

Tender

for

Supply and Installation of the
Student Biometric Attendance System

at

Indian Institute of Technology Jodhpur

NIT No. : IITJ/SPS/CC/2014-15/1/56
NIT Issue Date : 04 November 2014
Last Date of Submission : 14 November 2014 by 03:00 PM



Indian Institute of Technology, Jodhpur
Old Residency Road, Ratanada, Jodhpur – 342011, Rajasthan
Tel-fax: 0291- 2449011, e-mail: sps@iitj.ac.in

Notice Inviting Tender

Indian Institute of Technology (IIT), Jodhpur, Rajasthan (hereinafter referred to as the “Institute”) an Educational Institute of National Importance, invites sealed tenders for supply & installation of the following items at the Institute. You are requested to quote your best offer along with the complete details of specifications, terms & conditions. The tender document can be downloaded from the Institute website at URL Link: <http://www.iitj.ac.in> or from Central Public Procurement Portal link: <http://www.eprocure.gov.in>.

S. No.	Item Description	Quantity
1.	As per Annexure – A	As per Annexure – A

Quotation should be sealed and superscribed with tender number and due date of submission and address to:

“Officer-in-charge
Office of Stores and Purchase
IIT Jodhpur
Old Residency Road, Ratanada
Jodhpur – 342 011, Rajasthan”

The sealed quotations should reach the Institute, latest by November 14, 2014 by 03:00 PM and it will be opened on same day at 04:00 PM in the Conference Room, Administrative Block of the Institute in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled date and time.

Terms & Conditions:

1. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.3,500/- (Three Thousand Five Hundred only) which is refundable and a non-refundable tender fee of Rs.200/- (Rupees Two Hundred only) by way of demand draft only. The demand drafts shall be drawn in favor of “Director, IIT Jodhpur” payable at Jodhpur.

The EMD of the successful bidder shall be returned after the completion of contract / order and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts of EMD and tender fees shall be liable for rejection.

The firms who are registered with National Small Industries Corporation (NSIC) / or Small Scale Industrial (SSI) are exempted to furnishing the EMD and tender fee.

2. **Rates:** Rates should be quoted in Indian Rupees (INR) on FOR destination at IIT Jodhpur, Old Residency Road, Ratanada, Jodhpur – 342011, Rajasthan on **DOOR Delivery Basis**, inclusive of all the charges, with breaks –ups as:
 - (i) Basic Cost.
 - (ii) VAT / CST as applicable.
 - (iii) Total Cost (F.O.R at IIT Jodhpur).

Note: Institute is registered with DSIR, Govt. of India (Custom Duty Notification No. 51/96- Custom dt: 23 July, 1996 and Central Excise Duty Notification No. 10/97- Central Excise dt: 1 March, 1997) and is therefore, exempted from Excise Duty and partial exempted from Custom Duty (CD applicable to IIT Jodhpur is 5.15%). Exemption certificate of the same shall be issued.

3. **Validity:** The quoted rates must be valid for period of 90 days from the date of closing of the 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 earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

4. **Warranty / Guarantee:** Bid must be quoted with one year comprehensive on-site warranty / guarantee and it will be started from the date of the satisfactory installation / commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components.
5. Only manufacturer(s) or their sole authorized distributor / agent are eligible to bid. Authorization letter in the prescribed format (Annexure – B) from Original Equipment Manufacturer (OEM) in favor of authorized Agent to bid / negotiate / conclude the order against this tender, must be enclosed with technical bid.
6. **Delivery & Installation:** All the goods ordered should be delivered & installed within 2 weeks from the date of issue of the purchase order. All the aspects of safe delivery, installation and commissioning shall be the exclusive responsibility of the supplier.

If the supplier fails to deliver, installation and commissioning of the goods on or before the stipulated date, then a penalty at the rate of 1% per week of the total order value shall be levied subject to maximum of 10% of the total order value.

7. **Payment Terms:** 100% payment of the total order value shall be released after the successful installation / commissioning of the ordered goods, submission of the installation report and submission of Performance Security which will be 10% of the ordered value. This Performance Security will be in the form of FDR or Bank Guarantee which should be valid for 14 months from the date of the installation of the delivered goods.
8. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document with guaranty warranty undertaking latter.
9. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.
10. Applicable Law:
 - The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
 - Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Jodhpur, Rajasthan, India only.
 - The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Jodhpur. The decision of the Arbitrator shall be final and binding on both the parties.

