

**GANGADHAR MEHER UNIVERSITY,
Amruta Vihar, Sambalpur-768004**



No. 783 NOTICE
/GMU

Date: 2/2/19

TENDER CALL NOTICE

Gangadhar Meher University, Sambalpur invites sealed tenders in two bid system (Technical and Financial bid) from the registered and reputed Firms / Manufacturers / Authorized dealers / Suppliers for supply, Installation & Commissioning of the Biometric Device for Finger Print Attendance System at different Departments of the University. The interested firms may submit their sealed tenders super-scribing "**Quotation for supply, installation & commissioning of Biometric Device for Finger Print Attendance System at G.M University, Sambalpur**" addressed to **The Registrar, G.M. University, Sambalpur, Amruta Vihar, Sambalpur-768004** by Speed post /Registered Post only on or before **3.00 pm of 25.02.2019** positively and the same will be opened at 3.30 P.M of the same date.

The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof. For more details please visit the university website www.gmuniversity.ac.in


REGISTRAR

G.M University, Sambalpur

Memo No. 784 /GMU, Dt. 2/2/19

Copy to the Editor, Samaj, Sambad & Dharitri, Sambalpur for information to publish the advertisement on 03.02.2019


REGISTRAR

G.M University, Sambalpur

Memo No. 785 /GMU,

Copy to the PA to VC/Comptroller of Finance / Purchase Officer/ Purchase Assistant/ Asst.-in-Charge, Store/ AC/ HC for information and necessary action.


REGISTRAR

G.M University, Sambalpur

"Quotation for supply, installation & commissioning of Biometric Device for Finger Print Attendance System at G.M University, Sambalpur"

TIME SCHEDULE

- ♦ Availability of Tender Call Notice in website for downloading : 03.02.2019
- ♦ Last Date & time of Receipt of Tender: By 3.00 pm of 25.02.2019
- ♦ Time of Technical Bid Opening : 3.30 pm of 25.02.2019
- ♦ Time of Financial Bid opening : 4.30 pm of 25.02.2019
- ♦ Place of opening the Bid : Office of the Register, G. M. University, Amruta Vihar, Sambalpur

Address for Communication:

REGISTRAR
G. M. UNIVERSITY, AMRUTA VIHAR,
SAMBALPUR-768004
Email ID: gmuniversitysbp@gmail.com



TERMS AND CONDITIONS

1. **Sale of tender paper:** The prospective bidders may download the complete sets of documents for Tender call notice directly from the website available at www.gmuniversity.ac.in and submit the same to Registrar G.M University, Sambalpur, Amruta Vihar, Sambalpur-768004 along with the cost of tender document of Rs. 500.00 (Rupees five hundred) only in shape of Demand Draft (non-refundable) drawn in favour of "**Comptroller of Finance, G.M University, Sambalpur**" payable at **Sambalpur**. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the G.M University, Sambalpur before the last date of submitting the tender document.
2.
 - a) The Tender call notice shall be submitted in two bid system i.e. technical Bid & Financial Bid, Financial Bid contains only the price Bid and Technical Bid contains all other documents as per the quotation call terms along with EMD & Tender paper cost except Price format. **The technical Bid & Financial Bid will be covered in two separate envelopes clearly written on the top of the envelope as Technical Bid & Financial Bid respectively and these two bids will be covered in a big envelope** writing in the top that "Quotation for supply, installation and Commissioning of Biometric device at G.M University, Sambalpur" should be address to the **Register, G. M. University, Amruta Vihar, Sambalpur-768004, Odisha**.
 - b) The quoted rates shall include all duties and taxes and the bidder's cost towards insurance, packing & forwarding and delivery at G.M University, Sambalpur.
 - c) The price quoted shall remain unchanged for a period of one year.
 - d) The quantity mentioned may be varied at the time of procurement.
3. **Bid Security:** The bidder shall furnish bid security (EMD) of Rs. 10000.00(ten thousand) only in the shape of bank draft in favour of "**Comptroller of Finance, G.M University, Sambalpur**" payable at **Sambalpur**. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the purchase Order.
4. Quotationer shall be accepted only from the manufacturers or their Authorized Distributors /dealers /channel partners / partners.
5. The bidders should enclose document of registration of companies with a copy of product license, Income Tax, PAN No. and authorization certificate of the manufacturer as per Annexure - V in case of authorized Distributors /dealers /channel partners /partners OR certificate from manufacturer to this effect.
6. All rights are reserved with Registrar, G.M University, Sambalpur, to accept or reject or increase or decrease of the quantity to be purchased mentioned in the Quotation Call Notice without assigning any reasons thereof.
7. Catalogues of the quoted Items to be attached with the Bid
8. The Quotationer shall quote the rate in figures as well as in words as per **Annex- III**.
9. Late/Conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
10. Tender in any form other than the prescribed form will not be entertained and will be summarily rejected.
11. After submission of the Bid, the bids cannot be Revised / modified. In such cases the tender will be summarily rejected and the entire Earnest Money Deposit submitted with the tender will be forfeited.

