



संगणक एवं सूचना केन्द्र
Computer and Informatics Centre
भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology, Kharagpur

Sub: Tender for Supply, Installation, Testing and Commissioning of 6 nos. of standalone Biometric based Access Control System for CIC

Ref: Tender Notice No. IIT/CIC/BIO-ACS/2019-20/10 dated 31.08.2019

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids from reputed **Original Equipment Manufacturers (OEMs) OR their Authorized Distributors** who have adequate credential for supplying, installing and maintaining similar product in IITs or similar Autonomous Institutions /Universities, Government /Public Sector Undertakings, etc., for the items as detailed in the tender.

Interested vendors are requested to send their sealed bids under a **two cover system** as per requirement mentioned in tender document, along with the Technical Specifications, Compliance Certificate and the quantity as specified in tender document.

Details are also mentioned in the Institute website www.iitkgp.ac.in [link: tenders & quotations].

The proposal has to be sent in a sealed packet, containing two separate sealed envelopes (**Technical Bid** and **Price Bid**) duly superscripted with Reference Number (Tender Notice No. IIT/CIC/BIO-ACS/2019-20/10 dated 31.08.2019), to the Office of the **Head, Computer & Informatics Centre, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 on or before 25th September 2019 by 15:00 Hrs.**

The **technical bids (should also contain detailed un-priced bill of material) will be opened on 25th September 2019 by 15:30 Hrs.** in the presence of the vendors and their authorized representatives and price bids will be opened (to be notified separately), only of those firms, who will be found technically qualified/short listed, after evaluation of their technical bids.

Yours sincerely,

Encl: **Annexure – I, II & III**

**Head, CIC
IIT Kharagpur**

Copy to:

- 1. Institute website**
- 2. CPPP**

MINIMUM SPECIFICATIONS FOR STANDALONE BIOMETRIC BASED ACCESS CONTROL SYSTEM (Supporting data sheet / product literature must be attached)

1. Standalone Bio-Metric based Access Control Terminal:

Fingerprint capacity	:	3000
Card capacity	:	3000
Transaction capacity	:	100000 log
Sensor	:	500 DPI optical
CPU	:	800MHz – 32bit
Display	:	2.8" TFT color
Identification speed	:	<=0.5 sec
FAR	:	<=0.0001% , FRR<= 1%
Communication	:	RS485, TCP-IP, USB
Support Exit Reader	:	Exit switch, Exit reader

2. Software Feature:

Desktop Software
 Support MS Access/SQL/Oracle database
 Maintain Leave register/ Holiday/Shift/Department
 Generate standard report- Daily/Monthly/Yearly
 Support Device Management

3. Electro-Magnetic Lock:

Holding Force	:	600lbs
Holding Capacity	:	230kg
Power	:	12v
Suitable for	:	Wooden/Glass/Aluminum/Fireproof Door
Indication	:	Led (Red/Green) indication for lock status
Protection	:	Voltage/Current spike protection PCB
Optional Accessories	:	L/U/ZL Bracket

