

Notice Inviting Limited Tender

Tender No. IIPS/G-116/BAS/2023

Dated 08.08.2023

Name of work	Supply, installation, commissioning, synchronization and training of Biometric Attendance System including Aadhaar Enabled (AEBAS), suitable software, AMC and related cabling work.
Estimated Cost	₹ 1,50,000/-
Earnest Money Deposit	₹ 3500
Address for submission of Tender	Registrar & CAO, IIPS, Govandi Station Road, Deonar, Mumbai 400 088
Date and Time of Closing the Tender	29.08.2023 17.00 hrs.
Date and Time for Opening the Tender for Technical bid	30.08.2023 14.30hrs.
Place of opening the tender	International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai 400 088.

Notice Inviting Tender (NIT)

1. i. International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai 400 088 invites sealed tenders from experienced and competent contractors for providing the work detailed in this NIT at its premises in Deonar.
- ii. Guidelines for submission of tender, bid opening and evaluation, scope of work, Terms of payment, etc. are given below:-

2. Guidelines for submission of tender.

The tender documents can be downloaded from the institute's website and can be used for submission of bid. i.e. website <https://www.iipsindia.ac.in>

1. Sealed tenders addressed to The Chief Administrative Officer Cum Registrar, IIPS, Deonar, Govandi Station Road, Mumbai – 88 may be submitted in the published tender form as per the procedure prescribed below by dropping in the tender box kept for the purpose in the Library Bldg, 3rd Floor, Office of CAO-Cum-Registrar, not later than the date and time mentioned in the Tender Notice
2. The tenders shall be submitted in the following manner and shall contain details/documents as listed below:
 - A. Tenders shall be submitted in two sealed covers, (i) one containing Technical details and commercial terms & conditions and (ii) another containing Financial Bid indicating item-wise price for each items. Each cover should superscribe with its contents i.e. '**Technical Bid**' or '**Financial Bid**' as the case may be. Both the covers shall be put in a bigger cover which should also be sealed and duly superscribed **Tender for “Bio-Metric Attendance Devices at IIPS”**
 - i. **Technical Bid Cover shall contain**
 - Forwarding letter (as per proforma in Annexure-I) on the letter head of the bidder
 - Demand Draft towards EMD in the name of **Director IIPS**, payable at Mumbai or proof of NEFT payment towards EMD.
 - Profile of the bidder (as per proforma given in Annexure-II) duly filled.
 - Technical details of the items proposed to be used (Annexure IV)
 - Other related documents mentioned in the NIT
 - Tender documents duly signed on all pages.

ii. Financial Bid Cover shall contain

- Rate for each item as per annexure III.

iii. *The full name and postal address of the bidder shall be written on the bottom left hand corner of the sealed covers*

B.

- a. Bidder/authorized signatory shall sign on each page of the tender.
- b. If the space in the proforma (Annexure-II) is insufficient for furnishing full details, such information may be supplemented on the separate sheets of paper, stating therein the part of the proforma and serial number. Separates sheets shall be used for each part.
- c. Before submitting the bid, the intending bidder may visit the institute and familiarize themselves thoroughly with the site conditions, scope of work, terms and conditions of the tender. Non-familiarity with the site conditions will not be considered as a reason for not carrying out the work in strict conformity with specifications.
- d. Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
- e. No deviations from the given Terms and Conditions or any extra conditions will be stipulated by the contractor in both technical and commercial bids.
Conditional tenders will not be accepted and will be summarily rejected.
- f. Tender would remain valid for acceptance for 60 days from the date of opening of the tender or till the date of finalization of tender, whichever is earlier.
- g. Falsification/suppression of information shall lead to disqualification of the bidder / cancellation of contract even after award of work during the currency of the contract.
- h. Bidder shall ensure submission of complete information / documents at the first instance itself. IIPS reserves the right to complete the evaluation based on the details furnished by the bidders without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information /documents are liable for rejection.
- i. Tenders not submitted as per the guidelines stated above, are liable for rejection. Institute's decision in this regard shall be final
- j. Tenders received after the prescribed time and date will not be considered.