12. G.M University reserves the right to have selection of item listed in the Tender Call Notice from any company / manufacturer depending upon the design, requirement of item by end user and technical specification of the item. No claim from any vendor shall be entertained by G.M University.
13. Depending upon the requirement, order will be placed by G.M University either by decreasing or increasing the quantity.
14. While quoting price, bidder should ensure one rate for one item not multiple rate of different brand for one item.
15. The bidder shall furnish up-to-date self attested photocopies of GST clearance certificate and photocopy of GST registration.
16. **PENALTY CLAUSE:** In case of any delay in delivery and installation of the items within the time period as agreed upon, G.M University shall have the right to charge penalty for late delivery & installation & commissioning @ 5% of the contract/Order value per week.
17. Tender shall remain valid for a period of 180 days after the last date specified in the tender.
18. The bidder shall provide one year on-site technical support for the equipment provided and response time shall be Two working days.
19. The bidder shall enclose brochure with the technical bid having detailed technical specification of the equipment proposed to be supplied against the tender enquiry.
20. The bidder shall enclose brochure with the technical bid having detailed technical specification of the equipment proposed to be supplied against the Quotation call enquiry.
21. Notwithstanding the above, the Purchaser reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the issue of Purchase Order.
22. The Quotationer shall provide one time training to the concerned officials of G.M University at each location for operating through PC the attendance machine software, finger Print, enrolment, report generation, data base creation and its maintenance. The software shall have superlative range of flexible functions such as, late-in Early-out policy overtime policy absentee policy, Multiple Holidays, manual entry and correction entry. Exit Events and Attendance summary as a part of Time- Attendance software. It should have provision to create multiple branches department, search designations grades and categories.
23. Supply, Installation & Commissioning should be completed within 15 days from the date of receipt of the order otherwise Liquidated damage will be charges @ Rs. 0.5% per week or part thereof subject to a maximum of 10% of order value which will be deducted from the payment due.
24. **Performance Security:**
 - a) The successful Bidder/Firm irrespective of its registration status will submit the performance security of @ 5% of the order value in shape of Demand Draft in favour of "**Comptroller of Finance G.M University, Sambalpur**" payable at **Sambalpur** The EMD will be returned to the successful Bidder/Firm after receipt of the performance security value as per the order, otherwise EMD of the firm will be forfeited, order will be cancelled and the firm irrespective of its registration status will debar from G.M University for three years.
 - b) The performance Security of the successful firm will be returned to the firm without interest only after successful completion of the warranty.
25. If the firm fails to execute the order, the performance security will be forfeited and action will be taken to blacklist the firm.



26. Eligibility criteria

The bidder shall furnish the following documents to establish the bidders eligibility.

