



# Tender for Cloud based Biometric Time Attendance System at BVDUCOEP

Tender No. BVDUCOEP/18-19/001

TENDER DOCUMENT



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LBS Road, 13 Sadashiv Peth, Next to Alka Talkies, Pune, Maharashtra 411030

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NOTICE INVITING T E N D E R

*Cloud based Biometric Time Attendance  
System for various locations of BVU*

LAST DATE OF SUBMISSION UPTO 14:00 HRS. ON 15/11/2018

Issued to

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The Principal,  
Bharti Vidyapeeth (Deemed to be University)  
College of Engineering,  
Pune

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## NOTICE INVITING E-TENDER – SECTION-I- (SUMMARY)

Name of the work: Cloud based Biometric Time Attendance System

The Principal, BVU Engineering division, invites Digitally sealed item rate e-Tender in single Bid System on behalf of Bharti Vidyapeeth (Deemed to be University, College of Engineering, Pune for the following works from the vendor(s) satisfying the under mentioned eligibility conditions.

The description, make and requirement of the items shall be as under:

1	Name of Work	Cloud based Biometric Time Attendance System
2	Estimated Cost Rs.	Rs. 8 Lakhs
3	EMD (in INR)	NIL
4	Tender Document Cost (in INR)	Nil
5	Payable at	NA
6	Period Of Completion	6 Weeks
7	Last date and time of online submission of tender through email	15.11.2018
8	Last date and time of submission of EMD, Tender Cost & POA in original in sealed cover at Head Office	NA
9	Time and date of opening of e-Tender & price Bid	17.11.2018

### Credentials and Pre-Qualifications of the Tenderer:

- Authorized dealership/distribution certificate copy should enclosed. Orders will be placed only to genuine dealer/distributor of respective product.
- The manufacturer/authorized dealer /OEM of any of the makes of major equipment included in the NIT. The letter of authorization from manufacturer in original will be submitted
- A profile of the bidding firm is to be enclosed in the attached Performa (Section-C)
- Should have a Centralized Monitoring Facility for handling and management of Time attendance service. Centralized monitoring facility with a dedicated server and operator team
- ISO Certified
- Min 2 years of experience in Cloud Services for Attendance system
- Experience of having successfully completed Time Attendance System works at any Educational University
- Submission of a tender will bind the tenderer for acceptance of ALL the conditions specified in the tender document. It is understood and agreed that, the Tenderer after careful examination of the Tender Document and Specifications of the tender, has satisfied himself on the various terms, conditions and specifications set out therein, before offering the tender.
- The bidder should have yearly turnover of minimum of Rs. Fifty lakhs for the last financial years. Balance sheet to this respect must be submitted along with the tender offer.

**The e-Tender will be submitted through E-Mail containing following documents**

- a) Eligibility documents & Technical Bid (e-Tender).
  - b) Price Bid.
1. On Line e-Tender can only be submitted after sending the E-Mail with following valid scanned documents
    - i.e. related to eligibility conditions as per point no-1 above up to Last date and time of online submission/ uploading of E-tender.
      - i. Documentary proof of satisfying the eligibility conditions as per 1 above
      - ii. CA certificate towards turn over /deposition of income tax & PAN Card
      - iii. Either Goods & Service Tax Provisional/Permanent registration certificate or documentary proof regarding exemption from GST shall have to be submitted.
      - iv. EPF and ESIC registration certificate.
  2. **Validity of tender shall be for 15 days from the date of opening of tender.**
  3. **The bidding process will be accepted only through e-Tendering. As tenders are invited through E-Mail. Physical copy of the tender document would not be available for sale. Vendor can send documents in the form of JPG format, PDF format and any other format as permissible by the E-Mail.**
  4. **For e-Tendering of this tender or any further query regarding tender uploading/downloading, Helpdesk of B V D U C O E P may be contacted @ 020-24107390**
  5. **The tenderer should read carefully & understand tender document, procedure for e- tendering etc completely before participating in the e-tender procedure. Participation in the e-tendering, presumes that the Tenderer has/Have read all the conditions, special condition of the contract, schedule of quantity etc & agree/abide by them**
  6. **General conditions of contract for works in BHARTI VIDYAPEETH UNIVERSITY are available on BVU website <http://www.maharashtra.BVU.co.in> as well as in the Division Office. (for viewing only)**
  7. **The bidding process will be accepted only through e-Tendering . As tenders are invited through e-Tendering process, physical copy of the tender document would not be available for sale. Vendor can upload documents in the form of JPG format, PDF format and any other format as permissible by the e- tendering portal.**
  8. **Certificate of Financial Turnover(If applicable): At the time of submission of bid, vendor may upload Affidavit/ Certificate from Chartered Accountant mentioning Financial Turnover of last 2 years or for the period as specified in the bid document and further details if required may be asked from the vendor after opening of technical bids. There is no need to upload entire voluminous balance sheet.**
  9. **Before e- tendering, the vendor shall inspect the site and fully acquaint himself about the condition with regard to accessibility of site and site nature and the extend of grounds, working condition, including stocking of materials, installation of T&P etc., and conditions affecting accommodation and movement of labour etc., required for the satisfactory execution of the contract. No claim whatsoever on such account shall be entertained by the BVU in any circumstances.**
  10. **Tenderer shall quote his rates as per various terms and conditions.**
  11. **The EMD of all the unsuccessful tenderers shall be released on issue of award letter to the successful tenderer. This shall be done within one week of award letter.**
  12. **Exemption from payment of earnest money and security deposit by any other unit/ department shall not hold good for BVU.**
  13. **The EMD of the successful tenderer will be returned to the vendor without interest only after submission of performance guarantee and commencement of work. The successful tenderer has to extend the validity of EMD as per BVU requirements.**
  14. **(I) Performance Guarantee: - The vendor is required to furnish performance guarantee for an amount equal to 5% of the contract value in the form of Bank Guarantee/CDR/FDR/DD (of Nationalised /Scheduled Bank in a standard format) within two weeks from the date of issue of award letter. This period can be further extended by the Engineer-in-Charge up to maximum period of two weeks on**

