



## NATIONAL CENTRE FOR ANTARCTIC AND OCEAN RESEARCH (NCAOR), GOA

Tender No. : NCAOR/ICTD/BIO/02/2014-15

Date: 19/03/2014

Director, NCAOR invites sealed tenders for supply, installation and commissioning of Biometric Attendance System at NCAOR as per details given below:-

Description of Item	Qty	Earnest Money Deposit (Rs)	Tender Fee (Rs)	Due Date & Time for submission of Tender
Supply, Installation and Commissioning of Biometric Attendance System at NCAOR along with 6 (six) readers (6 independent Units) and customized software application (details as Annexure – A & B)	One (1)	10, 000/-	500/-	14 <sup>th</sup> April 2014 at 15:00 Hrs IST

The tender document is in a two-bid system. The technical bids shall be opened on 14<sup>th</sup> April 2014 at 15:30 Hrs (IST) in the office of the NCAOR, Goa, in the presence of the bidders or their authorized representative(s), if any. No formal invitation shall be extended to the bidders for this purpose. Financial bids shall be opened only in respect of technically qualified tenders on later date to be notified subsequently.

Tenderer may download the tender document available in website: [www.ncaor.gov.in](http://www.ncaor.gov.in) [under Tender], for participation of the tender process. Firms who have downloaded the tender document should submit Demand Draft for Rs.500/- (non- refundable) towards tender fee and EMD of Rs. 10,000/- (Ten Thousand only) drawn in favour of **Director, NCAOR** payable at **Vasco-Da-Gama** along with the technical bid of the tender. The proposal received without Tender Form Fee and EMD will be summarily rejected.

### Eligibility Criteria for tenderers:-

1. Invited sealed tender in two-parts from the reputed OEM (Original Equipment Manufacturers) or partner of OEM or dealer of OEM for the “Supply, Installation and Commissioning of Biometric Attendance System at NCAOR “as per the technical specifications given in **Annexure B**. A valid authorization letter from OEM should be submitted along with tender if the bidder is partner or dealer of any OEM.

2. The OEM or partner or dealer of OEM should have executed at least one similar kind of work orders in the last five years for Public Sector Undertaking (PSU) / Government Departments / Reputed Organization. Proof of satisfactory services for the above works from the user should be attached.
3. The OEM should have ISO 9001 certification. Copy of documents should be submitted by Tenderer along with tender.

## **1. GENERAL CONDITIONS**

- 1.1. Onsite warranty for a period of minimum one year from the date of successful installation (including hardware and software).
- 1.2. Tenderers are advised to study the tender document carefully. Submission of tender shall be deemed to have been done after carefully study and examination of the tender document with full understanding of its implications.
- 1.3. Sealed offers prepared in accordance with the procedures enumerated in **Section 2 (Instructions to tenderers)** should be submitted to Competent Authority, not later than the date and time specified in the Tender document.
- 1.4. This Tender is non-transferable. Assignment and subletting is not permitted. Information regarding associates and principals is to be disclosed in the tender technical bid itself.
- 1.5. All proposals are to be valid till 90 days except for those proposals found to be technically qualified which shall remain valid till one year from the date of opening of the bid.
- 1.6. The Competent Authority shall not be responsible for any postal delay and non-receipt or non-delivery of the proposals.
- 1.7. The competent authority reserves the right to ask for clarifications or ask for revised proposals and the decision of the competent authority shall be final and binding on the tenderers.
- 1.8. The competent authority reserves all rights to reject any or all offers without assigning any reason whatsoever.
- 1.9. NO bid shall be accepted if made telegraphically or through fax / email.

## **2. INSTRUCTIONS TO TENDERERS**

### **2.1. PROCEDURES FOR SUBMISSION OF PROPOSALS**

Eligible Tenderers are required to submit their proposals in two separate sealed envelopes – **one for Technical bid** and the **other for financial bid**. The sealed envelopes containing the Technical bid and Financial bid together should be placed in a sealed larger envelope and sealed again. All the envelopes should be correctly marked / named.

The Technical bid shall contain proof of meeting eligibility criteria and technical information of the tender, EMD (Sealed in a separate envelope) and all other papers except the financial bid. The Financial bid shall contain the details of the price, in Indian rupees as per price schedule format, in words as well as figures. All the bid papers must be signed. The information submitted must be definitive and specific.

Vague terms, incomplete information, counter offers, and uncalled for correspondence shall not be entertained.

Tenderer is required to submit the complete proposal along with annexure and brochures etc. the proposal has to be signed in original by the authorized representative of the Tenderer. The proposal has to be signed in original by the authorized representative of the Tenderer. The proposal shall be exactly according to the presented formats given in the TENDER documents. All columns of the prescribed formats should be filled, and all questions in the tender document must be answered. Any additional information should be enclosed separately. Modification / rewording of formats shall not be acceptable. Each page of proposal documents is to be signed and stamped by the Tenderer clearly indicating that all the terms and conditions mentioned herein are acceptable to the Tenderer unconditionally. Tenderer must submit all necessary technical brochures with the proposal. No column should be marked as "NIL" or Zero, "0" etc. Where no price is proposed to be charged for any item or its parts which is required to be supplied, it should be clearly mentioned in so many words.

