



डॉ० हरीसिंह गौर विश्वविद्यालय, सागर (म०प्र०)
DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)
(A Central University)

TENDER DOCUMENT

Ref. No.: S&P/2012/62

Date: 19.10.2012

**"SUPPLY, INSTALLATION AND COMMISSIONING OF
RFID DEVICE & BIOMETRIC BASED ATTENDANCE
RECORDING SYSTEM WITH ACCESSORIES"**



STORE & PURCHASE SECTION
Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)- 470003

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To,

डॉ० हरीसिंह गौर विश्वविद्यालय, सागर (म०प्र०)
DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)
(A Central University)



Tele: 07582-265808
Website- www.dhsgsu.ac.in

Ref. No.: S&P/2012/62

Sagar, 19.10.2012

SHORT TENDER NOTICE

"Supply, Installation and Commissioning of RFID Device & Biometric based Attendance Recording System with accessories"

Sealed tenders are invited from eligible Bidders/Agencies/authorized dealers for the "Supply, Installation and Commissioning of RFID device & Biometric based Attendance Recording System with accessories in the University Campus." The details of the tender documents can be downloaded from the University website www.dhsgsu.ac.in. The last date for submission of the tender is 03.11.2012 Saturday (5.00 p.m.).

Registrar

Copy to: for information and necessary action please.

- Dy. Registrar/Coordinator, Website Cell-with a request to kindly upload the short tender notice along with its full description in University Website.
- P.S. to Registrar.
- Secy. to Vice Chancellor.
- All Notice Boards.
- Guard File.

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Sealed tenders are invited from eligible Bidders/Agencies/authorized dealers for the "Supply, Installation and Commissioning of RFID device & Biometric based Attendance Recording System with accessories in the University Campus." The detailed Price bid format may be obtained by downloading from University Website www.dhgsu.ac.in. Downloaded tender forms after properly filled up will be accepted with a Tender document fee attached in the form of demand draft of Rs. 500/- (Rs. Five Hundred Only) non-refundable in favour of Registrar, Dr. Harisingh Gour Vishwavidhyalaya, payable at Sagar (State Bank of India, Saugar University Branch, Sagar Branch Code no. 1143).

A demand draft of Rs. 7000/- (Rs. Seven Thousand only) in favour of Registrar, Dr. Harisingh Gour Vishwavidhyalaya, payable at Sagar (State Bank of India, Saugar University Branch, Sagar Branch Code no. 1143) as earnest money deposit (EMD) will also be attached.

Brief description of work	EMD (In Rs.)	Last date and time for submission of complete tender	Tender opening date and time
The Supply, installation and commissioning of biometric and card reader based attendance recording System to capture the attendance of around 350 employees working in the Campus of Dr. Harisingh Gour Vishwavidyalaya, Sagar on around the clock basis.	Rs. 7000/- (Rs. Seven Thousand only)	On or before 03.11.2012 (Saturday) upto 5.00 p.m.	On 05.11.2012 (Monday) at 4.30 p.m.

The University reserves the right to accept/reject any or all tenders in full or part thereof without assigning any reasons.

Registrar

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SHORT TENDER NOTICE FOR RFID DEVICE & BIOMETRIC BASED ATTENDANCE RECORDING SYSTEM WITH ACCESSORIES AS PER SPECIFICATION

SCOPE OF WORK:

The scope of work includes the supply, installation and commissioning of RFID device and Biometric and card reader based attendance recording System to capture the attendance of around 350 employees working in University campus on around the clock basis.

PRICE BID FORMAT

S. No.	Description of Items	Quantity	Unit Price (In Rs.)	Tax (In Rs.)	Total Cost (In Rs.)
1.	Biometric based attendance recording System with RFID device option.	1 unit			
2.	RFID device based ID cum attendance MIFARE/ any other standard 1K Smart Cards.	350 No's			
3.	Cables and switch to interconnect PC and attendance recording units.	1 unit			
4.	Computer core i7, 4 GB RAM 1TB HD, TFT monitor 20"	1 No.			
5.	5 KVA UPS with 1 Hr. Backup	1 unit			
6.	Attendance capturing and communication soft ware	1 No.			
7.	Installation, Testing, commissioning and Training charges if any.				

TECHNICAL SPECIFICATIONS

The attendance recording biometric and card reader based units shall be stand alone equipment connected to a common PC, to program the units, download the data etc. as per University's requirement formats. The units shall be with suitable casing for rugged construction and very user friendly. The general features shall be as under –

- (a) The attendance shall be possible to be recorded with finger and card, finger alone or card alone mode and shall function as standalone unit and possible to be wired to a common PC through TCP/IP connectivity.
- (b) Software shall be user friendly generating output in specified formats as per University requirement, the data input being used for salary payment.
- (c) The reader shall be programmable IN/OUT from the centralized PC. Once reader timings are downloading to the equipment, readers shall change Input/ Output status depending on the shift timings in standalone mode.

