

HIGH COURT OF UTTARAKHAND AT NAINITAL

LIMITED TENDER NOTICE

DATED: February 08, 2013

Sealed superscripted tenders are invited in two bid system for supply, installation, commissioning, operation and maintenance of "Biometric Attendance Monitoring System" for the use of the High Court of Uttarakhand Complex at Nainital

The detailed specifications, conditions and tender form can be downloaded from the Uttarakhand High Court website: <http://highcourtofuttarakhand.gov.in> or can be received from the High Court of Uttarakhand, Nainital..

Last date for receipt of Bid submission:	28.02.2013, 03:00 PM
Opening of Technical Bid documents:	28.02.2013, 03:30 PM
Date of theoretical evaluation & practical demonstration	02.03.2013
Earnest Money Deposit:	45,000/- (forty five thousand only)
Tender Fee	500/- (five hundred)

Financial bid of only those tenderer(s) will be opened, as the High Court may decide, after consideration of the technical bids. The High Court reserves its right to accept or reject any or all tenders, at its sole discretion, without assigning any reason whatsoever.

Sd/-

Registrar General

HIGH COURT OF UTTARAKHAND AT NAINITAL

NOTICE INVITING TENDER

Dated: 08 February, 2013

SUBJECT: - TENDER FOR SUPPLY, INSTALLATION, COMMISSIONING, OPERATION AND MAINTENANCE OF "BIOMETRIC ATTENDANCE MONITORING SYSTEM"

Sealed quotations are invited for the SUPPLY, INSTALLATION, COMMISSIONING, OPERATION AND MAINTENANCE OF "BIOMETRIC ATTENDANCE MONITORING SYSTEM" in the High Court of Uttarakhand from Manufacturing Companies (OEM), reputed Vendors/Dealers, registered, bonafide, reputed, experienced and eligible firms who have executed similar nature of work in Government Ministries/Departments, Semi-government organizations including Public Sector Undertakings and satisfying all other terms and conditions in this tender document.

1. Instructions to the tenderers & BID requirement:

- A. The tender alongwith Earnest Money Deposit in sealed cover addressed to REGISTRAR GENERAL superscripting thereon "**TENDER FOR SUPPLY, INSTALLATION, COMMISSIONING, OPERATION AND MAINTENANCE OF "BIOMETRIC ATTENDANCE MONITORING SYSTEM"**" must reach the office of Registrar General by 3.00 PM on or before 28.02.2013 and tenders will be opened at 3.30 P.M. on the same day. The tender received beyond the scheduled time shall be summarily rejected.
- B. The bid should be submitted in two bid system: i.e. "Technical Bid" & "Commercial Bid".
- C. Tender can be Purchased @500/-(five hundred) from the High Court of Uttarakhand at Nainital or can be downloaded from High Court website. If tender has been downloaded from website then bidder must attach DD of Rs. 500 (non-refundable) in the name of Registrar General, High Court of Uttarakhand payable at Nainital.

- D. The earnest money & other relevant documents should be attached with technical bid and be placed in Envelope "A". Technical bid must contain duly filled annexure-1.
- E. The commercial bid (Envelope "B") should contain the price bid as per the price bid format (annexure-2) attached herein tender document.
- F. The tender should be submitted in two sealed envelopes marked as Envelope "A" and Envelope "B" and shall again be put together in one common Envelope with cover and seal. The sealed envelope shall be marked on the left-hand top corner, "**Tender for Biometric Attendance Monitoring System**". The full name, address, phone number of bidder shall be written on the bottom left corner of the sealed cover. There may be demonstration of proposed solution as per requirement. Financial bids of only those bidder found suitable on evaluation of technical bid, will be opened subsequently. The High Court of Uttarakhand will have all freedom and right in evaluation of technical bid.
- G. The validity of the bid should be minimum 06 months from the submission of the bid documents.
- H. Bidder shall not quote his commercial offer anywhere else, directly or indirectly in any other envelopes or at any other place of the document under any circumstances.
- I. The Company/firm has to give warranty/free service maintenance for one year after installation of the said system.
- J. Company shall also submit an agreement of Maintenance Contract for the period of five year after expiry of free maintenance period.
- K. Any tender without quote for the AMC of next five year shall not be considered.
- L. The technical specifications as per tender document are the minimum configuration required. Higher configuration may also be considered/preferred but no price weightage for higher specification shall be considered.
- M. If the outer envelope is not sealed and marked, the competent authority will assume no responsibility for the bids misplacement or premature opening.
- N. Conditional bids are liable to be rejected.
- O. It is not binding on the High Court to accept the lowest or any other tender and reserve the right to accept or reject any or all the tender in full or in part without assigning any reason.

- P. All equipments and the software used in above solution must be of excellent and standard quality having reputed brand name.
- Q. Successful bidder will ensure the proper monitoring and ensure the timely call attending during warranty/ maintenance period.
- R. The bid not meeting the eligibility criteria may be rejected immediately.
- S. The bids not submitted in the manner explained in the tender document are liable for rejection. Bids submitted without EMD will be rejected outright.
- T. Bid form shall be duly filled in, signed, sealed and complete in all respects.
- U. The price should be inclusive of taxes and local levies if any.
- V. The quantity mentioned in the tender document is as per present requirement. However, department reserves the right to place order for the less/higher quantity or drop the items or segregate delivery schedule depending on the actual requirement.

