



جامعة عليا

Aliah University

(A UGC & AICTE approved autonomous Institution under the Department of Minority Affairs and Madrasah Education, Govt. of West Bengal)

IIA/27, New Town, Rajarhat, Kolkata – 700 160, West Bengal

Web: www.aliah.ac.in

NOTICE INVITING TENDER

Ref No: **014/AU/REG/NIT/18-19**

Date: 17/08/2018

Sub: Sealed Tenders are invited from the bonafide and resourceful Contractors/Service Providers/Firms for Supply and Installation of Biometric Attendance System for Aliah University.

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Tenders** from the bonafide and resourceful **Contractors/Service Providers/Agents/Wholesalers/Suppliers for Contractors/Service Providers/Firms for Supply and Installation of Biometric Attendance System for Aliah University..** The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately.

Interested **Bidders** may submit their **Tender** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal, India by **29/08/2018 at 02 P.M The NIT Reference Number and Purpose of BID must be written in top of Sealed Envelope.**

Scope of Work:

In this regard NIT has been invited in two fold basis i.e. Technical Bid and Financial Bid.

Interested bidders are requested to provide their Quotes following the **Format in Annexure- II** in their official letter heads along with signed **Compliance Statement and Price Bid (Annexure- III)**. All bidders are requested to read the **Annexure I: General Terms & Conditions** before participation of the NIT.

The University retains the right to cancel any of the items at a later date after the contract is awarded. The University at its own discretion may cancel any or all the bids without assigning any reason thereof.

For any information in this regard please Email: registrar@aliah.ac.in and copy to store&purchase@aliah.ac.in

Sl.	Schedule	Date & Time
1	Bid submission start date	20/08/2018 at 02 P.M
2	Bid Submission closing	29/08/2018 at 02 P.M
3	Techno Commercial Bid opening date O/o The Registrar, Aliah University, New Town Campus. (The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)	31/08/2018 at 02 P.M

Sd/-

Registrar
Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

- Supplying and Installation of Biometric Attendance System** must be start within Two Weeks of issuing work order and to be completed within 6 weeks after initiation.
- The Tenderer should bear all the transportation & insurance **risk** till the on door delivery point to Aliah University New Town Campus (IIA/27, New Town, Kolkata- 700160), Park Circus Campus (17, Gorachand Rd; Beniapukur; Kolkata 700014) and Taltala Campus (21, Haji Md. Mohsin Square, Kolkata-700 016). Selected bidder shall take all possible care for Govt. Property & of any damages due to negligence of his workers; the bidder/Agency shall be responsible for all such damages & repair the same at his own cost
- The rates** so quoted must be inclusive of GST, Central Excise, customs Duty if any, packing freight to destination, Insurances and levies and necessary installation and fixing at designated places at Aliah University and all charges i.e. cost of Equipment and other incidental charges for supplying at destination

level and onsite warranty 1 (One) year and also delivery charges up to the point of delivery at proper destination level and as per instruction in the work/ supply order. No extra charges will be entertained. Prices can be quoted in Indian Currency only (₹).No extra payment will be made for carrying of materials involving head load/ trolley etc.

4. All necessaries cables and adapters for functioning of the equipments to be supply along with the Work
5. Supply of Items will be made in conformity with the specification & time as mentioned in the work order as decided by the authority. **No deviation in specification will be accepted and submission of the compliance statement is compulsory.** After delivery of the materials to the respective points by selected bidder (s), authority reserves the right to collect the samples of supply the materials at random basis and send those materials for testing to ensure the quality of products etc. If it is found that materials are not according to the specification, the authority has every right to cancel the total lot or otherwise forfeit the security money, blacklisting the respective Manufacturer / Supplier and terminate the contract.
6. If any part of the service in respect of the work assigned and undertaken by you not rendered/delivered in time, Aliah University shall be entitled to levy and recover liquidated damages/ penalty at 1% per week or part thereof the delay/ default, subject to 5% maximum, on the payment due to the agency/contractor for the particular stage. Any delay beyond scheduled dates may attract higher penalty to be decided by the Aliah University
7. **The bidder will be selected on overall rate only.**
8. **Bidder must participate in all items otherwise their bid will be rejected**
9. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
10. Any dispute arising out of this contract shall be referred to the Registrar, Aliah University, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Vice-Chancellor of the University. The decision of such Arbitrator shall be final and binding on both the parties.
11. **Payment Condition:-**The prices shall be inclusive of all taxes & levies including GST and other statutory duties as applicable. Rate of taxes should be indicated separately in the Price Bid. Contract Price specified in Price Bid should be based on the taxes & duties and charges prevailing at the date one day prior to the last date of Bid submission. Statutory deduction, wherever applicable, shall be made from invoice as per government rules. Necessary certificate will be issued for such deductions. Bidder submitting a bid shall produce valid statutory documents / certificates with respect to GST, Income Tax, ROC, Prof. Tax, Trade Licence, etc. All such documents / certificates shall remain valid on the last date of tender submission. GST component of the invoice of the bidder may be kept on hold in case there is any mismatch / irregularity in GST return filling on the part of the bidder. 100% payment will be released after receiving of items in good order and condition and successful installation, demonstration and commissioning duly certified by the concern authority and immediately on receipt of payment from the Govt. Department (within 60 days from the submission of bills). **Successful vendor should arrange to submit a performance security deposit in form of Performance Bank Guarantee to the tune of 10% amount of the total purchase value at the time of submitting the bill. This performance security deposit should be issued from any Nationalized Bank and validity of the same will be till warranty period +60 days from the date of delivery / installation of the material.** The payment will be made by RTGS / FUND Transfer mode only. Advance payment not allowed. **Hence, following information must be clearly written in the Price Bid for RTGS / FUND TRANSFER:**
 - A. Name of the Firm with complete postal address
 - B. Name of the Bank with Branch where the Account exist
 - C. IFSC CODE
 - D. ACCOUNT No
 - E. PAN No
12. The Tenders are liable to be rejected if the fore going conditions are not complied with. The bid should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
13. The products asked for should be of very high standard and preferably reputed brand and/or with **B.I.S/I.S.I** code. **Products specification must be complied..**
14. All bidders must submit all Technical Documents as per Annexure II otherwise their bid will be cancelled. If any time/ during verification it is found that their documents are false and/or fake their Performance Security Deposit will be forfeited and the organisation became blacklisted.

