



Government of Bihar

## **Draft Tender Schedule**

**Tender No: 12/MECH/SB/2020-21, dated: 01 – 07 - 2020**

Tender Document for the  
**Supply, Installation and Maintenance of  
Biometric Face Recognition Time Attendance Systems**  
for DPS

## TENDER NOTIFICATION

### SECTION 1

#### INVITATION FOR BIDDERS (E-procurement only)

1. The **Bihar Urban Infrastructure Development Corporation**, invites tenders through e-procurement platform from eligible bidders for Supply, Installation and Maintenance of Biometric Face Recognition Time Attendance Monitoring Systems with maintenance of 5 years t, the detailed specifications of which are given in the document, to the DPS PMC Area

**Table 1: Schedule of Requirements**

SL. No.	Item	Unit	Quantity	Technical Specifications
1	Supply and installation of Face recognition Biometric Time attendance system with 5 years Comprehensive maintenance.	Number	43	As per Appendix 1

2. Schedule of Supply: Within 7 (seven) days from the date of receipt of notification of award of contract.
3. Technical specification and quantity are as per schedule of requirements (Table-1) and supply locations are as per Appendix 2.
4. Bidders are advised to note the qualification criteria specified in Section 2 to qualify for award of contract.
5. Interested eligible Bidders may obtain additional information and/or the document may be downloaded from the website <http://eproc.Bihar.gov.in>
6. Bids must be submitted along with the earnest money deposit (EMD) in the form and for the amount specified. Earnest money deposit will have to be in any one of the forms specified in the bid document and shall have to be valid for 90 days beyond the validity of the bid.
7. Each bidder shall pay **Tender Fee** as per Para **25(a) of this section**.
8. The bidder should satisfy all the terms and conditions laid down hereunder in relation to the supply, installation, integration and commissioning of the above mentioned items.

## 9. Scope of Work:

### General:

- a) Supply and installation and Commissioning of the system with **Biometric Face Recognition Time Attendance Capturing Devices** as per the specifications/features mentioned in the tender at Appendix 1.
- b) Capturing the Biometrics of the staff/ personnel at DPS.
- c) Maintain the Devices and the Software for FIVE years on site (Comprehensive).
- d) Authentication of Biometrics with master Biometrics at local terminal/ device before transmitting the attendance event/ transaction to the central server.
- e) The device should be capable of capturing attendance during failure of mains power and absence of network communication. The device should capture and hold the data in a local memory until the connection to the central server resumes. There shall be automatic syncing of data between the device and the server on resumption of network communication.
- f) The delay in syncing of data between the device and the server shall not be more than 6 hours.
- g) Centralized Server facility for housing **Attendance Monitoring Application Software** will be provided at State Data Centre by the Department.

### II. The Biometric device shall have the following functionalities:

- a) User friendly built in colour LCD display, with an option to show the Name and Employee ID of the staff with photo.
- b) GSM/GPRS or TCP- IP enabled device capable of connecting directly to the Server without the need of a local PC or Static IP.

- c) The Time Attendance Capturing Device shall have an additional authentication feature such as RF Card reader or any Biometric identification in addition to Face Recognition.
- d) All the devices shall be connected to the central server and shall be monitored and maintained remotely.
- e) Automatic synchronization with the central server.
- f) The devices shall have a battery backup of at least 8 hrs on a normal working day and expandable up to 24 hrs.
- g) The devices should have sufficient memory to store at least 10000 records with a minimum of two biometric captures stored as masters.
- h) The device shall be enclosed in a protective casing and shall have provision for mounting on wall/door.
- i) The device should not have provision for accessing/ altering data directly.
- j) The device shall have built-in energy saving facility.

**III. Attendance Monitoring Application Software shall have the following functions:**

- a) The Attendance Monitoring Application Software used to access the device should be web enabled and accessible from anywhere through Internet using browser.
- b) The software will be running on a central server to synchronize the activities with all the live devices and remotely monitoring the device for their day to day functionality.
- c) Remotely configuration for controlling the devices
- d) Administering the activities through internet login, password. The software should support data upload and download operation through biometric security.
- e) The attendance log of the device should be synchronized with the central database.
- f) The software should support communication through LAN, WAN, Internet and GSM/GPRS
- g) The software should support data migration to other application software and/or database
- h) The software should support for the continuity in data transfer between biometric devices and server in case of network failure for certain period. (Data should not be lost).

- i) The database should contain attendance logs (IN/ OUT) for the staff.
- j) Log file on server for recording all historical event log data.
- k) All Master Report generation.
- l) Report for day-wise attendance with specified hrs and minutes are to be generated. Reports like present only/ absent only or both (who are present and absent) to be generated. Attendance Summary with details like Staff Name, for all Presented days, for all Absent Days, for selected days or for a range of days to be generated.
- m) The software should support for exporting reports to:
  - i. Excel
  - ii. PDF
  - iii. CSV
  - iv. XML
- n) First time registration of staff should be made at the respective DPS. The data should be transmitted to the central server immediately. Any modifications in the registration, including additions and deletions of records, should be allowed only through user ID and Password provided to the Officers.
- o) The Supplier shall handover the source code with documentation including database design document of the Customized Application Software to the Purchase at the end of the warranty period. Option should be given to the Purchaser to modify the software, if any, as per requirement from time to time.
- p) The Supplier shall carry out any changes in software or report modules, as and when it is required by the Purchaser, during the warranty period without any additional cost.

- 10. Brief Description of Bidding Process:** The tender will be a two-part (two-cover) system. First part will have the pre-qualification details as in Section 6 (Qualification Submissions) along with the compliance to the equipment specifications detailed in Appendix 3 and second part shall contain the commercial details as per Appendix 4.
- 11.** As part of their Bid venders need to submit the documents relating to establishing the qualification of the Bidder in terms of the qualification criteria set out in Section 6 of this Document ("Qualification Submissions").

- 12. Technical Specifications:** The detailed technical specifications of the items to be supplied are as per Appendix 1.
- 13. Location of offices to which the said products have to be delivered:** The vendors have to deliver Items to the DPS and install as per the list/details provided by the Department (Appendix 2).
- 14. Procurement Entity:** BUIDCo. is the procurement entity and it will be responsible for Service Level Agreement (SLA) Bill payment would be made by the department on the production of supply & installation certificates from the consignee.
- 15. Warranty:** Unless stated otherwise, the Warranty shall be for a minimum period of FIVE year from the date of installation. The Warranty shall be comprehensive and shall apply for Software used, items/ parts used in the system as consumables, services outsourced to others and for subscriptions that are necessary for functioning of Biometric Face Recognition Time Attendance System.

Please refer Para 8 of Section 8 for further details.

- 16. Service Level Agreement (SLA):** During the warranty period Service Level Agreement will be applicable as specified below:

Sl. No.	Services	Time limit and penalties
1	Service support should be available on all the working days of the Government	Sundays and General Holidays exempted
2	Time limit for attending the call	<ul style="list-style-type: none"> <li>PMC Area: within 06 hours</li> </ul>
3	The time taken for attending the call will be calculated from the time call is logged to the time the call is attended. Government holidays will be excluded.	
4	Penalty clause for of delay in Service	a. Up to seven days- Rs. 200/- day/ticket b. Next seven days (i.e. 8 <sup>th</sup> day-14 <sup>th</sup> day)- Rs. 400/day/ticket c. Next seven days (i.e. 15 <sup>th</sup> day to 21 <sup>st</sup> day)- Rs. 500/day/ticket
5	If the vendor fails to service/replace the unit -	An amount equivalent to double the quoted/accepted price of the device will be charged to the vendor.