- return request of vendor. The validity period of performance security in the form of performance Bank Guarantee shall be one year from the date of actual completion of work.
15. The acceptance of tender will rest with the Principal, who does not bind himself to accept the lowest tender or any other tender and reserve to himself the authority to reject lowest or all the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected. Tenders with any condition including that of conditional rebate shall be rejected forthwith summarily. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the vendors who resort to canvassing will be liable for rejection.
  16. The BVU reserves itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
  17. The tenderer should give a certificate that none of his/her relative is employed in BVU units. In case of proprietorship firm, certificate will be given by the proprietor and for partnership firm certificate will be given by all the Directors of the company.
  18. Near relatives of all BVU employees either directly recruited or on deputation are prohibited from participation in tenders and execution of works in the different units of BVU. The near relatives for this purpose are defined as:
    - (a) Members of a Hindu Undivided family.
    - (b) They are husband & wife.
    - (c) The one is related to the other in the manner as father, mother, son (s), and son's wife (daughter-in-law), daughter (s) and daughter's husband (Son-in-law), brother (s) and brother's wife, sister (s) and sister's husband (Brother-in-law).
    - (d) The company or firm or any other person is not permitted to tender for works in BVU unit in which his near relative(s) is (are), posted. The unit is defined as College/University/Corporate office. The tenderer should give a certificate that none of his /her near relative is working in the units as defined above where he is going to apply for tender /work, for proprietorship, partnership firms and limited company certificate shall be given by the authorized signatory of the firm. Any breach of the conditions by the company or firm or any other person, the tender /work will be cancelled and earnest money/performance guarantee will be forfeited at any stage whenever it is so noticed. BVU will not pay any damages to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit. (Format of undertaking is available in instructions to bidders on page no- 9).
  19. No employee in BVU is allowed to work as a vendor for a period of two years of his retirement from service without the prior permission. The Contract is liable to be cancelled if either the vendor or any of his employees is found at any time to be such a person who had not obtained the permission as aforesaid before submission of tender and engagement in the vendor's service.
  20. The tender for works shall not be witnessed by the vendor who himself /themselves has /have tendered or who may and has/have tender for the same work. Failure to observe this condition would render tenders of the vendors tendering as witnessing the tender is/are liable for summarily rejection.
  21. The tenders for the work shall remain open for acceptance for a period of **15 days** from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which is not acceptable to the BVU shall, without prejudice or to any other right of remedy be at liberty to forfeit 50% ( Fifty percent only) of the said earnest money absolutely. Further tenderer shall not be allowed to participate in the tendering process of the work.
  22. Extension of validity: In case, where the letter of award of work cannot be placed within the validity of the period of the tender, the BVU can request all tenderers to extend the validity of their respective tenders and the earnest money deposit by a reasonable period. In such cases, extension of validity of earnest money deposit by 30 days beyond the extended validity date of tender should also be asked for.