Annexure II : Technical Bid Application Format
(Please attach all relevant documents)

To, The
Registrar
Aliah University

IIA/27, New Town,
Kolkata-700 160

Sub: **Application for Supply and Installation of Biometric Attendance System for Aliah University.**

Ref: - _____ N.I.T. Nodated

Sir,

1. ABOUT THE ORGANIZATION				
1.1	Name of the Organization			
1.2	Name of Authorized Person			
1.3	Registered Office Address with telephone no. & email address			
1.4	Authorized Service Station Name, address, contact person name, phone number, e-mail			
2. TECHNICAL DOCUMENTS				
2.1	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIT)			
2.2	PAN Registration No (Please attach documentary evidence))			
2.3	GST Registration No (If any) (Please attach documentary evidence)			
2.7	The bidder/OEM self-declaration stating that he/she is not banned/debarred or black listed by any Central/State Govt. of India/PSU/Organizations/Institutes in India or abroad			
2.9	Experience			
Copy of Work Order/ Work Completion Certificate with work value duly signed by Competent Authority from Indian Central/ State Government Department/Institute, Autonomous Institute/ Agency/ Office/ University Funded by Central/State Government or Reputed Private Firms showing that - The Bidder should have executed (completed) at least One Supply and Installation of Biometric Attendance System in last five financial years (i.e., 2012-13, 2013-14, 2014-2015, 2015-2016 and 2016-17). (Please attach documentary evidence)				
S 1	Name and Address of work order issuing organisation	Supply of Similar Items	Value of work	Supporting Document like Work Order/ Work Completion Certificate

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID:

S 1	Para of Tender Enquiry Specification of Items Offered	QTY	UNIT	TOTAL RATE
				Inclusive Insurances and levies and should be for delivery & warranty, fixing& Installation

				Charges		
1	2		4	5		
			<u>Compliance to Tender specification whether YES/ NO</u>	Total Rate (No. of Quantity X Unit Rate)	GST	Total Amount
1	Supply of Fingerprint Door Controller with Touch Screen, PoE, Wi-Fi and IP65 Ratings. Optical Fingerprint HID Prox, 3.5" Touch Screen, PoE, IP65 and Wi-Fi, Built-In Interfaces Such as USB, Door Lock, Door Sense, Exit Reader, Exit Switch, Ethernet, RS-485, Aux Input and Aux Output Port Access Control, Time- Attendance and Cafeteria Application 500,000 Events and 9,600 Fingerprint Templates.	5	Nos			
2	Integrated Battery Back Up with protective box 4 hours back up	5	Nos			
3	Supply of Application Software Platform for 400 Users expandable upto 500 Users Supports Up to 65,000 Door Controllers Basic Access Control, Basic Time-Attendance and Enrollment Management Compatible with all COSEC Hardware Add COSEC Software Modules as per Need.	1	No			
4	Supply of Time-Attendance Module (TAM), Comprehensive Time-Attendance and Leave Management Software Module, Attendance and Leave Policy Creation Integration with Payroll, Tally, Active Directory and HRM, Shift Schedule, Holiday Schedule and Past Adjustment, Manually Attendance Correction Leave/Tour Application and Approval, SMS and Email Notification, Reports and Charts Generation.	1	No			
5	Supply of Employee Self Service Personalized Portal for Employees and Reporting Officers Leave/ Tour Application and Approval View Attendance and Leave Details Monthly Shifts and Holiday Schedule Personal or Official Marking Edit User's Personal Details.	1	No			
6	Installation of Biometric Device	5	No			
7	Installation of software	1	No			
8	User enrollment with Photo, Fingerprint registration, configuration of timing and training charges.	LS	-			
Make and Model Number.....						
TOTAL QUOTE IN RUPEES						
TOTAL QUOTE IN WORD						

I/We agree to supply the above goods/equipment/products in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures) (Rupeesamount in words) within the period specified in the invitation for Tender. We confirm that the normal commercial warranty/guarantee

of mentioned in this Tender shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the invitation letter. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. Certify that all above information are correct to the best of my/our information, knowledge and belief.

Signature of the Bidder

Date _____

Name _____

Designation _____

Seal

Ref. No: 014/AU/REG/NIT/18-19

Dated: 17/08/2018

Copy to:

- 1. Deputy Registrar and Chairman, Biometrics Committee**
- 2. Notice Board at Aliah University**
- 3. Website: www.aliah.ac.in**
- 4. One Bengali News paper**
- 5. Guard File**

Sd/-
Registrar