6	The penalties will be calculated on half yearly basis and penalty order (if any) will be raised to vendors at the end of every year.	Vendors are required to pay the penalties within a period of 20 days from the day the order was raised, failing which the department will deduct the amount from the Bank Guarantee.
7	Support & Complaint Locking system	Bidder will have to provide Central Complaint locking TOLL-FREE number for support. Support Center Should be 24X7 working mode for complaint locking

- 17. Performance Security / Bank Guarantee (BG):** Successful vendor shall submit a bank guarantee, amounting to **5 % of the total purchase value** of the items. The bank guarantee (BG) shall be valid for a period of 40 (Forty) months from the date of purchase order. The BG shall be en-cashed if the vendor does not pay the quarterly penalty within 20 days of the department raising the penalty order.
- 18. Installation report:** The successful vendors shall submit consolidated installation report to the Department. The installation report shall be in the format Appendix 5.
- 19. Payment Terms:** Please refer Para 9 of Section 8.
- 20. Pre-dispatch inspection:** A pre-dispatch inspection will be done by the representatives from the department before the systems are dispatched to the delivery locations.
- 21. Delivery Timelines:** Vendors shall deliver and install the items within 7 (seven) days from the date of issue of purchase order. For a delay of every week in supply of the systems, 0.5 % of the accepted price will be deducted for the first week of delay and will be increased by 1% for each week up to a maximum of 10%. Penalty will be recovered out of the Bank Guarantee furnished as per Para 18 of this section in case the bidder fails to pay the said penalty to the Department.
- 22. Technical Bid Format:** The technical bid will have to include the following:
- Confirmation that the specifications of the items quoted by vendors, at the minimum, meet the technical specifications or exceed the technical specifications given in the tender.
  - The technical bids shall be submitted in the form at Appendix 3. In case the details given by the bidder in the form at Appendix 3 are incomplete/ inadequate, the tender shall be summarily rejected.
- 23. Bid Processing Fee:** Each bidder shall pay Rs. 5900/- (Rs. five thousand nine hundred only) as bid processing fee through any of the four e-Payment options, namely:

- i. Credit Card
- ii. Direct Debit
- iii. National Electronic Funds Transfer (NEFT)
- iv. Over the Counter (OTC)-designated axis bank branches located across the country

The payments submitted through cheque or demand draft shall not be accepted. For further details regarding e-Payment, e-Procurement etc., the website - [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) may be referred.

- 24. Earnest Money Deposit (EMD)/Bid Security:** The bidder shall pay the earnest money deposit as follows. Payment shall be through any of the four e-Payment options mentioned above.

Sl. No.	Item	EMD Amount (In Rs)
1	Supply and installation of Face recognition Biometric Time attendance system with 5 years Comprehensive maintenance.	20,000.00

**Tender Fee:** Each bidder shall pay Rs. 2,000/- (Rupees Two Thousand only) as a non-returnable tender fee at the time of submission of each bid in the form of DD. DD may be drawn in the name of “Executive Engineer (Mech), South Bihar (Works Division), BUIDCo, Patna”.

- 25.** The evaluation of the Bids would be carried out in three stages.

- Stage 1: Evaluation of **Qualification Submissions**
- Stage 2: Evaluation of **Technical Bid**
- Stage 3: Evaluation of **Price Bid**

- 26. Calendar of events:** The following is the schedule of the tender related events:

- **As per Section 7 - Bidding Schedule.**
- Pre-bid meeting will be held on the prescribed date with the bidders present and no written intimation to this effect will be given to individual bidders.



- The pre-qualification/ technical bids and financial bids will be opened on the prescribed date in the presence of the bidders present and no written intimation to this effect will be given to individual bidders.

## **27. Tender Document Available on Internet**

- The document is available on the internet in the website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
- It may be noted that all subsequent notifications, changes and amendments on the project/ document would be posted only on the following website: [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
- The bidders will be required to register themselves with the center for e-governance to participate in the bidding process and also get the necessary digital signature certificates. The details of the process of registration and obtaining the digital signature certificates are available on the website <https://www.eproc.bihar.gov.in>. Necessary training and hands on experience in handling e-procurement system could be obtained from the Department of e-governance..

## **SECTION 2:**

### **Instructions to Bidders**

#### **A. General**

##### **1. Eligible Bidders**

- Joint venture/ consortium is not permissible.
- Bidder should be a manufacturer / developer/ system integrator/ authorized dealer of the biometric devices. The authorized dealer should produce certificate obtained from Original Equipment Manufacturer.
- Bidder should have the in-house capability to undertake the customizations of the software and hardware.
- The Bidder must be registered/ incorporated under Indian Companies Act 1956.
- Bidder should have a base in Bihar at least for the past 2 years.
- The Bidder must possess professional competence and experience of the key personnel (both technical and domain experts) to be associated with this project.

- The Bidder must have valid PAN issued by Income Tax Authorities, in India.
- Bidder should enclose the list of Service Center in Bihar along with their addresses with the tender.
- Any entity which has been barred by the any Department of Government of Bihar (Gob), any other State Governments in India (SG) or Government of India (GOI), or any of the agencies of Gob/SG/Gol and the bar subsists as on the Bid Due Date, would not be eligible to submit Bid. The Bidder shall execute an undertaking to this effect as per the format enclosed in Appendix 6.
- The products of any OEM that has been barred / banned by Government of Bihar (Gob), any other State Governments in India (SG) or Government of India (Gol), or any of the agencies of Gob/SG/Gol
- **The tenderer must have successfully completed any of the following during last 07 (seven) years, ending last day of month previous to the one in which tender is invited:**
  1. **Three similar works each costing not less than the amount equal to 30% of estimated value of the tender, or**
  2. **Two similar works each costing not less than the amount equal to 40% of estimated value of the tender, or**
  3. **One similar work each costing not less than the amount equal to 60% of estimated value of the tender**

**Earnest Money:**

(a) The tenderer shall be required to deposit earnest money with the tender for the due performance with the stipulation to keep the offer open till such date as specified in the tender, under the conditions of tender. The earnest money shall be as under:

**Value of the Work Earnest Money Deposit (EMD)**

For works estimated to

For works estimated to cost up to Rs. 1 crore	2% of the estimated cost of the work
For works estimated to cost more than Rs. 1 crore	Rs. 2 lakhs plus ½% (half percent) of the excess of the estimated cost of work beyond Rs. 1 crore subject to a maximum of Rs. 1 crore

**Note:**

- (i) The earnest money shall be rounded to the nearest Rs. 100. This earnest money shall be applicable for all modes of tendering.
- (ii) Any firm recognized by Department of Industrial Policy and Promotion (DIPP) as 'Start-up's shall be exempted from payment of earnest money deposit detailed above.
- (iii) It shall be understood that the tender documents have been issued to the tenderer and the tenderer is permitted to tender in consideration of stipulation on his part, that after submitting his tender he will not resile from his offer or modify the terms and conditions there of in a manner not acceptable to the Engineer. Should the tenderer fail to observe or comply with the said stipulation, the aforesaid amount shall be liable to be forfeited to the Department.
- (iv) If his tender is accepted this earnest money mentioned in sub clause above will be retained as part security for the due and faithful fulfilment of the contract in terms of Clause 16 of the Standard General Conditions of Contract. The Earnest Money of other Tenderers shall, save as herein before provided, be returned to them, but the Department shall not be

responsible for any loss or depreciation that may happen thereto while in their possession, nor be liable to pay interest thereon.

