gujarat state is the central figure within Diu District. The goal is to create a compelling destination that attracts a diverse audience and support the public amenities. The Provision of CCTV camera at 34 important Tourist Places, Four Police Outposts, Police Station including Office of the Superintendent of Police, Diu for keeping eye and vigil watch on the Tourists as well as General Public for protection from unwanted elements creating Law and Order Problems including harassment to the General Public and Tourists visit Diu. This facility will add the safety of Tourists and will give an emotional uplift of Security for the Diu District.

Location of Diu of UT Daman and Diu



2.2 Aim & Objective:

The aim is to select suitable reputed Engineering Design consultancy firms for providing proper specification and model of the CCTV Camera for the area and points marked in the Map to cover maximum area under the vigil coverage of Tourist Points/Places for maintenance of Security including Law and Order of Diu District.

3.0 Scope of works.....

The main description of the work to be handled by the consultant shall include:

- 3.1 Arrangement of appropriate latest technology based CCTV Camera with Night vision and Infrared facility (along with Sensor for Traffic Control Management where ever required) at various places of tourist places including recording facility at the Control Room at Police Station Diu and Main Unit at the Office of the Superintendent of Police, Fudam – Diu for monitoring the activities of the Tourists as well as general public on all such points for safety and maintenance of Law and Order in entire District of Diu.
- 3.2 Visiting the site, discussions of details with S.D.P.O. / S.P. Diu and attending the meetings etc. as and when required.
- 3.3 Providing state of the art of coverage of area by CCTV Camera.
- 3.4 To undertake necessary detail site survey and to finalize the drawing and design for installation of CCTV Camera including required accessories and Electric connection and WI-FI facility etc.

- 3.5 The consultant shall undertake survey for existing and proposed sites where the CCTV Camera are proposed to be provided for preparation of detailed engineering drawing and estimate based on the Delhi Schedule of Rates (DSOR) or on Rate Analysis if the items are not available on DSOR along with the supporting documents, NIT etc. The Projected installation location details and plan shall be provided on demand.
- 3.6 The consultant shall provide Detail estimate, detailed working drawings, Bill of Quantities (BOQ) and cost estimates for the providing and installation of 34 Camera at the places indicated/ marked in the Map of Diu.
- 3.7 The drawings shall be supplemented with number of coverage of the area by the proposed CCTV Camera views taken from different directions, best latest technology Camera specification etc. under consideration. The drawings / plans/ proposals & supported reports etc. shall contain the details in a manner that same shall be easily implemented on ground, or High Mast Pole etc.
- 3.8 To provide electrical single line diagrams showing the size, rating and location of all new electrical components being installed for CCTV Camera including details showing methods of attachment and / or electrical tie in where appropriate items shall include but should not be limited to controllers, branch circuitry, wiring size, conduit, current demand factors, switch and panel schedules, fixtures etc.
- 3.9 To provide all appropriate details showing typical existing fixtures, retrofit assemblies, new fixtures mounting details at the proposed 34 places as per map.
- 3.10 C.C.T.V. Camera shall be specially designed to cover the feasible area the type and size of Camera proposed and with a distribution pattern suited with width and location of the fixture.
- 3.11 Preparation of PERT/CPM charts for ensuring timely completion of the work and reviewing the progress of work as time allowed in tender agreement.
- 3.12 Preparation of working drawings and such detailed drawings required for successful execution and completion.

- 3.13 On completion of the estimation and designing, the consultant will provide one copy of drawings to Police Department, DIU & a soft copy with all details of services that he has provided for useful maintenance and office records etc.
- 3.14 The successful consultant will provide prints of working drawings in required numbers of set and insisted by the department, as may be required during the progress of work.
- 3.15 Provide working drawing during the execution of works incorporating all the changes in drawings etc. as may be required during the work progress.
- 3.16 Provide the site supervision/inspection with periodical visits preferably twice in a month or as may be required on demand from Police Department, DIU during the course of execution.
- 3.17 The consultant shall provide detail Estimates with all engineering calculations, electrical design if any including **Type of latest technology based CCTV Camera (along with Sensors for Traffic Control and management wherever necessary) & drawings in soft and hard copy format.**
- 3.18 Any other services in the subject to the work/site demands.
- 3.19 The consultant shall provide details regarding all the materials for installation of CCTV Camera including provision of Electrical fixture, connection, power supply to be used, its specifications etc. and design elements for each and every component of the project. These details and specification shall form part of the bid document.
- 3.20 The Consultant shall attend all the meetings as may be convened by the Police Department, DIU for review of work by the consultants.
- 3.21 The Consultant shall incorporate all the comments and observation as may be made by the Police Department, DIU in the Project Report.