While BVU can make the request of extension, the tenderer is free to either extend the validity or refuse the request to extend the validity.

23. Agreement shall be drawn with the successful tenderer on prescribed form. Tenderer shall quote his rates as per various terms and conditions of the said form, which will form part of agreement.
24. This Notice Inviting Tender shall form part of the contract document. The successful tenderer/vendor on acceptance of his tender by the Accepting authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of:-  
The Notice Inviting Tender all the documents including additional conditions specifications and drawings if any forming the tender as issued at the time invitation of tender and acceptance thereof together with any correspondence leading thereto.
25. Any dispute if any (like payment/site related/Taxation etc.) will be resolved by the concerned **Principal, BVUCOE, Pune** under whom the work has to be carried out.
26. If any terms & conditions mentioned here in this tender document are in contravention to General Conditions of Contract, the terms & conditions mentioned here in this tender document shall prevail
27. Annual Maintenance Contract
  - a) Along with the Tender bid the Tenderer must quote charge for comprehensive Annual Maintenance Contract (AMC) applicable after the expiry of the period of warranty.
  - b) Any Tender without quote for the AMC shall not be considered.
  - c) The AMC shall include cost of transportation & halts of the servicing staff of the SERVICE PROVIDER/VENDOR and cost of any components that might require to be replaced in course of clearing faults.
  - d) Department reserves the right for third party maintenance after expiry of the warranty period.
  - e) The manufacturer/Service Provider/Vendor should give undertaking that all component/spares would be made available and comprehensive support will be provided on the whole biometric time attendance System, for a minimum period of five years.
  - f) Comprehensive support will be as specified under Support and post Installation warranty.
28. Delivery: **At Pune Site** within four weeks after placement of Purchase Order. Time of completion of entire work including commissioning will be 5 weeks from the date of issue of order.
29. Late Delivery Clause: In case the SERVICE PROVIDER/VENDOR fails to supply the item within specified time frame a penalty shall be imposed @ 0.5% per week or part thereof of the value of the delayed supply for each week of delay or part thereof. Maximum Penalty will be restricted to 10% of the agreed price for the contract and beyond that the Purchase Order shall be treated as cancelled and the security deposit will be forfeited.
30. Payment Schedule: 90% of the payment will be paid on completion of supply and installation of the items and the rest 10% will be released after satisfactory functioning of 6 months from the date of commissioning. The bills, duly pre-receipted, should be submitted in triplicate along with two copies of signed delivery challans. All payments will be made along with two copies of signed delivery challans. All payments will be made by Cheque in Indian Rupees.
31. Document to accompany the Tender Offer:  
Attested copies of the following documents:
  - a) The Latest Income Tax PAN No. (the original of which may have to be produced by the successful Tenderer before the issue of the firm order)

- b) Latest GST Tax Registration Certificate.
  - c) Original earnest money deposit receipt
  - d) List of Credentials in favour of the Tenderer
  - e) Original bids duly signed on each sheet
  - f) Valid Trade License
  - g) ISO 9001:2000 Certificate (Preferable)
  - h) Relevant statutory Certificate
  - i) Copy of Balance Sheet showing yearly turnover for the last two financial year or thrice the quoted value whichever is lower.
  - j) Certificate of non-employment of near relatives.
32. The tender will be evaluated in two stages. The technical bid will be evaluated first. The financial bids will be opened only for those bids, which are successful in technical evaluation and declared technically responsive.
33. Disputes and Arbitration:
- a) In the event of any doubt. Dispute or differences arising under the Tender Agreement or in connection wherewith except as to matters the decision on which is specifically under the terms and Conditions of this Tender. The same shall be referred to the sole arbitration or any other appointed by him as the Arbitrator.
  - b) No objection to any such appointment on any ground shall be entertained however, the Arbitrator will not be one who had an opportunity to deal with the matter to which the agreement relates to or that in the course of his duties has expressed his view, on all or any of the matters in dispute or in difference.
  - c) The award of the Arbitrator shall be final and binding on the parties.
  - d) All incidental expenses in the arbitration proceeding will be borne by the party as directed by the arbitrator.
  - e) The venue of the Arbitration proceeding will be decided by the Arbitrator, but within the jurisdiction of Pune
  - f) Case against any Award /Awards made by the sole Arbitrator hereunder shall be filled in the concerned Courts in the city of Pune only.
34. Technical Support and Post Installation warranty
- a) The bidder should have own in-house software development and customization set- up in Pune
  - b) The bidder shall have proper office in Pune to support and service in Pune city and surrounding areas under pune city limits
  - c) If the After-sales-service is provided by a separate Service Provider/Vendor/third party, it should either be a Authorized service Central or certified by the original Equipment Manufacturer (OEM)
  - d) Terms and conditions of service support should be mentioned in the offer, the price of AMC to be indicated in the price bid separately.
  - e) Trade license, GST tax registration to be submitted with the offer.
35. Training: On successful commissioning of the entire system, the Service Provider/Vendor shall impart training for day-to-day operation to a chosen executive/staff free of cost.