(v) The Earnest Money shall be deposited in cash through e-payment gateway or as mentioned in tender documents.

## **2. Number of Bids**

Each Bidder shall submit only one (1) Bid in response to this tender. Any Bidder who submits more than one Bid shall be disqualified.

## **3. Bid Preparation Cost**

The Bidder shall be responsible and shall pay for all of the costs associated with the preparation of its Bid and its participation in the bidding process. The department will not be responsible or in any way be liable for such costs, regardless of the conduct or outcome of the bidding process.

## **4. Project Inspections and Visit to the Sites**

It is desirable that each Bidder submits its Bid after visiting some of the sites for installation of Items and ascertaining for itself the location, surroundings, or any other matter considered relevant by it.

It would be deemed that by submitting the Bid, the Bidder has:

- a. Made a complete and careful examination of the Tender Document
- b. Received all relevant information requested from the department, and
- c. Made a complete and careful examination of the various aspects of the Project including but not limited to:
  - The Project sites;
  - Existing facilities, infrastructure and structures if any, including electrical points DPS where Items need to be installed;

- Conditions affecting transportation, access, disposal, handling and storage of materials, travel and access by personnel; and
- All other matters that might affect the Bidder's performance under the terms of this tender document.

The department shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

## **5. Right to Accept or Reject any of the Bids**

Not with standing anything contained in this tender document, the department reserves the right to accept or reject any Bid or to annul the bidding process to reject all Bids, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons.

The department reserves the right to reject any Bid if:

- At any time, a material misrepresentation is made or discovered, or
- The Bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Bid.
- The Bidder is a defaulter in the previous transaction.

Rejection of the Bid by the department as aforesaid would lead to the disqualification of the Bidder. If such disqualification / rejection occur after the bids have been opened and the best bidder gets disqualified / rejected, then the department reserves the right to:

- Either invite the next best Bidder to match the Bid submitted by the best Bidder; OR
- Take any such measure as may be deemed fit in the sole discretion of the department, including annulment of the bidding process.

## **B. Documents**

- In addition to the tender document, the tender** would also include any Addendum issued in accordance with Para 7 of this Section.
- Amendment of TENDER:** At any time prior to the Bid Due Date, the department may, for any reason, either on its own initiative or in response to clarifications requested by a Bidder, modify the TENDER Document by the issuance of Addenda.

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Any Addendum thus issued will be hosted on the website <http://www.eproc.bihar.gov.in>. The changes, if any, in this tender will be updated not beyond one day prior to the last date fixed for submitting tender.

### **3. Pre-Bid Meeting**

- a. To clarify and discuss issues with respect to the TENDER, the department may hold Pre-Bid meeting.
- b. Prior to the Pre-Bid meeting, the bidders may submit queries. Bidders must formulate their queries and forward the same to the department as per the time schedule set out in the TENDER Document ("Bidding Schedule"). The department may, in its sole discretion or based on inputs provided by Bidders that it considers acceptable, amend the TENDER DOCUMENT.
- c. Bidders may note that the department will not entertain any deviations to the TENDER at the time of submission of the Bid or thereafter. The Bid to be submitted by the Bidders would have to be unconditional and the Bidders would be deemed to have accepted the terms and conditions of the TENDER. Any conditional Bid shall be regarded as non-responsive and would be liable for rejection.
- d. The Department will endeavor to hold the Pre-Bid meeting as per Bidding Schedule.
- e. Attendance of the Bidders at the Pre-Bid meeting is not mandatory.
- f. All letter correspondence / enquiries should be submitted to the following in writing by fax/registered post / courier: and super scribed
- g. No interpretation, revision, or other communication from Office of the Department regarding this solicitation is valid unless it is in writing. The Department may choose to send to all Bidders, written copies of Department's responses in the electronic mode, including a description of the enquiry, but without identifying its source.

### **C. Preparation and Submission of Bid**

#### **4. Language and Currency**

- The Bid and all related correspondence and documents should be in English language. Supporting documents and printed literature furnished by the Bidder with the Bid may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Bid, the English language translation shall prevail.
- The currency for the purpose of the Bid shall be the Indian Rupee (INR) only.
- **Bid Security**
  - Bids should be accompanied by a Bid Security (EMD) for an amount as detailed in Para 25 of Section 1. The Bid Security shall be kept valid for at least 90 days in addition to the Bid Validity Period and would need to be extended, if so required by the Department, for any extension in Bid Validity Period.
  - The Bid Security shall be credited to the account of the Department of e-governance.
    - a. through credit card
    - b. internet banking
    - c. National Electronic Fund Transfer
    - d. Remittance over the counter in the selected 10 branches of Axis Bank in Bangalore
  - A bidder's technical bid will be evaluated only on confirmation of receipt of tender fee and EMD as per Para 25 and 25a of Section 1.
  - EMD amount will have to be submitted by the supplier/contractor taking into account the following conditions:

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- a. The entire EMD amount for a particular tender has to be paid in a single transaction.
  - The EMD shall be returned to the unsuccessful Bidders within a period of eight (8) weeks from the date of announcement of the Successful Bidder. The Bid Security submitted by the Successful Bidder shall be released upon furnishing of the Performance Security/Bank Guarantee in the form and manner as stipulated in the Agreement.
  - The EMD shall be forfeited in the following cases:
    - i. If the Bidder withdraws its Bid during the interval between the Bid Due Date and expiration of the Bid Validity Period;
    - ii. If the Successful Bidder fails to provide the Performance Security within the stipulated time or any extension thereof provided by the Department;
    - iii. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.

#### **5. Validity of Bid**

Bid shall remain valid for a period not less than 90 days from the last date for submission of bids from the Bid Due Date ("Bid Validity Period"). The Department reserves the right to reject any Bid, which does not meet this requirement.

#### **6. Extension of Validity of Bid**

In exceptional circumstances, prior to expiry of the original Bid Validity Period, the Department may request Bidders to extend the Bid Validity Period for a specified additional period.

#### **7. Format and Signing of Bid**

- The Bidder would provide all the information as per this TENDER. The Department reserves the right to evaluate only those Bids that are received in the required format and is complete in all respects.
- The Bidder shall submit the Bid in the electronic mode the following submissions, namely,
  - (a) Qualification Submission, consisting of the details mentioned in Section 6 of this TENDER Document,
  - (b) Technical Bid in the format Appendix 3, consisting of the details mentioned in Appendix 1 of this TENDER Document, and

- (c) Price Bid, consisting of the Bidders financial Bid for the project in prescribed format (Appendix 4).