- a) Self attested copy of PAN Card
- b) Self attested copy of GST registration Certificate.
- c) Self attested copy of the up-to-date GST clearance Certificate.
- d) Required EMD & Quotation paper cost
- e) Certificate from the vendor stating that the company has not been blacklisted by any government organization
- f) Firms which are exempted from payment of EMD should furnish attested copy the currently valid certificate to that effect issued by the competent authority.
- g) The quotation should be as per price format.
- h) Alternative price for any items not allowed, for which the tender will rejected
- i) Photocopies of the order received from Govt./semi Govt. Organizations, Institution, PSU etc. as past performance as per Annexure —VI.
- j) Income tax return copy of last three Assessment Year
- k) Manufacturer's authorization letter as per Annexure -V.

27. The bids are liable to be rejected if any of the above conditions are not complied with.

28. Issue of Purchase Order:

- a) The Purchase Order will be placed on the selected bidder whose bids has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- b) Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- c) Any legal disputes arising out of this are subject to Sambalpur jurisdiction only.

29. Payment.

- a) Payment will be made after completion of supply, installation & Commissioning of the equipment as per orders.
- b) In case defects noticed while use the items, the same will be replaced by the firm immediately and no payment will be made for the defective items.

30. Bidders may be present in person or through their representative(s) during the opening of quotation as per date & time schedule given. In case the day will be a Govt. Holiday the tender will be opened in the next working day at the same time. Even if no bidder or their representative remains present, the bid will be opened & no complain / objection will be entertained.

31. If the last date of submission of tenders declared holiday in G. M. University, Sambalpur the date of submission will be the next working day.


Registrar
G.M University, Sambalpur

Annexure — I

Required Detail Information of Tenderer		
01	Name of the Company / Organization	
02	Registered office Address & Complete Postal	
03	Telephone , Fax Numbers& e-mail id	
04	Type of Organization/Firm (Proprietary /Partnership / Pvt. Ltd./Public Ltd (Tenderer has to provide relevant documents establishing the fact that they are Partnership/Joint/Limited/Sole Proprietary Company)	
05	Date of Establishment and Experience in business (In number of years)	
06	G.S.T Registration No.(Enclosed a copy)	
07	PAN No	
08	Details of Earnest Money Deposit & cost of Tender paper paid (i. e. D.D. NO. and bank details etc.)	
09	Name of the company of which the tenderer is authorized dealer (copy of authorization.letter from original equipment manufacturer must be enclosed as per Annexure - V or certificate of authorized Dealer / distributor / partner / channel partner etc.)	

Date :

Place:

Seal & Signature of

Tenderer



Annexure - II

Technical Specifications of Biometric Device for Fingerprint Time Attendance System

Specifications	Required Configuration
Finger print identification time	Less than or equal to 2 sec
Sensor type	URU scanner and ZK prism
Scanner Resolution	600dpi or better
Matching/ verification mode	1:N, 1:1
Fingerprint capacity/user	1500 user per 2 fingers
Access mode	Fingerprint
Network communication	Wired /wireless LAN and TCP/IP
Network enabled	RS232, RS485, TCP/IP, USB
Operation Mode	Standalone mode/Connect with PC via LAN/WAN
Software	Compatible software web/desktop based to provide reports from the time attendance device. Reports required are in: week wise attendance, Month wise attendance, configuration of holidays. The report should be available in pdf/excel formats.
FAR(false acceptance rate)	$\leq 0.0001\%$
FRR(False rejection rate)	$\leq 1\%$
Storage	<ul style="list-style-type: none">• Fingerprint of 1500 users or more• Transaction 30000 logs or more
Display	More than 3" colour TFT screen.
Power backup	Machine must have at least 30 min power backup

- The selected firm shall be required to collect the data/finger prints of all the intended audience of the University and accordingly install the system.
- The generated report should be in Excel and PDF format and/or any other suitable format.
- Maintenance of secrecy and confidentiality of data, as per the policy of University

All the items must have two years onsite warranty from day of installation.



Annexure - III

Price Bid for supply, Installation & Commissioning of the Biometric Device for Finger
Print Attendance in different Departments of G.M University , Sambalpur

Sl. No.	Item Description	Quantity	Unit Price (Rs.)	GST	Unit price including GST	Total
	Biometric Time attendance machine of prescribed technical specification as given in the Annexure-II.	55 nos.				