UNDERTAKING –I - REGARDING PROVISIONS-B

"I,..... Son of. ....  
..... Resident of .....  
..... hereby give an undertaking that

\* I/ We have registered as per the EPF and ESI and Miscellaneous provisions Act, 1952 and our registration no is contract.

. We undertake to keep it valid during the currency of

Any consequence arising due to non-complying of EPF & ESI Act provision shall be sole liability of the undersigned vendor. In case at any stage, it is found that the information given by me is false / incorrect, BSNL shall have the absolute right to take any action as deemed fit/without any prior intimation to me".

\* Strike out whichever is not applicable

(Seal of the firm)

(Dated Signature of Service Provider/Vendor)

UNDERTAKING- II - REGARDING PROVISION-C

PAN No.:.....

Goods & Service Tax Registration No.:.....

The Agency shall fill up the above data

(Seal of the firm)

(Dated Signature of Service Provider/Vendor)

BHARTI VIDYAPEETH UNIVERSITY (BVU)

Percentage Rate Tender / Item Rate e-Tender & Contract for Works

Tender for the work of: - Cloud based Biometric Time Attendance System at Bharti Vidyapeeth.

TENDER

1. I/ We have read and examined the notice inviting tender. Specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the E-tender document for the work.
2. I/We hereby tender for the execution of the work specified for the BVUCOE within the time specified in Schedule 'E', viz., schedule of quantities and in accordance in all respects with the specifications, design, drawings and instructions in the Conditions of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.
3. We agree to keep the tender open for Ninety (90) days from the due date of submission thereof and not to make any modifications in its terms and conditions.
4. A sum of Rs. ...NIL..... has been deposited in cash/receipt treasury challan/ deposit at call receipt of a scheduled bank/fixed deposit receipt of scheduled bank/demand draft of a scheduled bank,/ bank guarantee issued by a schedule bank as earnest money. If I/ We fail to furnish the prescribed performance guarantee within prescribed period, I/We, agree that the said "BVUCOE" shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/We fail to commence work as specified, I/We agree that "BVUCOE" shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, up to maximum of the percentage mentioned in Schedule 'E' and those in excess of that limit at the rates to be determined in accordance with the provision of the tender.
5. Further, I/We agree that in case of forfeiture of earnest money or both Earnest Money & Performance guarantee as aforesaid, I/We shall be debarred for participation in the re- tendering process of the work.
6. I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated .....

Signature of Vendor

Postal Address

Witness: Address: Occupation:

ACCEPTANCE

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the BVUCOEP for a sum of Rs. \_\_\_\_\_ The letters referred to below shall be form part of this contract Agreement:-

- a)
- b)

For and on behalf of BVU

Dated .....

Signature

Designation

**SECTION-C Information about Tenderer (To be submitted along with the Tender):**

1. Name of the Firm:
2. Registered Address:
3. Contact Phone Number (s):
4. FAX Number:
5. Whether the Firm a :
6. Central /State Govt. Undertaking
7. Sole Proprietary Co. or Partnership Firm/(P) Ltd. Co.
8. Name of Sole Proprietor Or Names of Partners/Directors.
9. Name of Person Authorized to sign Tender bid & negotiate and the capacity in which he is authorized
10. Permanent Income Tax A/C No.
11. Engaged in the Business of Manufacture/Supply of the items since when.
12. Company Profile indicating Level of Expertise available, with supporting reference (Extra Sheet/s may be attached).
13. Annual Turnover for last two years quantity of work-wise. + in number of executed Work Orders + the Bill Amounts.
14. A list (with full addresses) of prominent organizations where the bidding Firm have undertaken similar Service Provider/Vendors.