#### **8. Bid Due Date**

Bids should be submitted in the electronic form through e-procurement platform within the time frame described in the BIDDING SCHEDULE of section 7.

Department may, in exceptional circumstances, and for reasons to be recorded in writing, extend the Bid Due Date, by issuing an Addendum, uniformly for all Bidders.

#### **9. Modifications/ Substitutions/ Withdrawal of Bids**

A Bidder may modify, substitute, or withdraw its Bid before the date and time of submission of the bids. No Bid shall be modified, substituted, or withdrawn by a Bidder after the Bid Due Date and time.

#### **D. Evaluation of Bid**

##### **10. Bid Opening**

- Department would open the Qualification Submissions followed by technical Bids on the Date prescribed, for the purpose of evaluation.
- Department would subsequently evaluate the Price Bids of the qualified bidders.

##### **11. Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the Bidders shall not be disclosed to any person not officially concerned with the process. Department will treat all information submitted as part of Bid in confidence and would require all those who have access to such material to treat the same in confidence. Department will not divulge any such information unless it is ordered to do so by any authority pursuant to applicable law or order of a competent court or tribunal, which requires its disclosure.

##### **12. Clarifications**

To facilitate evaluation of Bids, Department may, at its sole discretion, seek clarifications in writing or through e-mail from any Bidder regarding its Bid.

##### **13. Consultant(s) or Advisor(s)**

To assist in the examination, evaluation, and comparison of Bids, Department may utilise the services of consultant(s) or advisor(s).



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#### **14. Bid Evaluation: Qualification Submissions**

The Qualification Submissions of the Bidders would first be checked for responsiveness. All Bids found to be substantially responsive shall be evaluated as per the Qualification Criteria.

Bidders who meet the qualification criteria shall be short-listed (“Qualified Bidders”) for further evaluation.

#### **15. Bid Evaluation: Technical Bid**

The Technical Bids of the Qualified Bidders would be evaluated as per the Technical Evaluation Criteria. In addition, the bidders would be required to produce the products quoted by them for the evaluation by a team of experts who would assess the products for their technical compliance. If the products so produced by the bidder do not satisfy the requirements of the Department, then the bidder would not be considered for further evaluation.

Only Bidders whose technical Bids are found to be acceptable (“Technically Qualified Bidders”) would be considered for evaluation in the next stage.

#### **16. Bid Evaluation: Financial Bid**

Price Bid of only the Technically Qualified Bidders would be opened and evaluated to identify a **Preferred Bidder**.

#### **17. Declaration of Successful Bidder**

- Department may either choose to accept the Bid of the Preferred Bidder or invite him for negotiations.
- Upon acceptance of the Bid of the Preferred Bidder with or without negotiations, Department shall declare the Preferred Bidder as the Successful Bidder.

#### **18. Notifications**

Department will notify the Successful Bidder by facsimile/e-mail and by a Letter of Acceptance (LOA) that its Bid has been accepted.

#### **19. Department's Right to Accept or Reject Bid**

- Department reserves the right to accept or reject any or all of the Bids without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to award of the Project, without liability or any obligation for such acceptance, rejection or annulment.

- Department reserves the right to invite revised Bids from Bidders with or without amendment of the TENDER Document at any stage, without liability or any obligation for such invitation and without assigning any reason.
- Department reserves the right to reject any Bid if at any time:
  - (i) material misrepresentation made at any stage in the bidding process is uncovered; or
  - (ii) the Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the Bid

This would lead to the disqualification of the Bidder. If such disqualification/ rejection occur after the Bids have been opened and the Successful Bidder gets disqualified/ rejected, then Department reserves the right to:

- (i) declare the Bidder with second lowest Price Bid/ Modified Price Bid as the Preferred Bidder and where warranted, invite such Bidder for negotiations; or
- (ii) take any such measure as may be deemed fit in the sole discretion of Department, including annulment of the bidding process.

## **20. Acceptance of the Letter of Acceptance and Execution of Agreement**

1. **Within Two days** from the date of issue of the Letter of Acceptance (“LoA”), the Successful Bidder shall accept the LoA and respond to the Department.
2. The Successful Bidder shall execute the Agreement for the Project, within a week of the issue of LoA or within such further time as Department may agree to in its sole discretion.

**21.** Department will promptly notify the unsuccessful Bidders, through e-mail, that their Bid has not been accepted and their Bid Security will be returned as promptly as possible.

## **22. Performance Security/Bank Guarantee (BG)**

- The successful Bidder shall furnish Performance Security by way of an irrevocable Bank Guarantee for an amount equal to **Five percent** of the contract price in the form of a Bank Guarantee issued by a nationalized or public sector bank in India in favor of the Commissioner, department of Collegiate Education, as required under the draft Agreement. The Performance Security shall be valid for at least 60 days beyond the date of completion of the project including warranty period.
- Failure of the Successful Bidder to comply with the above shall constitute sufficient grounds for the annulment of the LoA, and forfeiture of the Bid Security. In such an

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event, Department reserves the right to take any such measure as may be deemed fit in the sole discretion of Department, including annulment of the bidding process.

## **SECTION 3:**

### **EVALUATION FOR QUALIFICATION**

#### **1. Evaluation Parameters**

- The Bidder's competence and capability is proposed to be established by the following parameters:
  - i. **Experience** in terms of Supply/ Maintenance/ Manufacture and Installation of Biometric Time Attendance Monitoring Systems.
  - ii. **Financial capability** in terms of Net worth and Annual sales turnover.

#### **2. Qualification Criteria for Experience**

**Past Performance**

**Department may verify the performance report**

#### **3. Financial Capability**

- i. Financial Capability of the Bidders would be evaluated on the basis of the following:
  - a. Average Net worth for the last three completed financial years; and
  - b. Average Annual turnover for the last three completed financial years.

- ii. The Bidders should provide information regarding the above based on audited annual accounts for the respective financial years. The financial year would be the same as the one normally followed by the Bidder for its Annual Report.
- iii. The Bid must be accompanied by the audited annual financial statements of the Bidder for the last three (3) completed financial years.

#### **4. Qualification Criteria for Financial Capability**

For the purpose of Qualification, the required financial capability is as below.

##### **I. Net worth**

Average annual Net Worth of vender should be at least Rs. 10 lakhs in the last 3 (three) completed financial years .

##### **II. Average annual Turnover**

Average annual turnover of at least Rs. 40 lakhs in the last 3 (three) completed financial years .

#### **5. Qualified Bidders**

Bidders meeting both the Experience Criteria and Financial Capability Criteria shall be declared as Qualified Bidders. The Technical Bids of only the Qualified Bidders shall be considered for evaluation.

## **SECTION 4:**

### **TECHNICAL BID EVALUATION**

#### **1. Evaluation Parameters**

The Technical Bids of the Bidders would be evaluated on the basis of the following:

- Preliminary Examination for completeness of the bid/proposal
- Specification analysis.

Each of these has been described in the following sub-section.

#### **2. Components of Technical Bid**

- **Specifications:** Bidders shall, in the format set out in Appendix 3, quote the component wise specifications ("Proposed Specifications") including a description of the components, Brand, Model, Serial numbers /part codes.