The envelopes should be addressed to superscripting to tender no and due date to be submitted to

The Director,  
National Centre for Antarctic and Ocean Research,  
Headland Sada,  
Vasco-da-Gama, Goa - 403804

The Tenderer is expected to read and examine carefully all instructions, forms, terms and specifications in the TENDER document. Failure to furnish all information required in the TENDER document or submission of a proposal not substantially responsive to the TENDER document in every respect will be at the Tenderer risk and shall result in rejection of the proposal.

## **2.2. EARNEST MONEY DEPOSIT & TENDER FEE**

- A sum of fixed amount as mentioned in the tender notice should be deposited as Earnest Money Deposit (EMD) by Bank Draft in favour of Director, NCAOR, Goa. EMD shall be payable at Vasco-da-gama, Goa, along with Tender document failing which Tender is liable to be rejected. EMD shall be refunded after finalization of the tender.
- EMD should be submitted in separate envelope duly marked as "EMD". The EMD envelope should be kept in the technical bid envelope.
- Tender fee should be submitted along with technical bid for Rs. 500/- in the form of Demand Draft in favour "NCAOR" payable at Goa.

## **2.3. TECHNICAL BID**

Technical bid proposal shall consist of the following:-

- Proposal sheet duly filled in, signed and complete in all aspects along with document showing the authority to make and sign the proposal.
- Qualifying data duly provided as Particulars & Eligibility of the Tenderer clarifying that the Tenderer is eligible for proposal and is qualified to execute the order, if the proposal is accepted.

- Documentation showing proof of having supplied and installed the Biometric Attendance System as per eligibility criteria.
- Technical Compliance Statement (Annexure-B) showing full adherence to the specifications of the TENDER document requirement.
- Attested copy of PAN & Sales Tax (Commercial Tax) clearance certificate;
- Original tender as issued to the Tenderer, duly filled, signed and stamped, is to be deposited with us, along with technical bid papers.

#### **2.4. FINANCIAL BID**

Price quoted by the Tenderer for the aforesaid supply to NCAOR, Goa in the Price Schedule to be enclosed in a separate envelope duly marked as 'Financial Bid'. Rates to be quoted must be definitive and shall not be allowed to be altered. Prices are to be quoted as per the price scheduled format. Rates to be quoted in terms of Unit, in words and figures both, in respect of proposed quantity.

#### **2.5. FINALIZATION OF BIDS**

The financial bids of technically qualified tenderers only be considered for opening on a later date which will be intimated to all the qualified tenderers.

### **3. TERMS AND CONDITIONS**

- 3.1. Tenderers shall clearly indicate whether they manufacture the item(s) offered or they are authorized suppliers on behalf of manufacturer. **Brand names, Models & Parts Nos** of all item(s) offered shall be necessarily mentioned.
- 3.2. Tenderers must submit their offer as per the format given. Deviations if any may be brought out clearly / specifically in the given format.
- 3.3. Tenderer must also fill the specification compliance format supplied to them by indicating YES or NO about the availability of that feature in the model(s) offered against each item and sub item
- 3.4. Tenderers should give all the information necessary for analyzing the data operation of equipment. At any stage they should not say that the analysis is not possible because order was not placed for a particular item/ software
- 3.5. Tenderer should provide all documents for their authorization(s) / certification(s) proof
- 3.6. Tenderer is required to confirm availability of spares at least for five years
- 3.7. The manuals, CDs, Drivers, etc will be the exclusive property of NCAOR, Goa after it is successfully tested.
- 3.8. EMD may be forfeited without any intimation in such cases as below:-
  - 3.8.1. if a bidder withdraws its bid during the period of bid validity
  - 3.8.2. if a bidder fails to implement or execute the work order

#### **4. FREIGHT**

All items must be offered for delivery in duly packed condition on F.O.R, NCAOR, Goa Campus. Insurance may be done by the supplier to safeguard the goods from loss due to damage / breakage, theft, pilferage etc, during the transit. NCAOR, Goa shall not be responsible for any losses.

#### **5. DELIVERY SCHEDULE**

Delivery of the terms ordered are to be made within 30 days from the date of receipt of Purchase Order. However, tenderers must mention their earliest delivery schedule in their tender.

#### **6. WARRANTY**

- 6.1. Warranty as per the details given in the technical specifications of this tender document
- 6.2. Onsite warranty for a period of one year from the date of successful installation (including hardware and software).
- 6.3. The Tender shall make all arrangement to ensure continued and trouble –free working of the equipments throughout the period of warranty. Any notice of malfunctioning communicated should be effectively attended to and rectified within 24 hours or receiving such notices.

#### **7. SECURITY DEPOSIT**

- Performance security deposit is 10% of the work order value.
- EMD of the successful bidder would be converted as Security Deposit, required balance amount of the Performance Security Deposit in the form demand draft to be deposited at NCAOR by successful bidder within 15 days from date of issue of the work order, failing which EMD will be forfeited.