**SECTION-D SPECIFICATIONS**

**Product Specification - Biometric Fingerprint attendance system Hardware**

CPU	32 Bit RISC ARM Processor	
Memory	Up to 8 MB (Flash)	
Events/Transactions	Up to 1,00,000	
No. Template	Upto 1900 (1:N)/(1:1)	Up to 19,000 (1:N)/(1:1)
Operation Modes	Card Only; UID + Finger; Card + Finger; Finger Only; UID only (On Wiegand Card Only, Finger only & Card+ Finger )	
Sensor	High Quality Scratch Resistance Optical Sensor	
Finger Score	Display finger quality score at the time of finger registration	
Communications Port	TCP/IP & Wiegand	
Baud Rate	9600bps (Default)	
Display	128 X 64 Bicolor COG LCD	
Keypad	Capacitive Touch Sense Keypad	
LED	Tri-color LED Bar	
Sound	Various Beep Indication Messages	
Power Supply	12 V DC/ 2A (Min) , POE (Optional)	
Enclosure	ABS Plastic	
Color	Silver & Black	
Dimension(H x W x D) in mm	167x 105 x 45	
Mounting	Wall Mounting	
Temperature	0°C to 50°C	
Humidity	20% to 90%	
Sensor Specifications:		
Type	Optical	
Image Resolution	500 dpi	
Enrollment Time	<1 sec	
Verification Time	<1 sec	
Authentication/Identification	1:1 & 1:N (User Groups facility for faster verification)	
Identification Time (1:1000)	1 sec	
Template Size	384 bytes	
EER / FAR / FRR	<0.1% / 0.001% / 0.1%	
Image Size (pixels)	272 x 320	
Sensing Area (mm)	16 x 19	
Additional Features:		
Random Attendance Paging:- To ensure continuous attendance during the day		
Suprema Sensor :- Accuracy in Fingerprint Verification: - The Suprema Sensor ranks among the best in the world for its accuracy in verification, as validated by the FVC award-winning algorithm		
Suprema Sensor for Auto Fingerprint Update: - automatically recognizes the minor natural changes in the fingerprint over a period of time and automatically updates them for future reference.		
Fastest Network Protocol :- Event Alert based network protocol implemented for value added features ie; CCTV Integration to verify/identify Proxy Attendance/Buddy Punching & Audit purpose		

Cloud Hosted software solution requirements

<b>Software features</b>	Student's attendance management. Students data management Student classroom attendance management
<b>Email</b>	Email should be set to students and administrator
<b>Reporting</b>	Student attendance Student Absent Student count in class room
<b>Login</b>	Student login Admin login Teach login
<b>Data recantation</b>	Data should be stored for full year
<b>Data backup</b>	Daily data backup
<b>Device management</b>	Device addition and deletion
<b>Students fingerprint</b>	Students fingerprint management/ enrollment
<b>One time students finger enrollment</b>	Physical fingerprint addition in college
<b>Device health</b>	Report device health on daily basis
<b>Staff Attendance</b>	Possible to track staff attendance

Cloud Based reports for Time Attendance:

1. Housekeeping reports of housekeeping staff
2. Teaching staff attendance reports (Per Lecture)
3. Student Attendance report (Per Lecture)
4. Practical/ Computer/ Labs attendance reports of students and Teachers
5. Health of device

**SECTION – E - PRICE SCHEDULES OF THE REQUIREMENTS**

(Submit E-Section separately in excel file and scan PDF of filled tender document (including section-E) with seal and signature as financial bid)

Excel file for Section-E is available on website along with Tender document.

S N	Particulars	Qty	Basic Price	GST	Any other specify	Total
1.	Supply of Finger print based Biometric Attendance Device	25 nos				
2.	Installation, Configuration charges and connectivity to Cloud charges	25 nos				
3.	Training of Device	1 Job				
4.	Cloud Charges for Attendance Monitoring and Report. [ cloud in the scope supplier scope ]	1 Year				
5.	Cabling Charges - Supply and Laying of CAT 6 Cable with accessories	-- Mtrs				
6	Per student enrollment charges one time.					
	<b>GRAND TOTAL</b>					
A	#Comprehensive AMC for one year duration					

The quantities mentioned are indicative. The bidder may modify the same as per their own specification

\*Any other please specify. (May attach a separate sheet) with price break-up

\*\* Department shall have the option to modify the quantities as per requirement

#The Basic AMC rate for one year duration shall be valid for Two years from the date of AMC agreement. Statutory increase/ decrease of Taxes and duties will be adjusted.

Signature of the Service Provider / Vendor