➤ Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier.

11. After due evaluation of the bid(s), the Institute will award the contract to the lowest evaluated responsive tenderer.
12. Conditional bid will be treated as unresponsive and it may be rejected.
13. The Institute reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

Annexure-A

Supply

Sr. Number	Product Descriptions	Quantity
1	Software	1
2	Bio Metric Attendance Device	4
3	RFID smart card with printed	100*

Hardware Specifications

S. No	Specifications	Compliance Yes/No	Remarks
1	<ul style="list-style-type: none">• Hand-held Device required• LCD 128 x 64 Graphics Display (71mm x 1mm)• Device Dimension: - L: 80mm H: 193mm W: 53 mm• Keypad Touch Screen & Joy Stick• Support USB Pen drive for data transfer• 8 digits alphanumeric card number,• Recording capacity of 2GB or above records,• 10,000 finger template storage (Card with finger)• 2000 finger template storage (only finger) mode• Voice Guided message (for Acceptance / Rejection)• Visual Indicator Red/ Green LED/Message on LCD• With built-in TCP/IP connectivity & USB port• With Proximity Card Module• Client/ Server Mode• External Camera facility• Mailing• Time Synchronization-Easy Terminal Connectivity (GPRS, Wireless)• Enroll User• Only finger• Finger with card• Card with password• Only card• Finger with pin• Pin with password• Only pin• 6 Hours or above Battery Back Up.• Automatic Server to Device Synchronized• Online and Offline Transmission of data• Wall mounting• Various machine configuration can be done web interface with password protect.• Subject code will open with smart card and manually		

Software Specifications

S. No	Specifications	Compliance Yes/No	Remarks
1	<p>Software Related Specifications</p> <p>Time Watch Student Attendance Software on windows. License for Multi User.</p> <p>Report Generating-</p> <ul style="list-style-type: none"> • User wise • Subject wise • Course wise • Daily reporting • Monthly reporting • Continuous absence <p>File generate:-</p> <ul style="list-style-type: none"> • File will be generated on CSV separately as • tblid, Roll_No, course, date,time, month, year • Where tblid is autoincrement <p>Software future:-</p> <ul style="list-style-type: none"> • All student data will enroll in all device • 11 digits alphanumeric card number, • Complaint supporting various database such as Oracle /MySQL or MS-SQL. • Should have provision of Manual Attendance to regularize missing swipes. • Software Should be Web Based • Should maintain complete database of employees with photo option • Centralized software • Automatic data downloading Facility from machine to computer • Masters In Software: <input type="checkbox"/> <ul style="list-style-type: none"> a) Student- name and roll number b) Faculty- Subject Coordinators c) Year d) Email ID e) Subject- Subject Name (Approx. 100 subject there at this time) f) Course- B-tech, M-tech or Phd g) Class Timing- By subject cardpunch. <p>Note- A) Provision to generate a subject wise report. For this we will provide a subject master in which all subject masters will be entered and a RFID card will be registered against that number. Whenever any faculty show the card on the device the time attendance software will capture the attendance for that particular report</p> <p>Note- B) Bidders must be provided Software SRS.</p>		

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Annexure – B

FORMAT FOR MANUFACTURER'S AUTHORISATION LETTER TO AGENT (on letter head)

Ref. No.

Date:

To,

The Director

Indian Institute of Technology Jodhpur

Old Residency Road, Ratanada, Jodhpur - 342011.

Sub.: Authorization Letter.

Dear Sir,

We, _____, who are established and reputed manufacturers of _____, having factory at _____, hereby authorize M/s. _____ (name & address of Indian distributor / agent) to bid, negotiate and conclude the order with you for the above goods manufactured by us.

We shall remain responsible for the tender / contract / agreement negotiated by the said M/s.

_____, jointly and severely.

We ensure that we would also support / facilitate the M/s _____ on regular basis with technology / product updates for up-gradation / maintains / repairing / servicing of the supplied goods manufactured by us, during the warranty period.

In case duties of the Indian agent / distributor are changed or agent / distributor is changed it shall be obligatory on us to automatically transfer all the duties and obligations to the new Indian Agent failing which we will ipso-facto become liable for all acts of commission or omission on the part of new Indian Agent / distributor.

Yours faithfully,

[Name & Signature]

for and on behalf of M/s. _____ [Name of manufacturer]

Note: This letter of authorisation should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer. A copy of notarised power of attorney should also be furnished.