4.0 Copyright, number of drawings sets etc.....

- 4.1 The fee to be paid as provided will be for full discharge of the functions to be performed by the consultant and no claim whatsoever shall be entertained by the U.T Administration/ Police Department, DIU, in respect of any proprietary right of the parts of any other party relating to the drawings etc. The consultants indemnify and keep indemnified Sub- Divisional Police Officer, Office of the Superintendent of Police, DIU against all such claims cost and expenses paid by PDA in defending themselves against all such claims. The Consultant shall keep Police Department, DIU indemnified against any claim

concerning any other parties in connection to discharge of their responsibilities for this work.

- 4.2 All data collected, survey and investigation report etc. all drawings architectural and engineering or other services/utilities (internal and external) would be supplied by the consultant as and when required for submission to all the local bodies and other authorities. If there is any revision of any data, detail in any drawing for any reason, same number of drawings shall be re-issued without any extra charge. All the drawings will become the property of the Police Department, DIU elsewhere but only at its own risk and responsibility.

5.0 Evaluation criteria

The criteria to be used in the evaluation of the technical bids would be an assessment of the;

SR. NO	BOARD PARAMETERS	MARKS
A	Detail Presentation And Experience.	20
B	Qualification & Competence Key Professionals.	50
C	Approach, Methodology & Work Plan.	30
	Total Marks	100

Bids scoring more than 75% marks will qualify for the next stage: i.e. opening of the Financial Bid. Financial proposal of only such bidders will be opened which obtains minimum qualifying marks/standards of 75 % prescribed for the technical proposal.

Evaluators of technical proposal shall not have access to the financial proposal until the technical evaluation is concluded.

The financial bids of only those agencies shall be opened whose technical evaluation meets the minimum qualifying benchmark. The Financial bids of other agencies that do not secure the minimum qualifying marks shall be returned unopened.

The lowest financial proposal (FM) shall be given a financial score (SF) of 100 points. The financial score (SF) of the Financial Proposals will be determined using the following formula:

[$SF=100 \times FM/F$, in which SF is the financial score, FM is the lowest price, and F is the price of the proposal in Rupees under consideration]

Proposals will be ranked according to their combined technical (ST) and financial (SF) scores using the weights (T=the weight given to the Technical Proposal; P=the weight given to the Financial Proposal; T+P=1). **The weights given to the technical and financial proposals will be T=0.70, and P=0.30.**

The total combined score shall be calculated using the following formula;

$$S = ST \times T + SF \times P$$

6.0 Payment of Remuneration...

- 6.1 The Sub – Divisional Police Officer, Office of the Superintendent of Police, Diu, shall pay the fees to the consultant for the professional services that he will render.
- 6.2 The above fee at clause (4.1), is inclusive of fees payable by the consultant to any other sub consultant and associated consultant and nothing extra shall be payable by the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU.
- 6.3 The above fees shall be inclusive of the foreseen or unforeseen expenditure on any outstation visit of the consultant or his representatives for the work/ project related purposes.
- 6.4 The Consultants shall have to make all arrangements for any other facilities required by his staff at his own cost.
- 6.5 The compensations of Rs.500/- per default shall be recovered by the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU. from the Consultant's senior representative for non-attending prefixed meetings or the discussions, assistance to Police Department, DIU in completing the work/project, provided that no such compensation will be recoverable, if in the opinion of the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU, that such failure to attend the meeting was for the reason beyond the control of the consultant/s.

7.0 SCHEDULE OF PAYMENT....

The successful bidder will be paid proportionally to the job on percentage basis as under:

Sr. No.	Activity	Payment %	Cumulative %
1.	On appointment / Signing of agreement / Acceptance of offer.	5%	5%
2.	On submitting conceptual designs and rough estimate of cost.	5%	10%
3.	On submitting the required preliminary scheme for the client's approval along with the preliminary estimate of cost.	10%	20%
4.	(a) On incorporating Client's suggestions and submitting drawings for approval from the client / statutory authorities if any.	10%	30%
	(b) Upon client's / statutory approval necessary for commencement of construction, wherever applicable.	5%	35%
5.	On preparation and submission of working drawings, specification and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents.	10%	45%
6.	On inviting, receiving and analyzing tenders, advising client on appointment of contractors.	10%	55%
7.	(a) On submitting working drawings and details required for commencement of work at site.	10%	65%
	(b) (i) On completion of 20% of the work.	5%	65%
	(ii) On completion of 40% of the work.	5%	70%
	(iii) On completion of 60% of the work.	5%	75%
	(iv) On completion of 80% of the work.	5%	80%
	(v) On virtual completion	5%	90%
8.	On submitting completion report and drawing for issuance of completion / occupancy certificate by the statutory authorities, wherever required and on issue of as built drawings	10%	100%

The consultancy fees shall be quoted inclusive of all taxes, TDS, duties, levies, rentals, allowances, entry fees and other overheads called by any other name whatsoever, as applicable on the date of submission. The Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU, shall not be liable to reimburse any expenditure arising out of breach of law, rules and regulations for the time being in force.