- (d) Provision in the software to simultaneously synchronize the RTC's of the equipment from centralized PC.
- (e) The biometric and card reader units shall have the minimum technical parameters as below:-
- Matching method - 1:1, 1:N, Auto
 - Display - Colour LCD
 - Features - Built in HID iclass/HID Mifare/ Mifare contactless Smart card/any other standard card
 - Communication - RS232, RS485, TCP/IP, USB
 - Finger Sensor - Scratch proof optical sensor of 500 DPI resolution
 - Processor configuration - RISC processor + DSP
 - Verification Time - For Biometric + RFID ≤ 2 sec.
 - Memory - Min 16 MB RAM & 512 MB Flash
 - RFID Card access Distance-6 cm.
 - Finger print storage - Minimum 5000 Finger print Templates.
 - Operation mode - Finger only, card only, Finger + card, Finger or card.
 - Transaction storage - 25000 Transactions.
 - False Acceptance Rate - ≤ 0.0001
 - False Rejection Rate - ≤ 0.001
 - Operating Temperature - -10°C to $+ 50^{\circ}\text{C}$
 - Size of unit - Compact
 - Product Certification - ISO certified
 - Enclosure - Suitable enclosure with lock to protect the unit key pad, Sensor etc.
 - Technology - Match on card/Match on device/ Match on server
 - Standalone punching unit configurable with/without real time downloading to PC.
 - Attendance recording indication and beep.
 - Data protection during Power OFF.
 - Reader is programmable by time and attendance software (centralized).
- (f) The units shall be such that the data shall be recoverable in case of a failure of any equipment.
- (g) The contactless smart card (ID cum attendance) shall have the minimum technical parameters as below:
- * Built in Smart card - Mifare or any other standard smart card
 - * Memory - 1 K
 - * Warranty - Life time
 - * Description - 13.50 MHZ contactless smart card
 - * Card construction - Thin, Flexible & PVC Laminate
 - * Operating Temperature - -20°C to 70°C
 - * Transaction Time - <500 ms
 - * Memory Type - EEPROM, Read/Write
 - * Write Endurance - Min 50000 cycles
 - * Dimension - Standard
 - * Printing - Colour photo, emblem, address etc.
- (h) Supplier shall provide cards, lanyard, card holder etc. and quote the rate separately, if any.
- (i) Supplier shall provide finger print enrolment, Photo copying, personalizing, encoding of smart ID cards.

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SHORT TENDER NOTICE

"Supply, Installation and Commissioning of RFID Device & Biometric based Attendance Recording System with accessories"

TERMS, CONDITIONS AND GENERAL INFORMATION:

- 1. Purchase of Tender Document:** Tender document may be downloaded from the University website www.dhsgsu.ac.in or can be purchased on or before **03.11.2012 (3.00 p.m.)** from the Store & Purchase Section, Admn. Building, Dr. H.S. Gour Vishwavidyalaya, Sagar on payment of Tender document fee as specified above. Tender documents downloaded from the website should be accompanied with the tender document fee, in the form of Demand Draft, failing which bid will be rejected.
2. The University shall not be responsible for any delay/loss or non-receipt of tenders by Speed post service.
3. No unsolicited correspondence shall be entertained after submission of the offer.
4. **Bidder must sign and stamp all the pages of tender document and supporting documents towards acceptance of the terms and conditions.**
5. Tender Document Fee must be enclosed with EMD.
6. **Quoting merely the lowest price does not confirm any right to any bidder for award of supply order. The concerned Purchase Committee of the University, reserves the right to select the item from any bid under the grounds of specification compliance, technological advanced quality, proven performance track record, brand reputation, service backup support, additional warranty, offer of additional/special features, compatibility with existing system, training, etc.**
7. Tender is not transferable.
8. Bids complete in all respects superscripting the envelope **'Tender for Supply, Installation and Commissioning of RFID Device & Biometric based Attendance Recording System with accessories'** must reach the Office of Registrar, **Dr. Harisingh Gour Vishwavidyalaya, Sagar- 470003(M.P.)** on or before 03.11.2012 (5.00 p.m.). Bids received late shall not be entertained.
9. **Price Schedule:** Price should include the Delivery, installation, commissioning, training charges (if any), etc. at the University. The prices quoted shall remain final until item(s) are supplied to the University.
10. **Quoting the Core price & Tax, Duties, Discount etc.;** Taxes/duties/discounts, if applicable, are to be explicitly and separately shown in the bid.
11. **Eligibility:** The bidder must have the requisite domain expertise with regard to supply, installation and post-sale service of the equipment. The bidder should have been in existence for at least five years as on the date of this tender and must have executed at least three orders for this kind of equipment during the last three years.