- k. IIPS reserves the right to reject any or all of the tenders received without assigning any reason thereof, at any stage of tendering process

3. **. Bid Opening and evaluation**

The Bid evaluation will be on Quality and Cost Based Selection (QCBS) – details are given in clause 11. The Technical bids will be opened on 30th August, 2023 at 14.30. hrs.. The result of the technical bid will be intimated to qualified participated bidders by e-mail. The Financial bid of those qualified in Technical bid shall be opened subsequently (date of which will be intimated by e-mail.) and awarding of contract will be considered as per Lowest Technically qualified bidder on Total Value Basis. The decision in this regard will be at the sole discretion of the Director & Sr. Prof. IIPS

4. **ELIGIBILITY CRITERIA**

1. Vendor shall have Service Support Office in Greater Mumbai Municipal Corporation Area or Navi Mumbai Municipal Corporation Area.
2. Vendor should have successfully carried out minimum three similar works in any educational / commercial organization located in Mumbai or Navi Mumbai during the last 24 months.
3. Vendor should have technically qualified personnel in their pay rolls.
4. Track record of bidder should be clean and should not have any involvement in illegal activities or financial frauds. There should not be any case with the Police/ Court/ Regulatory authorities against the bidder
5. Bidder must not have been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.
6. Bidder must not have been suspended / delisted / blacklisted by any organization on any grounds.
7. The bidder should not have rescinded/ abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract. The bidder shall give details of all dispute she/he had with his/her clients and furnish the status of arbitration, if any.
8. The bidder shall submit documentary evidence in support of the above eligibility criteria.
9. The bidder shall make a physical presentation about their offer in front of the Procurement Committee. Date and time of presentation shall be intimated by e-mail atleast one day in advance.

5. **EMD**

1. Bidders should deposit **₹. 3500/-** by means of a Demand Draft from any nationalized bank drawn in favour of **“Director, IIPS Mumbai”** payable at Mumbai as Earnest Money Deposit (EMD). **Tenders without the EMD will not**

be considered.

2. MSEs/MSMEs or Start-ups as recognised by Department of Industrial Policy and Promotion(DIPP) shall be exempted from Bid Security(EMD) on submission of a valid certificate of registration as MSE/MSME or Start-up.

6. **PBG** – The successful bidder shall submit Performance Bank Guarantee @ 5 % of the contract value within 10 days of receipt of firm order. PBG shall be valid for 38 months.

7. Scope of work:

Bio Metric Attendance Devices including Aadhaar Enabled (AEBAS) and allied services.

The scope of work includes Supply, Installation, Commissioning, synchronizing and training of Bio Metric Attendance Devices including Aadhar Enabled (AEBAS), and related cabling work briefly described as follows:-

Sr.No.	Description	Unit	qty
01.	Supply and laying of data cables – armoured – fiber optic cable	Mtrs.	100 *
02.	Supply and laying of data cables – armoured – Cat.6 cable	Mts	100*
03.	Network Switch 8 port	No	1
04.	Supply, installation and commissioning of Aadhaar Enabled Bio Metric Attendance Devices – Fingerprint and Face recognition with compatible batteries. Technical Specification -- Disply 4.3" Touch Screen (Fully Touch Screen), Finger Print Capacity - 4000, Card Capacity - 10000, Face Capacity -- 3000, Transaction Capacity . 1,00,000. All the parameters of Biometric Devices for Authentication should be as per latest STQC scheme for certification of UIDAI Biometric Devices, Scope includes Free after sale service for one year	Nos	3
05.	Supply, installation and commissioning of Bio Metric Attendance Device - Finger Print -- Touch Screen (Fully Touch Screen), Finger Print Capacity - 4000, Card Capacity - 10000, Transaction Capacity . 1,00,000. Device should be as per latest STQC scheme for certification of UIDAI Biometric Devices, Scope includes Free after sale service for one year	Nos	2
06.	Software for Normal Biometric Attendance System	No	1
07.	AMC for 2 years – starting from 2 nd year i.e after the end of free service (Rate per machine per year)	each	5

- The Supply of cables and Cabling work shall be carried out only if necessary for installation of the devices at the identified spot and the payment shall be made as per actual work carried out.

- The bids will be evaluated on Total Value Basis

Note: 1. The bid should indicate make and model of the equipments and consumables proposed to be supplied and/or used in annexure iv.

‘ 2. The bidder shall provide necessary software for synchronization with Aadhaar platform and Aadhaar authentication without additional payment.

3. The Biometric Devices shall be STOC/UIDAI certified and shall conform to the latest norms by UIDAI and Ministry of Electronic and Information Technology.

4. The bidder shall provide all consumables necessary for satisfactory cabling, installation and commissioning of the devices.

5. OEM Quality/ Life Certificate need to be submitted along with the materials.

6. The number of Biometric Devices and switch indicated at sr.no.2, 3 and 4 may increase and the successful bidder shall supply the increased quantity on the same price and Terms and Conditions as stipulated in this Tender.