4. Exit Switch: Metal type

5. SMPS Power Supply: 12V-10amp

6. Other Accessories as required

ANNEXURE - II

GENERAL TERMS AND CONDITIONS

1. **Last Date of Submission of Sealed Bids: 25th September 2019 by 15:00 Hrs.** (In the Office of the Head, Computer & Informatics Centre, Indian Institute of Technology Kharagpur).
2. **Date of opening of the Technical Bids: 25th September at 15:30 Hrs.** (In the Office of the Head, Computer & Informatics Centre, Indian Institute of Technology Kharagpur).
3. **Tender Fee:** An amount of **Rs. 250.00** (Rupees Two hundred fifty only inclusive of GST) as tender fee (nonrefundable) has to be paid. The payment shall be made by Demand Draft in favour of "Indian Institute of Technology Kharagpur", payable at "Kharagpur". **Quotation will not be accepted without the Tender Fee.** Tender fee should be enclosed separately in an envelope and stapled with the Technical Bid.
4. **Earnest Money Deposit (EMD):** An amount of **Rs. 4,000.00** (Rupees Four thousands only) in the form of Demand Draft/Bank guarantees to be enclosed along with the **technical bid**. The E.M.D. is to be drawn in favour of "Indian Institute of Technology Kharagpur", payable at "Kharagpur". The validity of the EMD should be 6 (six) months from the date of issue. **Any bid without EMD will not be considered.** This will be refunded to the unsuccessful vendors. The EMD will be refunded to the selected vendor after successful execution of the Purchase Order. The Institute reserves the right to withhold or confiscate the EMD in the event of failure to supply the items in part or full, once the Purchase Order is accepted. **E.M.D. should be enclosed with the Technical Bid documents.** No interest is payable on refund of EMD.
5. **Site Survey:** Site survey can be done before quoting, supplying & installing the product by the interested bidders to avoid the error prone installation of the system. There will be no compromise for error prone installation of the system.
6. Complete delivery & installation of the system has to be accomplished within four week of the receipt of purchase order, failing which Liquidation Damage (LD) will be imposed as per Institute purchase rules.
7. **Payment Terms: 100% on Item Delivery, Installation, Testing & Commissioning**
8. **Price:** Price should be **quoted only in Indian Rupees** on free delivery at site inclusive of all taxes and incidental charges. Tax component should be shown separately.
9. **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. The OEMs may submit the bid directly, for other vendors original authorization certificate from OEM is required to be enclosed.
10. The bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future.
11. **Acceptance of Tender:** The Authority of IIT, Kharagpur reserves the right to accept/reject any or the entire tender bids received without assigning any reason thereof.

12. The Institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Evaluation.
13. Technical bid should contain the tender document signed by authorized signatory of the bidder as a token of acceptance of specifications, requirements and terms and conditions.
14. The person/officer signing the tender/bid documents should be delegated with an appropriate Power of Attorney (essentially endorsed by a Notary Public) by the Chief Executive Office/MD of the Company, to sign such documents.
15. Technical bid should also contain a **signed “compliance certificate”** duly signed by the manufacturer or bidder.
16. Conditional Offer will not be accepted.
17. **Period of Validity:** Bids shall remain valid for acceptance for a period of 120 days from the date of opening of the price bid but any benefit for **downward revision of prices should be extended to the IIT Authority.**
18. Past Performance of the Vendors will be judged at the time of Technical evaluation.
19. Bidders should also enclose the following documents in the technical bid as proof of their credential:
 - ❖ Tender fee
 - ❖ Earnest Money Deposit (EMD)
 - ❖ Trade License / Certificate of Registration
 - ❖ Copies of PAN Card, GST registration no
 - ❖ Signed Tender document as a token of acceptance for the Terms & Conditions Specified in various sections of the Tender Document
20. **Opening of Price Bids:** The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened. The date and time will be informed separately.
21. Authorized representative (with proper authorization letter to attend opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.
22. A bid submitted with false information will not only be rejected but also the OEM/vendor will be debarred from participation in future tendering process.

For any query pertaining to this tender, correspondence may be addressed to:

(a) **The Head, Computer & Informatics Centre**
Indian Institute of Technology, Kharagpur-721 302
[Ph.: 03222-282360, 282362, Fax: 282362]

In case the due date for submission and/or opening of the tender happens to be a holiday, the same will be accepted on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed during Saturdays & Sundays.

ANNEXURE - III

Tender No: IIT/CIC/BIOACS/2019-20/00 dated 19.06.2019

PRICE BID FORMAT

NAME OF VENDOR: _____

S. No	Item Description (OEM Name & Model No.)	Qty	Unit Rate (INR)	GST (INR)	Total Amount (INR)

Total Price (INR) inclusive of all taxes with **1 year** onsite comprehensive warranty from the date of successful installation & Commissioning of the predefined system.

Note: Above quoted price is including the Site survey, Supply, Installation, Testing, commissioning and other fitting charges.

Signature of the Bidder with Seal