#### **8. PAYMENT TERMS**

Payment shall generally be released within 15 days after successful installation, commissioning and acceptance of goods. The Tenderer shall be entirely responsible for all taxes, duties, license fees, octroi etc for completion of work assigned.

#### **9. PENALTY CLAUSE ( LEVY OF LIQUIDATED DAMAGES)**

- 9.1. The supply of the ordered items forms crucial part of the Institute's functioning and therefore, if the supply is not completed in the stipulated time as prescribed in this document or in other words, if the tenderer fails to deliver the goods within the delivery schedule as agreed upon;
- 9.2. A sum equivalent to 2.5% (two and half percent) of the Contract Value for each week of delay or part thereof until actual delivery will be deducted from the Contract Value, as Liquidated Damages, subject to maximum deduction of 10% (ten percent) of the Contract Value. Once the maximum is reached,

termination of the Contract may be considered by NCAOR, Goa. Decision of Competent Authority shall be final and binding on both the parties.

#### **10. TERMINATION FOR DEFAULT**

The Competent Authority may, without prejudice to any remedy for breach of Work Order by written notice of default sent to the Tenderer, terminate the order in whole or in part thereof:-

- a) The Tenderer fails to perform any or all of the obligations within the time period(s) specified in the order or any extension thereof granted by the Competent Authority
- b) The quality of the delivery of various tasks is not up to the satisfaction of the Competent Authority

#### **11. JURISDICTION**

The court at Vasco, Goa only shall have jurisdiction to deal with and decide any legal matter whatsoever arising out of this contract.

#### **12. OTHER CONDITIONS**

The Director, NCAOR, Goa may cancel the tender and all proceedings relating thereto without assigning any reason.

The decision of the Director, NCAOR, Goa shall be final as regards the acceptability of Tendered items and items supplied by the Tenderer and Director NCAOR, Goa shall not be required to give any reason in writing or otherwise at any time for rejection of the Tender or items.

**FORM – I**

**BID PROPOSAL FORM**

**NATIONAL CENTRE FOR ANTARCTIC AND OCEAN RESEARCH (NCAOR), Goa**

<b>Sl.No</b>	<b>Tender for the Item(s)</b>	
01	Name and full address of the firm / Company/ Organization (Attach Proof of Legal status & ownership)	
02	Registered Office with full address	
03	Income Tax Permanent Account No. (PAN) (Attach Proof)	
04	Sale Tax (Commercial Tax) Registration No. (Attach Proof)	
05	Whether Propriety firm / Public Limited Company / Private Ltd Company / Partnership firm or any other entity (give details)	
06	If single proprietor, then give Name and address of the proprietor's liabilities	
07	If partnership firm, Name and address of the partners and their respective liabilities in carrying this tender and discharge of subsequent.	

Signature of tenderer

Date

Place

Seal

**FORM – II**  
**Proposal Sheet**

Tenderer's Proposal Reference Number and Date	
Tenderer's Name and Address	
Person to be contacted	
Designation	
Telephone no	
Fax No	
e-mail id	

Signature of Tenderer

Date

Seal

<b>IMPORTANT NOTICE</b>
Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the all tenderer. Conditional tenderers are liable to be rejected.

I agree to fulfill the terms and conditions mentioned in the tender document of the Institute in the event of my being selected for part / full supply of the tendered items.

Signature of the Tenderer.



**FORM – III: FINANCIAL BID FORMAT**  
**(TO BE KEPT IN SEPARATE ENVELOPE)**

<b>Sl.No</b>	<b>Description of materials</b>	<b>Qty</b>	<b>Basic Price in INR</b>	<b>Taxes (All kinds) in INR</b>	<b>Total Price in INR</b>
1	Supply, Installation and Commissioning of Biometric Attendance System at NCAOR along with 6 (six) readers (6 independent Units ) and customized software application (details as Annexure – A & B)	One (1)			

Please quote the Unit Cost inclusive of all taxes, transportation, transit insurance installation and all other charges with one year of on-site warranty.

Signature of tenderer

Date

Place

Seal

## **Implementation of Biometric Attendance System at NCAOR**

### **Scope of work:**

Implementation of Biometric Attendance System at NCAOR, which should provide the efficient attendance management system as per Institute's Requirement and options of customized changes in the above said solution according to Institute's needs and requirements. The system would record the attendance of employees on the biometric device deployed in different location in the institute's campus.

### **Minimum Configuration required:**

Please refer Annexure – B

### **Reports**

- Monthly Attendance Register
- Daily Attendance Report
- Late Coming Report
- Early Going Report
- Late Sitting Report
- Employee Leave wise Report
- Habitual late comes, early departures
- Continues absentees report
- Biometric Device uptime/downtime status report
- Any other report as &when required

### **Enrolment & authentication Procedure**

- For the first time enrolment of fingerprints, the selected bidder will provide necessary support for capturing finger prints of all users for creating master records.
- The subsequent capturing of finger prints would be carried out without the authentication mechanism

### **Technical Terms and Conditions**

- Vendor has to complete the installation within 30 days from the date of work order.
- Vendor should provide the one year onsite warranty and support for the entire attendance Solution including hardware and software.
- Before implementing vendor is requested to visit the institute and understand the requirement.