8.Regular Maintenance during the period of Annual Maintenance:

- The vendor shall carry out Regular Maintenance at least once in three months.
- The regular Maintenance and Servicing shall be carried out by the qualified technical personnel.
- Service/Maintenance Log book shall be maintained with countersignature of the user.
- Repairs/Replacement, if any, required during the contract, shall be done without extra payment.
- Breakdown calls shall be attended within 6 day hours.

9. .Work Completion

The entire work shall be completed successfully within 30 days of awarding the contract.

10. Buyer ATC

- The biometric system shall be installed at IIPS premises -- Academic Block, Hostel Reception, and Library Building (3rd floor). These will be integrated to a system in Administration office at IIPS.
- An additional biometric system will be installed at BSNL building, near Deonar Post Office, Mumbai – 400 088. This system will be integrated with computer at NFHS office or with main system of IIPS.
- The measurement of cables, lines, identification and supply of all allied equipments/consumables necessary for installation shall be the responsibility of the supplier.

4. All fabrication, welding, pole erection etc. required if any, in connection with the installation shall be carried out by the bidder without any extra cost.
5. The Vendor shall arrange to re-locate any of the existing Bio metric units within the premises of IIPS, if need arise to install the new devices.
6. Replacement of parts /devices and auto up-gradation of software throughout the warranty period shall be carried out without additional payment.
7. The entire supply including installation and commissioning shall have minimum warranty of 12 months from the date of final acceptance.

11. Selection of Vendors:

Vendors will be selected under Quality and Cost Based Selection (QCBS) procedure. The ratio of Technical and Financial bid will be 70:30. In case, score is same for two or more vendors then the selection will be based on the highest score obtained by the bidder under technical evaluation.

Evaluation Criteria and marks for Technical Bid

Sr. No.	Criteria – (Work carried out successfully by the bidder)	Marks		
a)	Installation of AEBAS	More than 100 devices	More than 50 devices	More than 20 devices
		5 marks	4 marks	3 marks
b)	Installation of AEBAS in Mumbai	More than 50 devices	More than 20 devices	More than 2 devices
		10 marks	8 marks	6 marks
c)	Installation of AEBAS in Maharashtra	More than 50 devices	More than 20 devices	More than 2 devices
		10 marks	8 marks	6 marks
d)	Installation of AEBAS anywhere in India	More than 50 devices	More than 20 devices	More than 2 devices
		5 marks	4 marks	3 marks
e)	Registered office location	In Mumbai and Navi Mumbai	In Maharashtra	Others
		10 marks	4 marks	2 marks
f)	Performance during presentation on aspects of the offer.	Total Marks for presentation		30 marks

g. Cut off marks to qualify in Technical evaluation – 45 marks

12. Evaluation and Selection Method.

The bid will be analysed on Quality and Cost Based Selection (QCBS) and selection made accordingly:

- a. Analysis of Technical Bid
 - i. The Technical bid will be analysed and evaluated and marks shall be assigned to each bidder on the basis of technical evaluation matrix as given above.
 - ii. Only those Technical Bids receiving marks greater than or equal to cut-off marks i.e. 45 will be eligible for consideration in financial bids.
 - iii. Financial Bid will be opened only of those whose Technical Bid receive marks 45 or more.
 - iv. Final Selection shall be based on QCBS 70:30 i.e. quality parameters 70% and Financial 30%.

13. Payment

1. Full payment for item 1 to 6 shall be released within 15 days of supply, installation, synchronization of the unit and its acceptance by the Institute.
2. Payment for item no. 7, i.e. Annual Maintenance Charge shall be made annually on satisfactory completion of maintenance work and submission of log sheet and invoice.

14. General

1. Director, IIPS reserve the right to modify or cancel the tender at any time without giving any reason and the decision in this effect by the Director shall be final.

2. Complete tender document is also available on IIPS website, address given below:

<http://www.iipsindia.ac.in>

The documents downloadable by the parties from the website shall be valid for participation in the tender process.

Clarifications, if any, please contact Lt. Col. Prashant Sunil Borde CAO-Cum-Registrar on 022-42372905 and/or Shri Saish Todankar 022-42372477

Annexure I

(On the letter head of the bidder.)

Ref. No.

dated

To

Chief Administrative Officer cum Registrar,
International Institute for Population Sciences,
Deonar, Govandi Station Road,
Mumbai 400 088.

Dear Sir,

Sub: Submission of tender no. **Tender No IIPS/G-116/BAS/2023 dated 08.08.2023**

We are submitting herewith, the above tender form duly filled in and signed as per the NIT requirement.