#### **3. Evaluation Process**

Preliminary Examination for completeness

- 
- The Technical Bid shall first be scrutinized to determine completeness and to assess its eligibility.
  - The Technical Evaluation Committee shall, based on the preliminary examination, determine the substantial responsiveness of the Technical Bids. Technical Bids without any material omissions, errors or incompleteness shall be considered responsive.
  - Department reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by Department in respect of such Bids.

#### **Specification analysis**

Technical Evaluation committee shall analyze the specifications offered by the vendors for their compatibility. In addition, the bidders would be required to produce the products quoted by them for the evaluation by a team of experts who would assess the products for their technical compliance. The bidders would also be required to demonstrate the working of the system to prove the compatibility of the products proposed. If the products so produced / demonstrated by the bidder do not satisfy the requirements of the Department, then the bidder would not be considered for further evaluation. The material to be tested for technical compliance must be made available at the purchaser's office or else the bidder shall make arrangements for the technical team to visit their premises.

#### **Clarifications from Bidders**

Department may, at any time during the evaluation of Technical Bids, seek clarifications/ additional information from the Bidders. This may include discussions with technical faculties of the Bidders and/ or visit to Bidders' site to verify claims made in the Technical Bid.

#### **Short Listing of Technically Qualified Bidders**

Department shall, subsequent to evaluation of the Technical Bids, including responses/clarifications from the Bidders, shortlist the Bidders whose Technical Bids are found to be acceptable ("Technically Qualified Bidders"). The Price Bids of only the Technically Qualified Bidders would be evaluated for identification of the Preferred Bidder.

## SECTION 5:

### EVALUATION OF PRICE BID

1. The commercial quotes submitted by the qualified bidders will be opened in e-Procurement software. ***The lowest all-inclusive price quoted would be termed as L1 price*** and the bidder that has quoted L1 price is ranked the highest.
2. In the event that two or more Bidders have been ranked the highest, the Department may;
  - a. Invite such Bidders for price negotiation
  - b. Take any such measure as may be deemed fit in its sole discretion.

#### NEGOTIATION:

- i) The accepting authority reserve the right to enter into negotiations with the L-1 or more (in special case) tenderer(s) before acceptance of the tender in order to clarify special conditions or reduction of rates, or, for changes in scope of the work etc, at its sole discretion.
  - ii) L-1 should be defined as the lowest, valid, eligible and technically acceptable tenderer.
  - iii) In tenders, providing the 'purchase preference' in favour of PSUs, if the quoted rates of L-1 are considered high and negotiation are resorted to, such negotiation may be held with the original L-1 as also, the lowest PSU whose original offer is not higher by more than 10% of the original L-1. Provision of Purchase preference in terms of PSUs will be applicable on negotiated offer.
  - iv) Should such negotiation with the tenderer(s) be entered into, the tenderer(s) shall not be permitted to increase their quoted rates under any circumstances, even if it includes withdrawal / modification of such special conditions as are given by the tenderer(s) along with their original tender.
3. The highest ranked Bidder shall be the Preferred Bidder and the Department shall proceed with finalizing the agreement with such Bidder.

## SECTION 6:

### CONTENTS OF BID

#### 1. Qualification Submissions

Qualification Submissions (Compulsory Documents)	Other Submissions	✓ <b>Undertaking in the form of affidavit</b> as per Appendix 6
		✓ <b>Letter of Bid</b> as per Appendix 9
		✓ <b>Details of Bidder</b> as per Appendix 10
		✓ <b>Anti-Collusion Certificate</b> as per Appendix 11
		✓ <b>Letter of Undertaking from Bidder</b> as per Appendix 12
	Qualification Documents	✓ <b>Certificate of Incorporation/Registration</b>
		✓ <b>Undertaking of being a Scientific supply/manufacturing</b>

		<b>company</b> as per Appendix 13
		✓ <b>Statement of Financial Capability</b> as per Appendix 8
		✓ <b>Certificate from the Bidder's Client</b> as per Appendix 8a
		✓ <b>Manufacturers' Authorization Form</b> as per Appendix 14

## 2. Technical Bid

- ✓ It shall comprise of format set out in **Appendix 3.**

### 3. Price Bid

- ✓ Price Bid as per the format set out in **Appendix 4.**

#### NOTE:

1. All the documents/formats in the above Para 1 to 3 shall be dully filled, signed, scanned and uploaded. **The copies shall be legible and clear enough for producing print copies.** The successful bidder should submit to the department, all the original documents/ formats, at the time of collecting purchase order.
2. The bidders have to quote the cost of the individual Equipment with comprehensive warranty for one year in the price bid. Unit price of each item should be inclusive of all kinds of taxes (levies, cesses, packing, handling, transportation charges) and installation.
3. **Total Cost for all items, including charges for installation, commissioning, training and maintenance for five years** should be uploaded on e-procurement portal. This figure will be used for price evaluation.

## SECTION 7:

### BIDDING SCHEDULE

Department would Endeavour to adhere to the following schedule:

प्री बीड मीटिंग का समय स्थान/ तिथि	:	दिनांक-06.07.2020 को 12:30 बजे बुडको कार्यालय कक्ष।
संवेदक द्वारा निविदा अपलोड करने की अंतिम तिथि/ समय	:	दिनांक-12.07.2020 के 05:00 बजे तक (On website <a href="http://www.eproc.bihar.gov.in">www.eproc.bihar.gov.in</a> )
अग्रधन, सभी मूल शपथ पत्र, Existing Commitment (मूल में) परिमाण विपत्र के मूल्य का बैंक ड्राफ्ट जमा करने की अंतिम तिथि/समय एवं स्थान	:	दिनांक-13.07.2020 के 03:00 बजे तक स्थान- कार्यपालक अभियंता (यांत्रिक), कार्य प्रमंडल, मलाही पकड़ी, पटना।
तकनीकी बीड खोलने की तिथि/समय	:	दिनांक-13.07.2020 के 03:30 बजे के बाद (On website <a href="http://www.eproc.bihar.gov.in">www.eproc.bihar.gov.in</a> )
वित्तीय बीड खोलने की तिथि/समय	:	सूचित किया जायेगा।



## **SECTION 8:**

### **GENERAL CONDITIONS OF AGREEMENT**

#### **1. Definitions**

In this Tender document, the following terms shall mean and be interpreted as indicated:

- (a) "Agreement" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Agreement Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated under reference therein;
- (b) "The Contract Price" means the amount payable to the Supplier under the Agreement for the full and proper performance of its Agreement obligations;
- (c) "The Goods" means the items such as Biometric device and/or other materials which the Supplier is required to supply to the Purchaser under the Agreement;
- (d) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the Supplier covered under the Agreement;
- (e) "GCA" means the General Conditions of Agreement contained in this section.
- (f) "SCA" means the Special Conditions of Agreement.
- (g) "The Purchaser" means the Department of Collegiate Education
- (h) "The Purchaser's country" is India
- (i) "The Supplier" and "Bidder" means the company supplying the Goods under this Agreement.
- (j) "Gov" and "The Government" means the Government of Bihar State.
- (k) "The Project Site", where applicable, means the place or places where the Items are likely to be installed.
- (l) "Day" means calendar day.
- (m) "OEM" means Original Equipment Manufacturer

#### **2. Application**

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Agreement.