12. **Warranty:** Equipment covered under this tender, when purchased and installed, shall be warranted for the quality, workmanship, trouble free operation and performance for a period of at least **36 months (Three years) from the date of putting the system into operation at the University.** If any item warranty fails, the same shall be replaced free of cost including all the applicable charges including shipping cost both ways. (A signed Bidder's Warranty as per **ANNEXURE-I** has to be submitted along with the Bid Document). However, it shall be obligatory on the part of the Bidder to extend the support for at least next three years after the warranty period.
13. The information pertaining to infra-structural, power and any other requirement for satisfactory installation and commissioning of the whole system must be provided by the bidder, at least 7 days in advance of the installation to be commenced if purchase order is issued. All drawings for electrical connections, electrical safety items piping work etc. must be provided in detail.
14. Complete technical specifications and literature, including process flow, to be included with the quotation. Manufacturers of various major parts/equipment must be mentioned explicitly.
15. A clear statement regarding availability of after-sales service and availability of spare parts for next 5 years should be included.
16. A recent customer list (within last 3 years) with contact details including email address is to be submitted with tender documents.
17. Equipment must operate at 230V/50 Hz single phase and/or equivalent three phase electrical power.
18. The validity of the quotation should be at least 90 days from the closing date of bid.
19. If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.
20. To safeguard the interests of the University, additional terms & conditions will be incorporated in the purchase order, if needed.
21. **Dispute:** In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
22. **Power to reject the offer:** The University reserves the right to accept /reject any offer in full or in part or accept any offer other than the lowest offer at any stage without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
23. **Liquidated damages:** Timely supply of the ordered items, installation, commissioning (wherever is applicable) and training etc. is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty/LD of 0.5% of the total value per week or a part thereof shall be levied subject to a max. of 7.5% in respect of items which are not supplied. The decision of the University shall be final in this regard.
24. **Training:** Training shall be provided by the supplying companies on the specimen and operation of the equipments for a minimum period of one-two weeks from the date of installation with an expert team.
25. **Deadline:** Bids received after the deadline will be rejected or returned unopened. However, the university may extend deadline by amending the Tender Documents, duly notified on the University website.
26. **Clarification:** For any clarification with respect to technical specifications, please contact the Asst. Registrar (Store and Purchase) of the University, Contact no. 07582-265808.

27. **Payment of EMD:** Tender must be accompanied with EMD by way of Demand Draft in **sealed envelope**. EMD shall be returned as per rules after placing the order on the successful bidder. No interest shall be payable.

28. The University reserves the right to change, add or relax terms and conditions mentioned, if required.

29. SPECIFIC CONDITION FOR ITEMS:

- **Price Schedule:** The FOR price quotes on Indian Rupees should also include the expected installation cost in the University and also cost of consumables which are required for the main equipment for initial operation up to a reasonable period.
- **Time Limit for supply:** The Successful bidder should supply the items within one to two weeks from the date of issue of purchase order.

Registrar

ANNEXURE-I

BIDDER'S WARRANTY

The Registrar, Dr. Hari Singh Gour Vishwavidyalaya, Sagar invited Bid Document for supply and installation of the Items/equipment(s) namely,----- at-----

Dr. Harisingh Gour Vishwavidhyalaya, Sagar

AND

M/s.-----

Thereinafter referred to as "The Bidder" having carefully studied all the bid documents, Specifications, etc. accompanying the tender for supply of the above mentioned Equipment and desirous to submit the bids as per the Tender Document advertised vide Notification Ref. No.: Ref. No.: S&P/2012/62, Sagar, 19.10.2012

DO HEREBY WARRANTY THAT:

1. The bidder is familiar with all the requirements of the bid documents.
2. The bidder has investigated the site and satisfied, he regarding the character and scope of the work and local conditions that may affect the supply or its performance.
3. The bidder is satisfied that the supply can be performed and completed as required in the Tender documents.
4. The bidder accepts all risk directly or indirectly connected with the performance of the Items.
5. The bidder has had no collusion with other contractors, with any of the men of the University, Sagar or with any other person in preparation of the tender.
6. The bidder has not been influenced by any statement or promise of the Officials of the University but only by the Tender documents.
7. The bidder is financially solvent.
8. The bidder is experienced and competent to perform the contract to the satisfaction of the Registrar of the University.
9. The statements submitted with the bid are true.
10. The bidder/contractor is familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
11. All the terms & conditions of the Supply Order will bind the bidder once his quote is accepted and supply order issued.

Signature of the Bidder