The following documents are included:

1. Original tender form duly signed
2. Profile of the bidder
3. Rate for each items
4. Technical details of the items
5. Other documents (please specify)

Demand Draft No. dated for Rs.3500/- drawn on bank and branch
as EMD/ we have remitted Rs.3500/- by NEFT transaction no.... dated through bank.....

This tender is valid for 60 days from the date of opening.

Thanking you

(Name, Designation of the signatory)

Rubber Stamp

Profile of the bidder

Annexure II

Part I Organisational details (please give documentary support)

Name and address of the firm :

Email Id :

Contact person with mob.no . :

Structure of organization : Pvt.ltd./ partnership / registered firm

Whether MSME :

Nature of business :

Part II

A. Service Support Office in Mumbai/Navi Mumbai

Name of the Organisation/Office		Remarks, if any.
Address		
Address		
Address		
Landline number		
Contact person		
Mobile number of contact person		

Similar works carried out in Mumbai/Navi Mumbai area during the last 24 months

Sr.No.	Clients/Customer's name and location in which work carried out	Type of work	period	Remarks

B. Technical qualification of employees

Name and technical qualification	Working with the vendor since when

Please provide documentary support for A,B and C above.

(On bidder's letter head)

annexure III

To,

Chief Administrative Officer cum Registrar.

International Institute for Population Sciences,

Deonar, Mumbai 400 088.

Dear Sir,

Sub: Tender for supply, cabling, installation, etc. of Bio-Metric Attendance Devices

We are offering the following rate for the work indicated in **Tender No IIPS/G-116/BAS/2023 dated 08.08.23**

Sr. No.	Nature of work	unit	qty	Rate #	Total
01	Supply and laying of data cables – armoured – fiber optic cable	Mtrs.	100 *		
02	Supply and laying of data cables – armoured – Cat.6 cable	Mts	100*		
03	Network Switch - 8 ports	No.	1		
04	Supply, installation and commissioning of Aadhaar Enabled Bio Metric Attendance Devices – Fingerprint and Face recognition with compatible batteries. Technical Specification -- Disply 4.3" Touch Screen (Fully Touch Screen), Finger Print Capacity - 4000, Card Capacity - 10000, Face Capacity -- 3000, Transaction Capacity . 1,00,000. All the parameters of Biometric Devices for Authentication should be as per latest STQC scheme for certification of UIDAI Biometric Devices, Scope includes Free after sale service for one year	Nos	3		
05	Supply, installation and commissioning of Bio Metric Attendance Device - Finger Print -- Touch Screen (Fully Touch Screen), Finger Print Capacity - 4000, Card Capacity - 10000, Transaction Capacity . 1,00,000. Device should be latest STQC scheme for certification of UIDAI Biometric Devices, Scope includes Free after sale service for one year	Nos	2		
06	Software for Normal Biometric Attendance System	No	1		

- The Cabling work shall be carried out only if necessary for installation of the devices at the identified spot and the payment shall be made as per actual work carried out.
- The bids will be evaluated in Total Value Basis
- The entire system shall have a minimum warranty of 1 year, and the devices should have the warranty as per the OEMs policy but not less than one year's.warranty.

Note: Rates are for free delivery to IIPS, Deonar and inclusive of GST and other charges.

Date

Signature, Name, Designation with rubber stamp.

(On bidder's letter head)

Tender No. IIPS/G-116/BAS/2023

Dated 08.08.23

Technical details of materials proposed to be used

Sr. no.	items	make	Model / version	Warranty (n months)	Remarks
1	Supply and laying of data cables – armoured – fiber optic cable – Please indicate size				
2	Supply and laying of data cables – armoured – Cat.6 cable Please indicate size.				
3	Network Switch 8 ports				
4	Supply, installation and commissioning of Aadhaar Enabled Bio Metric Attendance Devices – Fingerprint and Face recognition with compatible batteries. Technical Specification -- Display 4.3" Touch Screen (Fully Touch Screen), Finger Print Capacity - 4000, Card Capacity - 10000, Face Capacity -- 3000, Transaction Capacity . 1,00,000. All the parameters of Biometric Devices for Authentication should be as per latest STQC scheme for certification of UIDAI Biometric Devices, Scope includes Free after sale service for one year				
5	Supply, installation and commissioning of Bio Metric Attendance Device - Finger Print -- Touch Screen (Fully Touch Screen), Finger Print Capacity - 4000, Card Capacity - 10000, Transaction Capacity . 1,00,000. Device should latest STQC scheme for certification of UIDAI Biometric Devices, Scope includes Free after sale service for one year				
6	Software for Normal Biometric Attendance System				
7	Warranty - Please indicate the warranty period of the equipments and complete system.				

Signature, Name, Designation and seal of bidder

Date: