



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI – 110078

Phone No. 011-25302149
011-25302150

Date: 24.08.2016

Tender No.:- 16 /PUR/GGSIPU/2016-17

E-Tender (NOTICE INVITING QUOTATION)

Sealed item rate quotation is invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi **from eligible manufacturers/distributors/authorized dealers for supply, installation, testing, training and commissioning of Biometric Machines** as per details given below:-

1.	Name of work	Supply, installation, testing, training and commissioning of Biometric Machines at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078
2.	Last date, time and venue for submission of EMD and Technical bids documents	19.09.2016 Upto 02.00 p.m. in the office of Joint Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
3.	Date, time and venue for opening of technical bid	19.09.2016 at 02.30 p.m.
4.	EMD	Rs.25,000/- (Rupees Twenty Five Thousand Only) in favour of Registrar, GGSIP University payable at Delhi
5.	Estimated Cost of Works	Rs.05 Lacs (approximately)
6.	Financial bid shall be opened after evaluation of technical bid/time notified thereafter on e-tender website www.govtprocurement.delhi.gov.in	

The bids shall be submitted in two stages viz.(i) *Technical bid* (ii) *Financial bid*. **The Technical & Financial bid should be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in.** Further copy of Technical bid along with original EMD of Rs.25,000/- in favour of Registrar, GGSIP University payable at Delhi along with following document should also be submitted in the office of Jt. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078 latest by **19.09.2016**. at 2.00 p.m.

1. Certificate of Authorized dealership/distributor/manufacturer. (In case of manufacturer, they will self certify so. Authorized dealers/distributor shall attach attested copies of dealership/distributorship certificates issued by the manufacturer). The bidder shall provide the complete list with name and address of partner and associates with the firm.
2. Undertaking by the agency in its Letterhead that:-
 - a. The bidder/ organization has not been blacklisted/debarred by any of the Central/State Government/Departments /Organizations/ Central or State PSU.

- b. It will ensure fair trade practice.
 - c. None of the employee of GGSIP University is having relation.
3. Copy of valid registration with DVAT department.
4. Copy of valid PAN Card.
5. That the item(s) supplied under this contract shall have on-site comprehensive warranty for a period of 24 months from the date of satisfactory completion of supply, installation, testing, training and commissioning including free replacement or the warranty as provided by the manufacturer, whichever is more.
6. Should have minimum average annual financial turnover of Rs.5 Lakhs during the last three years ending March 2016 duly certified by registered Chartered Accountant and a copy of Balance Sheet to be enclosed. There should not be any loss to the company for more than two years during last five years ending March 2016.
7. Should have satisfactorily executed at least 03 nos. of similar supply amounting Rs.03 lacs for any educational institutions including University, public sector undertakings, Govt. departments (central or state) or research institutes in India for the financial year 2013-14, 2014-15 & 2015-16 details of the works order/Purchase order with compilation certificate issued by the officer Incharge of the concerned organization must be attached with technical bid.
8. The OEM whose Biometric Machines have been proposed by the bidder should have service center in Delhi/ NCR as on date of receipt of tender. A certificate on the letter head of the OEM stating address, contact person and number of authorized service center shall be attached.

Terms & Conditions:-

- (1) The bidder shall place his/her bid in the envelopes marked "Technical Bid". All documents in support of eligibility as well as another envelop containing DD/Pay order for EMD shall be placed in the envelope marked "Technical Bid" for supply, installation, testing and commissioning of Biometric Machines.
- (2) Bids without EMD of the required amount will be summarily rejected.
- (3) Conditional Bids will be summarily rejected.
- (4) Bids received after due date & time shall be summarily rejected.
- (5) The "Financial bid" of only those bidders whose technical bids have qualified will only be opened.
- (6) Delivery :- F.O.R. GGSIP University, Sector 16 C, Dwarka, New Delhi
- (7) Delivery period:- 30 days from the date of issue of purchase order.
- (8) The EMD of unsuccessful bidders shall be refunded.
- (9) The cost of the biometric machines quoted by the bidder should include all expenditure including, the license fee for the software, if any.
- (10) Warranty: Two years on-sight comprehensive warranty (including all H/W and S/W) or as provided by the original equipment manufacturer, whichever is more and service within 24 hours failing which penalty @ Rs. 200/- per day per case will be imposed subject to a maximum of Rs. 1000/- per day which will be equally applicable during AMC also.
- (11) Annual Maintenance for the period of three year after the expiry of warranty period and service within 24 hours failing which penalty as given in clause 10 shall be applicable.
- (12) The successful bidder have to submit a Performance Security Deposit @ 10 % of the quoted value in the form of Demand Draft/Pay order drawn in favour of Registrar, GGSIP University, Delhi within 15 (fifteen) days of the communication accepting the bid. The Performance Security Deposit shall be refunded without interest after three months of completion of the warranty and the AMC period.