8.0 Addition and Alteration...

- 8.1 The Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU. shall have the right to request in writing for adopting the changes, additions, modifications or deletions in the design and drawing of any part of the work and to request in writing for executing the additional work in connection therewith and the consultants shall abide by complying these request. If the Police Department, Diu deviates substantially from the original work/scheme which involves its appropriate execution then extra services, expenses and extra labour on the part of the consultants for creation changes and additions to the drawings specifications or other documents due to rendering major part or the whole of his work in fractious and the consultants may then be compensated for such extra services and expenses on quantum merit basis at percentage applicable under this agreement. It is also to be determined mutually unless such changes, alterations are due to the consultants own omission and/or discrepancies including changes required by the consultants for all internal, external utilities and services, the decision of the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU. shall be final one, whether the deviation and additions are substantial as requiring any compensation are to be paid to the Consultants. However for the minor modification or alteration which does not affect the entire design planning etc. no amount will be payable.
- 8.2 If it is established later on, on the call of tender that, the acceptable tender is not within the amount sanctioned, then the consultants shall if so desired by the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU. shall take steps to carry out the necessary modifications in the design and specification to witness that, the tendered cost does not exceed the corresponding provision in the Preliminary estimate by more than 5%. The consultants shall not be paid anything extra for such modification.
- 8.3 The Consultants shall not make any deviation, alterations, additions or omissions for the work shown/described and awarded to the contractor except through and with prior approval of the Officer-in-charge in writing.

9.0 Abandonment of work....

If the Consultants abandons the work for any reason whatsoever or becomes incapacitated from acting as Consultants for aforesaid job, then the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU. shall make full use of all or any of the drawings prepared by the Consultants. In such a veering state, the Consultants shall be liable to pay the damages as may be assessed by the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU. Provided that, in the event of the termination of the agreement under serving the proper notice as provided in the clause hereinafter, the Consultants shall be entitled to avail entire fees for the services he has rendered and liable to refund any excess payment made to him over and above, which is due to him in accordance with the terms of this agreement till the date of termination of the agreement.

10.0 Penalty clause

- (i) The compensations of Rs.500/- per default shall be recovered by the Sub Divisional Police Officer, Office of the Superintendent of Police, DIU. from the Consultant's senior representative for non-attending prefixed meetings or the discussions, assistance to Police Department, Diu in completing the work/project, provided that no such compensation will be recoverable, if in the opinion of the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU. that such failure to attend the meeting was for the reason beyond the control of the consultant/s.
- (ii) If the Consultants abandons the work for any reason whatsoever or becomes incapacitated from acting as Consultants for aforesaid job, then the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU. shall make full use of all or any of the drawings prepared by the Consultants. In such a veering state, the Consultants shall be liable to pay the damages as may be assessed by the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU. Provided that, in the event of the termination of the agreement under serving the proper notice as provided in the clause hereinafter, the Consultants shall be entitled to avail entire fees for the services he has rendered and liable to refund any excess payment made to him over and above, which is due to him in accordance with the terms of this agreement till the date of termination of the agreement.

11.0 Termination....

That the agreement shall be terminated at any time by Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU. giving one month's notice to the Consultant and in the event of such termination, the Consultants shall be entitled to all such fee for the services rendered and liable to refund the excess payment, if any made to him over and above what is due in terms of the agreement on the date of termination and the Police Department, Diu, may fully utilize all or any of the drawings prepared by the Consultants. The determination of entitle fees shall be as determined by the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU. which will be final & binding.

12.0 Document to be submitted along with offer (in physical submission as well as shall be scan and placed on website along with the tender documents as a mandatory documents)

- 12.1 Consultant's registration details and relevant certificates
- 12.2 Technical Experts Bio-data, pay structure, qualifications, experience etc.
- 12.3 Any other relevant data to prove competency
- 12.4 The applicant should give their acceptance of all terms and conditions by signing each page of the documents.
- 12.5 Earnest Money Deposit (EMD) in the form of Fixed Deposit Receipt (FDR) for an amount of Rs. 25,000/- drawn in favor of the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU. from the Scheduled Bank.
- 12.6 The cost of tender documents Rs. 1000/- in form of Demand Draft drawn in favor of the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU., at Diu branch from the Scheduled Bank.
- 12.7 Experience Certificate issued by the Municipal Corporation, Corporation, State or Central Govt. organization, Registered Societies, etc for the similar works.
- 12.8 Pan Card detail.
- 12.9 Service Tax Registration/VAT Registration certificate issued by the govt. organization.