#### **3. Standards**

- 
- a) The goods supplied under this Agreement shall confirm to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods' country of origin and such standard shall be latest issued by the concerned institution.
  - b) Wherever the items/equipment are manufactured by an ISO certified company, only such products/equipment should be quoted.

#### **4. Use of Documents and Information**

The supplier shall permit the purchaser /Government to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the purchaser/ Government if so required by the Government.

#### **5. Patent Rights**

The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

#### **6. Performance Security**

Within 5 days of receipt of the notification of award / issue of Letter of Acceptance (LOA), the Supplier shall furnish performance security for the amount of **5 %** of the total Value. This should be valid up to 60 days after the date of completion of performance obligations including warranty obligations.

The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Agreement.

The Performance Security shall be denominated in Indian Rupees and shall be in one of the following forms:

- A Bank guarantee or irrevocable Letter of Credit issued by a nationalized/public sector Bank located in India acceptable to the Purchaser, in the form provided in the bidding documents or another form acceptable to the Purchaser; or

The Performance Security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, including the warranty obligation, under the Agreement.

In the event of any amendment, the Supplier shall, within 21 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the

same valid for the duration of the Agreement, as amended for further period of 60 days thereafter.

## **7. Inspections and Tests**

- (i)** The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Agreement specifications at no extra cost to the Purchaser.
- (ii)** The Department reserves the right to inspect the demonstration of items to verify the compliance and suitability/functionality of the product during technical evaluation. Unsuitable / nonfunctional items will be rejected. False compliance declarations by vendors will be treated as non-responsive.
- (iii)** The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data - shall be furnished to the inspectors at no charge to the Purchaser.
  - a.** Should any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject the goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.
  - b.** The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at Project Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the Goods shipment.
  - c.** The pre-delivery inspection will be carried out by the purchaser or by any one authorized by the purchaser for this purpose.
- (iv)** Before the goods and equipment are taken over by the Purchaser, the Supplier shall supply operation and maintenance manuals together of the goods and equipment. These shall be in such detail as will enable the Purchaser to operate, maintain, adjust and repair all parts of the equipment as stated in the specifications.
- (v)** The manuals shall be in the ruling language (English) and in such form and numbers as stated in the contract. Unless and otherwise agreed, the goods and equipment

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shall not be considered to be completed for the purpose of taking over until such manuals and drawings have been supplied to the Purchaser.

**8. Warranty - Supplier responsibilities during Warranty Period:**

- a) The Supplier warrants that the Goods supplied under this Agreement are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Agreement. The Supplier further warrants that all Goods supplied under this Agreement shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the Purchaser's Specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- b) Unless stated otherwise, the warranty shall remain valid for 60 months after the goods or any portion thereof as the case may be, have been delivered, commissioned and accepted at the final destination indicated in the Contract, or for 62 months after the date of receipt of goods whichever period concludes earlier. Except in cases of accidents and issues arising due to burnt parts, **the warranty shall be unconditional and service shall be free during the period of warranty.**
- c) The Purchaser shall promptly notify the Supplier in writing/ through e-mail of any claims arising under this warranty. For this purpose, the supplier shall submit the escalation matrix consisting of addresses, contact numbers, and e-mail IDs with clear response times along with the submission of tender.
- d) "Upon receipt of such notice, the Supplier, within the specified period, repair or replace the defective goods or parts thereof, free of cost at the ultimate destination. The Supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on the Purchaser for the replaced parts/goods thereafter.
- e) If the Supplier, having been notified, fails to remedy the defect(s) within 10 days, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

- f)** If any system gives continuous trouble, say FOUR times in a month during the warranty period, the supplier shall replace the system(s) without any additional cost to the Purchaser.
- g)** Server facility, including required hardware and system software, will be provided at State Data Centre. The service provider has to provide and install the application software and monitor the devices installed in Colleges.
- h)** The Vender shall operate and maintain the data base in the central server for a period of 5 years.
- i)** Ensure data is always available to authorized Persons.
- j)** Day to day operation of Application Software
- k)** Mode setting and defining policies
- l)** Incorporating policies and uploading/ downloading to specified devices
- m)** Generating ID's for respective users to view on-line
- n)** Generating reports as required by the Department.
- o)** First time Registration of Biometrics of the college staff.
- p)** The Supplier shall abide by the job safety measures prevalent in India and shall free the Purchaser from all demands or responsibilities arising from accidents or loss of life the cause of which is the Supplier's negligence. The Supplier shall pay all indemnities arising from such incidents and shall not hold the Purchaser responsible or obligated.
- q)** The Supplier shall be responsible for managing the activities of its personnel or sub-contracted personnel and shall hold itself responsible for any misdemeanors.
- r)** The Supplier shall treat as confidential all data/information about the Purchaser, obtained in the execution of his responsibilities, in strict confidence and shall not reveal such information to any other party without the prior written approval of the Purchaser.
- s)** The bidder shall not sub-contract any part of the solution offered without written permission of the purchaser.
- t)** The Supplier shall supply the Biometric devices to the new Colleges as and when they are sanctioned by the Government within the warranty period at the same rates and conditions.

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## **9. Payment:**

- a) 70 % of the Contract Price shall be paid to the supplier within 10 days after
  - The successful installation and commissioning of the equipment/ entire system
  - Third party inspection by the agency appointed by Purchaser and
  - Submission of Invoice/ Bills.
- b) The balance 30% will be paid to the supplier @6 % per annum after the satisfactory maintenance at the end of each year during the warranty period.
- c) No advance will be paid for the supply of equipment
- d) Statutory deductions will be made as per rules. (like Income Tax etc.,)
- e) Payment shall be made in Indian Rupees.

## **10. Assignment**

The Supplier shall not assign, in whole or in part, its obligations to perform under the Agreement, except with the Purchaser's prior written consent.

## **11. Delays in the Supplier's Performance**

- a. Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the Schedule of Requirements.
- b. If at any time during performance of the Agreement, the Supplier should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Agreement.

## **12. Force Majeure**

- a. Notwithstanding the provisions of above GCA Clauses, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Agreement is the result of Force Majeure conditions.
- b. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable.

Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars, fires, floods, epidemics, quarantine restrictions and freight embargoes.

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

### **13. Resolution of Disputes**

The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Agreement. However, the decision of the commissioner for Department of Collegiate Education will be final and binding on the supplier.

- 14. Applicable Law:** The Agreement shall be interpreted in accordance with the laws of the Union of India.

### **15. Notices**

- Any notice given by one party to the other pursuant to this Agreement shall be sent to other party in writing or by e-mail, cable, telex or facsimile and confirmed in writing to the other Party's address.
- A notice shall be effective when delivered or on the notice's effective date, whichever is later.

### **16. Taxes and Duties**

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits etc., incurred until delivery of the contracted Goods to the Purchaser.