Annexure — IV

Check list

Following documents shall be provided along with technical bid			
Sl. No.	Description	Enclosed (Yes / No)	Page No.
01	Registration certificate of the company issued under the company Act or by any other competent authority in the case of proprietary / Partnership firm, etc.		
02	Self attested Copy of GST registration certificate		
03	Self attested copy of PAN Card		
04	Self attested order copies as per Annexure - VI		
05	Undertaking that the bidder has never been black listed by any of Government Departments or any other Agency/establishment as per Annexure - VII		
06	DDs towards cost of Quotation call paper and earnest money deposit (EMD) / CPO or NSIC certificate		
07	Up to date GST clearance certificate		
08	ISO / BIS certification of the OEM/(s) for the product offered		
09	Printed Literature of the quoted product, highlighting the features fulfilling as per specification.		
10	Authorization letter from OEM (As per annexure — V) / or Certificate of authorized dealership / distributorship / partnership / channel partner.		
11	Detail required information as per Annexure - I		
12	Certificate for after sale services and support of minimum Two years.		
13.	Certificate from the vendor stating that the company has not been blacklisted by any government organization		

Date :

Seal & Signature of

Place:

Quotationer



Annexure -V

Manufacturers Authorization Letter

To

The Registrar
G.M University, Sambalpur
Amruta Vihar, Sambalpur-768004

Sub: Authorization letter for Quotation for supply, installation and Commissioning of Biometric device for finger print attendance system at different Department of G.M University, Sambalpur.

Ref. :- Quotation Call Notice No.- dated / / 2019

Dear Sir,

This is with reference to above subject of tender for supply, installation and commissioning of Biometric device for finger print attendance system for your Corporation. We who are established and reputed manufacturer of..... having Factory / factories at (address of the factory) do hereby authorize M/s. who is a business associate / partner of OEM/ authorized distributors /authorized dealers in India to participate in the above tender and execute the same if awarded.

We here by extend our full support and also in meeting warranty obligation by Providing necessary spares in time for the goods and for the services offered against t h i s I n v i t a t i o n f o r t e n d e r o f f e r e d b y M / s .

We hereby commit to the tender terms and conditions and will not withdraw our Commitment during the process and or during the period of contract.

Thanking you,

Yours faithfully,

**Name of the company
Name of the persons & Designation**

**Date :
Place**

Seal with Signature

(This authorization letter must be submitted in original letterhead of the manufacturer and should be signed by a person competent and having the power of Attorney to bind the manufacturer)



ANNEXURE-VI

Format for Submission of Past Performance

Sl. No.	Year	Order No. Date	Order Value	Name of the Organization
1	2018-19			
2	2017-18			
3	2016-17			
Total				

Date:

Name and Address of the Firm

Place

Signature of the bidder



ANNEXURE-VII

(To be submitted in Technical Bid)
UNDERTAKING / DECLARATION FORM

I / We having my / our
..... officer at do
declare that I / We have carefully read all terms and conditions of tender of the
for "supply, install & commissioning of Biometric Device for Finger Print Attendance System at
G. M. University, Sambalpur. I / We will abide with all the terms & conditions set forth in the tender
Reference No..... dated / 2019.

I/ We do hereby declare I / We have not been de-recognized / black listed by any State Govt.
/ Union Territory / Govt. of India / Govt. Organization for supply of Not of Standard Quality Items /
Non- supply.

I / We agree that THE Tender Inviting Authority can forfeit the Earnest Money Deposit and
nor Performance Security Deposit and black list me/ us for a period of 3 years if , any information
furnished by me/us provided to be false at the time of inspection / verification and not complying
with the tender terms & conditions.

I / We do
hereby declare that I / we will supply, install & commissioning of Biometric Device for Finger Print
Attendance System at G. M. University, Sambalpur as per the specification and terms & conditions
of the above referred tender.

Signature of the bidder

Seal with Date

Name & Address of the Firm