13.0 Professional fee.

- 13.1 **The applicant shall quote professional fee as per Schedule – B**

14.0 Time limit....

14.1 The time schedule including all exercises required for preparation of Electrical design, Branch circuitry, architectural drawing, Illumination and lighting design, working drawing etc. shall be recognized from the date of issue of work order and shall be as under,

- (a) Prefeasibility assessment : within 15 days.
- (b) Final Detail Project Report : within one Month from the date of approval of pre-feasibility assessment.

15.0 General...

15.1 The consultants shall be fully responsible for the technical soundness of the work including those of the specialists engaged, if any by him and also ensure that the work is carried out entirely in accordance with drawings, specifications and his conception.

15.2 The successful consulting firm, on allotment of work shall execute an agreement on non judicial stamp paper worth of Rs.100/- (Rs. One Hundred Only).

15.3 The stamp duty payable under the law in respect of the agreement and other incidental charges shall be borne by the consultants

15.4 The location of the proposed work is required to be inspected by the consultant before offering the rate.

15.5 The tender/bid documents, (except financial bid) shall be submitted in sealed cover to below address or to be deposited in the tender box kept in the Office of the tender inviting authority.

15.6 The intending applicant shall have to submit EMD for an amount of Rs. 25,000/- drawn in favor of the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU, from the Nationalized Bank/Scheduled Bank

15.7 The intending applicant shall have to submit cost of tender documents Rs. 1000/- in form of Demand Draft drawn in favor of the Sub – Divisional Police Officer, Office of the Superintendent of Police, DIU. from the Nationalized Bank/Scheduled Bank.

15.8 All bidders are to compulsory quote the price/cost of consultancy in absolute figure. No percentage shall be accepted. The percentage basis bid will be straight way rejected and the agency shall be disqualified. The fees quoted shall be inclusive of all taxes etc. The conditional tender shall be summarily rejected.

16.0 Minimum qualification Criteria/Eligibility

- a) Any expert in the field of CCTV Technology with a minimum experience of at least 2 years in designing of project shall be eligible.
- b) The Expert/ CCTV Consultant / Electrical Consulting firm / Service Engineering Consulting firm must have experience of
- c) The Expert/ Electrical Consultant / Electrical Consulting firm / Service Engineering Consulting firm must have completed and executed works for the Government Institutions / Semi Government, private Sectors, with above mentioned expertise in CCTV installation, Electrical Engineering. Experience of having successfully completed at least two works for the last two years ending March, 2015.

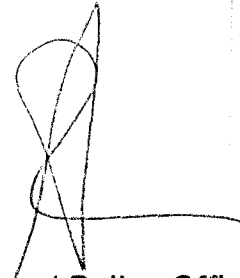
The following certified documents shall have to be submitted:

- i) The consultant / consulting firm / Service Engineering firm shall have the experience of designing and preparing DPR for at least two similar projects for the Government Institutions / Semi Government / Private Sectors. A copy of the certificate shall have to be submitted that the work has been completed satisfactorily by the consultant in the Department's/ company's letter head.
- ii) Necessary documentary proof in support of all above mentioned criteria should be submitted as part of the Technical Document.
- iii) The firm must have proper established office with well-qualified Engineering and Technical staff on their rolls with facility of computer-aided backup. The firm should have a proper office infrastructural set up.
- iv) The Consultant shall submit their detailed company profile having details of staff and infrastructure availability, Key technical personnel's etc. along with the physical submission so as to decide the Eligibility Criteria.

The experts are required to study this document and ensure that they are eligible and have the expertise to undertake such work as specified in the Scope of Work which is not exhaustive. The notice is available and can also be downloaded from our official website <http://diu.gov.in> .

The Right to accept or reject any RFP is reserved by the undersigned with the approval of Higher authority.

Signature of the Bidder

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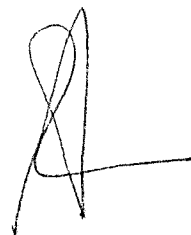
**Sub – Divisional Police Officer,
Office of the Superintendent of Police,
Diu.**

SCHEDULE-B

Name of work:- Engagement of Consultant for Preparation of Detailed Project Report (DPR) for providing CCTV camera (Latest Technology) at various important Places of Tourist interests and Police Station, Four Out posts and Office of the Superintendent of Police, on Security and maintenance of Law and order for Police Department, U.T. of Daman and Diu.

Item No.	Item Description	Quantity	Unit	Tender Rate	Amount
1	Consultancy work for Preparation of Detailed Project Report (DPR) for providing CCTV camera (Latest Technology) at various important Places of Tourist interests and Police Station, Four Out posts and Office of the Superintendent of Police, on Security and maintenance of Law and order for Police Department, U.T. of Daman and Diu.	1 Job.	Per One Job		

Signature of the Bidder



Sub – Divisional Police Officer,
Office of the Superintendent of Police,
Diu.