कार्यपालक अभियंता (यांत्रिक),  
बुडको, पटना ।

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## **Appendix 1 - 14**



## **Appendix 1: Technical Specifications**

### **Technical Specifications and functionalities of the Biometric Face Recognition Time Attendance Capturing Device**

<b>Sr.No</b>	<b>Specification</b>	
1	Display	4.3-Inch Touch Screen
2	Face capacity	3,000 (1:N)
3	Fingerprint capacity	4,000
4	ID Card capacity	10,000 Proximity card
5	Logs capacity	1,00,000 Logs capacity
6	communication	GPRS, TCP/IP, USB Host
7	Access Control Interface	Electric Lock, Door Sensor, Exit Button, Alarm
8	Connection Interface	RS232/RS485, Wiegand Input & Output 26/34 bit
9	Scanner	500DPI
10	Battery	Inbuilt Battery Back-up
11	Standard Functions	Automatic Status Switch, Self-Service Query, Work Code, SMS, DST, T9 Input, 9 Digit User ID, Scheduled Bell, Photo
12	Power Supply	12V 3A
13	Operating Temperature	0°C ~ 45°C
14	Operating Humidity	20% ~ 80%
15	Dimensions	194.1×169×109.0 mm
16	Certification	CE, FCC, RoHS

### **Features and Functionalities of Attendance Monitoring Application Software:**

- The Attendance Monitoring Application Software used to access the device should be web enabled and accessible from anywhere through Internet using browser.
- The software will be running on a central server to synchronize the activities with all the live devices and remotely monitoring the device for their day to day functionality.
- Remotely configuration for controlling the devices
- Administering the activities through internet login, password. The software should support data upload and download operation through biometric security.
- The attendance log of the device should be synchronized with the central database.

- 
- The software should support communication through LAN, WAN, Internet and GSM/GPRS.
  - The software should support data migration to other application software and/or database.
  - The software should support for the continuity in data transfer between biometric devices and server in case of network failure for certain period. (Data should not be lost).
  - The database should contain attendance logs (IN/ OUT) for the staff.
  - Log file on server for recording all historical event log data.
  - All Master Report generation.
  - Report for day-wise attendance with specified hrs and minutes are to be generated. Reports like present only/ absent only or both (who are present and absent) to be generated. Attendance Summary with details like Staff Name, for all Presented days, for all Absent Days, for selected days or for a range of days to be generated.
  - The software should support for exporting reports to:
    - Excel
    - PDF
    - CSV
    - XML
  - First time registration of staff should be made at the respective college. The data should be transmitted to the central server immediately. Any modifications in the registration, including additions and deletions, should be allowed only through user ID and Password provided to the college Principal.
  - The Supplier shall handover the source code with documentation including database design document of the Customized Application Software to the Purchaser at the end of the warranty period. Option should be given to the Purchaser to modify the software, if any, as per requirement from time to time.
  - The Supplier shall carry out any changes in software or report modules, as and when it is required by the Purchaser, during the warranty period without any additional cost.
  - The system should have necessary provisions to monitor/ handle the time attendance captured by the existing Android, GPRS based face identification biometric devices installed at 40 locations.

**Appendix 2:**

**List of DPS for Installation of Biometric Face Recognition Time Attendance  
Capturing Devices are given by department later.**





### **Appendix – 3: Technical Bid Formats**

- **Specifications/Features of Biometric Capturing Device**

Make and Model:				
Sr.No	Specification		Venders Specification	Deviati YES/NO
1	Display	4.3-Inch Touch Screen		
2	Face capacity	3,000 (1:N)		
3	Fingerprint capacity	4,000		
4	ID Card capacity	10,000 Proximity card		
5	Logs capacity	1,00,000 Logs capacity		
6	communication	GPRS, TCP/IP, USB Host		
7	Access Control Interface	Electric Lock, Door Sensor, Exit Button, Alarm		
8	Connection Interface	RS232/RS485, Wiegand Input & Output 26/34 bit		
9	scanner	500DPI		
10	Battery	Inbuilt Battery Back-up		
11	Standard Functions	Automatic Status Switch, Self-Service Query, Work Code, SMS, DST, T9 Input, 9 Digit User ID, Scheduled Bell, Photo		
12	Power Supply	12V 3A		
13	Operating Temperature	0°C ~ 45°C		
14	Operating Humidity	20% ~ 80%		
15	Dimensions	194.1×169×109.0 mm		
16	Certification	CE, FCC, RoHS		

- **Application Software specifications/ Features**

Sl. No.	Department Specification	Vender Specification (in words/ values/ figures)	Deviation (YES/NO)
1	The Attendance Monitoring Application Software used to access the device should be web enabled and accessible from anywhere through Internet using browser.		
2	The software will be running on a central server to synchronize the activities with all the live devices and remotely monitoring the device for their day to day functionality.		
3	Remotely configuration for controlling the devices		
4	Administering the activities through internet login, password. The software should support data upload and download operation through biometric security.		
5	The attendance log of the device should be synchronized with the central database.		
6	The software should support communication through LAN, WAN, Internet and GSM/GPRS.		
7	The software should support data migration to other application software and/or database.		
8	The software should support for the continuity in data transfer between biometric devices and server in case of network failure for certain period. (Data should not be lost).		
9	The database should contain attendance logs (IN/ OUT) for the staff.		
10	Log file on server for recording all historical event log data.		

11	All Master Report generation.		
12	Report for day-wise attendance with specified hrs and minutes are to be generated. Reports like present only/ absent only or both (who are present and absent) to be generated. Attendance Summary with details like Staff Name, for all Presented days, for all Absent Days, for selected days or for a range of days to be generated.		
13	The software should support for exporting reports to: Excel, PDF, CSV, XML		
14	First time registration of staff should be made at the respective college. The data should be transmitted to the central server immediately. Any modifications in the registration, including additions and deletions, should be allowed only through user ID and Password provided to the college Principal.		
15	The Supplier shall handover the source code with documentation including database design document of the Customized Application Software to the Purchase at the end of the warranty period. Option should be given to the Purchaser to modify the software, if any, as per requirement from time to time.		
16	The Supplier shall carry out any changes in software or report modules, as and when it is required by the Purchaser, during the warranty period without any additional cost.		
17	The system should have necessary provisions to monitor/ handle the time attendance captured by the existing Android, GPRS based face identification biometric devices installed at 40 locations.		

#### **Appendix 4: Commercial Bid Format**

Vendors shall quote all-inclusive prices (i.e. price inclusive of taxes, transportation, configuration, training/hand-holding and all other expenses like warranty and service for 5 years) for delivery and installation per item.

Sl. No.	Item (Individual items in a Package)	Number	All inclusive Price	
			Per item	Total

Authorized Signatory

Name:

Designation:



## **Appendix 5: Installation Report format**

Name of the DPS: \_\_\_\_\_

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

Details of items supplied & installed:

Sl. No.	Item	Installation Date	Serial Number/s	Installation Status	
				Working	Not Working
1.					

Signature of the Executive engineer  
(Rubber stamp seal)

Signature of Engineer

## **Appendix 6: Undertaking format for Affidavit (Affidavit Format)**

**(On the Letterhead of the Bidder)**

### **Sub: Undertaking of authenticity for systems supplies**

This has reference to as being supplied /quoted to you vide our invoice no/quotation no/order no----  
- dated----- --.

We hereby undertake that all the components/ parts/ assembly/ software's used in the Biometric Devices are original, new components from respective OEMs of the products and that no refurbished / duplicate / second hand components / parts / assembly/ software have been used or shall be used.