- (13) In case the successful bidder fails to deposit the Performance Security within the stipulated 15 (fifteen) days of the communication accepting the bid, the EMD shall be forfeited to GGSIP University absolutely.
- (14) In case the successful bidder fails to supply the item(s) within the delivered period, a sum equal to 0.5% of the contract price per week or part thereof until the actual delivery subject to maximum of 10% of the value of supply order shall be deducted.
- (15) The payment will be made after delivery, satisfactory installation, satisfactory/adequate training to the staff by the vender and inspection by the University. No advance payment will be made.
- (16) Taxes etc., if any, applicable shall be deducted at source.
- (17) The validity of the bid will be 90 days from the date of opening of financial bids. During the validity period, the successful bidder shall not be allowed to withdraw. In case of withdrawal, the EMD shall be forfeited to GGSIP University absolutely and no claim shall be admitted in this regard. Such bidder shall not be allowed to participate in the re-quotations process.
- (18) University reserves the right to reject any or all the bids or accept them in part or reject the lowest bid without assigning any reason.
- (19) The University reserves the right to increase and decrease the quantity of the items as per the requirement.
- (20) Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the bidder at bidder's cost & risk.
- (21) The successful bidder shall make all arrangements towards safe and complete delivery at the designated location indicated in the supply order. Such responsibility on the part of the bidder will include taking care of insurance, freight, state level permits etc. as applicable.
- (22) In case of any dispute relating to meaning, scope, manufacturing, operation or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.
- (23) Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award given by sole arbitrator shall be final and binding upon the parties. The sole arbitrator shall be appointed by the Vice Chancellor, GGSIP University and it shall be no ground to contest the award on the ground that arbitrator was appointed by the University or that the arbitrator is an employee of University
- (24) The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the contractor is specifically directed to do so by the University.
- (25) The venue of arbitration proceedings shall be Delhi/New Delhi. The language of proceedings shall be English. The law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to Jurisdiction of Delhi Courts only.
- (26) It is also a term of the contract that if any fee payable to the arbitrator, shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered in the reference on the date he/she issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.
- (27) The bidder should quote the rate exclusive of all taxes & levies (including import duties, if any), as well as cost of transportation & installation at the GGSIP University at Dwarka for each items as per detailed specifications given in Financial Bid. All taxes & levies (including import duties, if any), as well as cost of transportation & installation, if any,

should be quoted separately in the financial bid. Incomplete quote shall be summarily rejected.

(28) Force Majeure:-

For purpose of this clause, 'Force Majeure' means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

If a Force Majeure situation arises, the contractor shall promptly notify the University in writing of such conditions and cause thereof. Unless otherwise directed by the University in writing, the contractor shall continue to perform its obligations under this contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

(Sunita Shiva)
Jt. Registrar (Purchase)

Technical Specification for Biometric Machines

The system shall be capable of providing attendance monitoring / report generations based on fingerprint, face and /or RFID and include hardware, software, installation and training.

1. Mode of operation:
 - Machine must work in multimodal mode including
 - a. Fingerprint
 - b. Face Recognition
 - c. RFID card based
2. User capacity: 1000
3. Recording capacity: 60,000
4. Built in Ethernet TCP / IP connectivity & USB port.
5. Configurable (As per the user need, the device can be configured).
6. OEM product/ product by Authorized dealer supported by manufacturer.
7. FAR: \leq 0.0001%, FRR: \leq 1%
8. Operating temperature : 0-50⁰C
9. Two years on-sight comprehensive warranty (including all H/W and S/W) or as provided by the original equipment manufacturer, whichever is more and service within 24 hours failing which penalty @ Rs. 200/- per day per case will be imposed subject to a maximum of Rs. 1000/- per day.
10. Annual Maintenance for the period of three year after the expiry of warranty period and service within 24 hours failing which penalty as given above in clause 9 shall be applicable.
11. The reader should function and record attendance even in stand alone mode when network fails.
12. Rugged construction, casing of the Biometric reader shall be weather proof, dust resistant and corrosion free and works well with dry, moist or rough fingerprints.
13. The software shall provide facility for the following:-
 - a. Add, delete, edit location/ department provision to add, edit, activate, deactivate new shift. Provision for changing permissible timings.
 - b. The application software should be capable of shift management.
 - c. Provision for marking late and early departure and calculation of leave deduction based on the rule.
 - d. Provision for leave, holidays and compensatory off's
 - e. Provision to add/ edit late arrivals and early departure.
 - f. Monitor transaction logs.
 - g. Report generation module to provide daily attendance report.
 - h. Late entry and early departure report.
 - i. Habitual late comes and early departures.
 - j. Continuous absentee report, location wise/ department wise attendance.
 - k. The software shall be password protected with multiple levels of security and should be upgradeable.
 - l. Should be capable to support more than one machine.
 - m. I: N matching with 1 sec. (approx.) response time.
 - n. Employee should be recognized through their fingerprints/ face/ RFID card (configurable) anytime they check in or out.

Financial/Commercial Bid

Tender No.:- 16/PUR/GGSIPU/2016-17

Supply, installation, testing, training to the staff and commissioning of Biometric Machines

Description/specification	Qty.	Unit Price	Total Amount (Rs.)
Comprehensive supply, installation, testing, staff training and commissioning of Biometric Machines.	16		
Compatible Software with functionality in consonance with the technical specifications(for all machines)	-	-	
Annual Maintenance Charges (per year) for the period of three years after the expiry of warranty period for all machines.	-	-	-
First year		-	
Second Year		-	
Third Year		-	
Taxes (VAT), if any			
Total Amount in Rs. (inclusive of all taxes)			

The L-1 bidder will be decided on the basis of the overall total amount (inclusive of all taxes) against the above mention heads.

(SEAL, SIGNATURE & NAME OF THE BIDDER)