We also undertake that licensed operating system shall be supplied along with the authorized license certificate and also that it shall be sourced from the authorized source.

Should you require, we shall produce certificate from our OEM supplier in support of above undertaking at the time of delivery. It will be our responsibility to produce such letters from our OEM supplier's within a reasonable time.

In case we are found not complying with above at the time of delivery or during installation, for the Hardware Components of supplied items already billed, we will own the responsibility and are liable to face legal action as per law.

Authorized Signatory

Name:

Designation:

**(Scan and upload NOTARISED document)**

## **Appendix 7: Format for Statement of Experience**

Three Names and addresses of the companies/institutions which issued purchase orders on the bidder	1
	2
	3

Names and addresses of the companies/institutions which issued purchase orders on the bidder with dates and quantity of purchases

Name, address and contact details of Client	Date of Supply	Item/s supplied	Quantity

- The above statement shall be supported by the Copies of the original purchase orders.

**(Scan and upload NOTARISED document and necessary certificates along with this)**

## **Appendix 8: Format for statement of Financial Capability**

	Year 1 (2017-18)	Year 2 (2018-19)	Year 3 (2019-20)	Average
Net worth of last completed Audited Financial year (Rs.Crores)				
Annual Turnover (Rs in Lakh)				

### **Instructions:**

For the purpose of qualification:

1. The bidder shall provide the audited annual financial statements as required for this tender. Failure to do so would result in the Bid being considered as non-responsive.
2. A certificate from the **Statutory Auditor** should be provided as supporting document certifying the Qualification Statement submitted by the Bidder
3. Experience (Financial Capability and Experience) of only the Bidder shall be considered. Experience of associate company/parent company/subsidiary company shall not be considered for qualification purposes.

**(Scan and upload signed document and necessary certificates as required along with this)**

## **APPENDIX - 8a, Format for Statutory Auditor Certificates**

### **Format 1: Experience Certification-Supply and installation of Items**

Date:

We have verified the relevant statutory and other records of M/s..... (Name of the Bidder) and certify the M/s..... has supplied Biometric Devices for the following companies/institutions

.....

We have also scrutinized the documents made available to us for the said purchases and certify the following:

Date of purchase	Billings for the bidder from the project ( Rs Crore)
------------------	--

Signature and seal

And registration number of Statutory Auditor

**(Scan and upload the document)**

**Format 2: Financial Capability Certification**

Date: .....

We have verified the relevant statutory and other records of M/s .....  
(Name of the bidder) and certify the following

Criteria	For the year 1 (Financial Year 20.... to 20.... )	For the year 2 (Financial Year 20.... to 20.... )	For the year 2 (Financial Year 20.... to 20.... )
Net Worth			
Annual Turnover			

Signature and Seal

And registration number of Statutory Auditor

**(Scan and upload the document)**

**Appendix - 9 Format for Letter of Bid**

**(On the Letter head of the Bidder)**

**Date :**

Sir,

**Regarding: Supply of and Installation of GSM/GPRS Based Biometric Face Recognition Time Attendance Capturing Systems**

Being duly authorized to represent and act on behalf of ..... (Hereinafter referred to as "the Bidder"), and having reviewed and fully understood all of the Bid requirements and information provided, the undersigned hereby submits the Bid for the purpose referred above. We confirm that our Bid is valid for a period of 45 days from.....(Bid Due Date)

Yours faithfully,

.....  
(Signature of the Authorized Signatory of Bidder)

.....  
(Name and designation of the Authorised Signatory of Bidder)

**(Scan and upload NOTARISED document)**

## **APPENDIX – 10: Details of Bidder**

1. Name
2. Address of the office(s)
3. Date of incorporation and/or commencement of business.
4. Brief description of the Company including details of its main lines of business.
5. Name, Designation, Address and Phone Numbers of Authorised Signatory of the Bidder:
  - a. Name :
  - b. Designation :
  - c. Company :
  - d. Address :
  - e. Telephone Number :
  - f. Fax Number :
  - g. Mobile Number :
  - h. E-Mail Address :
6. Details of individual (s) who will serve as the point of contact / communication:
  - a. Name :
  - b. Designation :
  - c. Company :
  - d. Address :
  - e. Telephone Number :
  - f. Fax Number :
  - g. Mobile Number :
  - h. E-Mail Address :

**(Scan and upload Signed and NOTARISED document)**

## **APPENDIX – 11: Format for Anti-Collusion Certificate**

**(On the Letterhead of the Bidder)**

We hereby certify and confirm that in the preparation and submission of our Bid for the supply of **Biometric Devices** for in Bihar we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant Bid.

Dated this ..... Day of....., 2013

.....

(Name of the Bidder)

-----

(Signature of the Authorized Person)

-----

(Name and designation of the Authorized Person)

**(Scan and upload NOTARISED document)**

## **APPENDIX – 12: Format for Undertaking**

**(On the Letterhead of the Bidder)**

**Date:**

**Executive Engineer (Mech)**  
South Bihar (Works Division)  
BUIDCo, Patna

Sir,

**Re : Supply, Installation and Maintenance of GSM/GPRS Based Biometric Face Recognition Time Attendance Capturing Devices**

We confirm that we are not barred by Department of Collegiate Education, any other State Government in India (SG) or Government of India (GoI), or any of the agencies of Gob/SG/GoI from participating in infrastructure / computerisation projects as on..... (Bid Due Date).

Yours faithfully,

-----

(Signature of the Authorized Person)

-----

(Name and designation of the Authorized Person)

**(Scan and upload NOTARISED document)**

## **Appendix – 13: Declaration of Experience**

**(On the letter head of the bidder)**

**Date:**

**Executive Engineer (Mech)**  
South Bihar (Works Division)  
BUIDCo, Patna

---

Sir,

Re: **Supply, Installation and Maintenance of GSM/GPRS Based Biometric Face Recognition Time Attendance Capturing Devices**

We confirm that we have been in the business of Sale, supply, installation, Maintenance of **Biometric Devices**.

And have earned income from the said business in each of the last three years.

Yours faithfully

Signature

(Name and designation of signatory)

**(Scan and upload NOTARISED document)**

#### **Appendix – 14: Manufacturers' Authorization Form (MAF)**

No.

Date:

To (Purchaser's address)

Dear Sir:

Ref: Tender number and date.

We who are established and reputable manufacturers of (name and description of goods offered) having factories at (address of factory) do hereby authorize Shri (Name and address of authorized person) to submit a tender, and sign the contract with you for the goods manufactured by us against the above Invitation for Tenders.

No company or firm or individual other than Shri..... are authorized to tender, and conclude the contract for the above goods manufactured by us, against this specific Tender.

We hereby extend our full guarantee and warranty, the terms and Conditions for the goods and services offered for supply by the above firm against this Tender.

We also reiterate that we adhere to the condition laid down in the relevant Para of the eligibility criteria.

Yours faithfully,

(Name with contact details)

(Name of Manufacturers with contact details)

**Note:** This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. It



should be included by the Tenderer in its tender. OEM has to authorize only one partner/dealer to participate in this tender process.

**(Scan and upload NOTARISED document)**