Installation location:-

- 1. Registry Block of High Court
- 2. Six Court Block of High Court
- 3. Four Court Block of High Court
- 4. Chief Justice Court Block of High Court
- 5. Management Section of the Court
- 6. Institution Section/computer Section of the Court

(THERE MIGHT BE CHANGES IN THE LOCATION)

Scope of work:-

- A. The place of performance will be High Court of Uttarakhand at Nainital. Vender has to install all devices at the specified locations.
- B. Attending to complaints raised by various user of the High Court of Uttarakhand, Nainital.
- C. Onsite preventive and corrective maintenance of attendance Systems connected via LAN.
- D. The maintenance contract will include necessary repairs to the installed systems and replacement of defective/damaged parts, components and other accessories free of cost.
- E. The Vendor to look after all types of problems which are faced by the end-users.

- F. The parts/components/sub-assemblies used for repair/replacement by the contractor will be of the same/equivalent or higher make and functional capability as originally available in the systems.
- G. Training will be given by vendor for one week at main office and onsite (Anyone of the installed location).
- H. Creating of user accounts including that of administrator.

DUTIES AND RESPONSIBILITIES: -

- A. The vendor should attend to all the complaints, irrespective of its nature.
- B. Protection of equipments & maintaining the systems in perfect working condition.
- C. To attend the complaints without fail within the shortest possible time and to solve the complaints immediately, in no case shall exceed 24 Hours down time.
- D. To replace all such parts which are damaged and which cannot be repaired to keep the system in good working condition.
- E. To use only genuine original spare parts of reputed firms/manufacturing company in the Display Boards/systems.
- F. To maintain highest order of integrity, moral and social responsibility and decorum of the Courts.
- G. Maintenance & service of all hardware, software, peripherals at various locations at the High Court of Uttarakhand premises.
- H. Maintenance of LAN cables network connectivity in the existing setup at High Court including the replacement of parts. The bidder should be fully responsible for functioning connectivity for all users.
- I. To support users to resolve the problems related with hardware/software.

ELIGIBILITY CRITERIA:-

- A. The bidder must be an original Equipment manufacturer (OEM) or OEM authorized vendor for this bid.
- B. Bidder/OEM must have successfully executed at least one single purchase order worth Rs. 2.00 lacs or 10 unit towards the supply of biometric attendance system for any of the Government/Semi Government/Public

Sector Units (A copy of the purchase order & Implementation Certificate from the customer shall be attached as a supporting document).

- C. The bidder/OEM must have a valid ISO 9001:2000 certificate.
- D. If bidder is an authorized representative/dealer of the OEM then the authorization letter is to be enclosed in original from OEM in the name of such authorized representative dealer.
- E. The annual turnover of the bidder must be minimum Rs. 25.00 lac (Rs. Twenty five lacs) in the last financial year from IT related business. (Copies of the last year balance sheet to be provided).
- F. Copies of the following documents should be submitted alongwith the Bid.
 - a. Audited Profit & Loss Account of last three financial years.
 - b. Service Tax Certificate.
 - c. Income Tax PAN No.
 - d. Income Tax Return for the last three financial years.
 - e. ISO Certification.
 - f. Latest Service Tax Return.
 - g. Documents regarding Experience of providing similar services in Central Government/State Government /Public Sector Undertakings/Autonomous Bodies.
 - h. The Earnest Money Deposit (EMD) of Rs. 45,000/- (Rupees forty five thousand only) through a Demand Draft/Pay Order /unconditional Bank Guarantee.
 - i. Device Catalogue, Technology Proposed (Technical description of the system offered). Approach paper indicating how the deployed solution will work.
 - j. Maintenance Contract for next five year after expiry of warranty period.
 - k. Documents relating to eligibility criteria.
 - l. Receipt/DD of Rs. 500/- (five hundred)-tender fee

EARNEST MONEY DEPOSIT:-

The bid should be accompanied by Earnest Money Deposit (EMD) of Rs.45,000/- (Rupees forty five Thousand Only) in the form of Account Payee Demand Draft/Fixed Deposit Receipt or unconditional Bank Guarantee from any of the nationalized/scheduled banks in an acceptable form drawn in favour of

Registrar General, High Court of Uttarakhand, Nainital without which the bid will not be considered. The earnest money will be returned to all the unsuccessful Tenderers after finalization of the Contract.

PERFORMANCE GUARANTEE (SECURITY DEPOSIT):-

The successful Bidder shall give performance security in the form of Account Payee Demand Draft or unconditional Bank Guarantee from a Nationalized Bank amounting to 10% of the total contractual value in favour of the Registrar General, High Court of Uttarakhand, Nainital. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor firm including warranty obligations. The Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract, the services of the contractor firm are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the High Court of Uttarakhand that the contractor firm may invite upon themselves due to any of the reasons specified above.

PAYMENT CONDITION

90% Value of goods supplied shall be released after successful installation. Rest 10% will be paid after submission of Performance Guarantee (Security Deposit).

TECHNICAL TERMS

- A. Implementation of Attendance Monitoring System at six (6) locations based on Biometric Device (Thumb) and Card. At the respective location the attendance of the employees with date and time will be registered through biometric or card (Optional, in case of emergency, only to be issued by the administrator). All devices are linked via LAN and data from all devices will fetch in one computer system kept at specific location.
- B. Software applications for attendance management as per High Court requirement and options of customized changes in above said software according to department needs and requirement, if any.

- C. Development, Deployment and Configuration of customized software.
- D. Testing of all equipments with required software.
- E. All the equipments should be linked up with power supplies to provide backup of minimum 3 hours.
- F. Shipment/delivery of supplies at site.

SPECIFICATION OF DEVICE AND SOFTWARE

The technical specifications as given below are the minimum configuration required. Higher specifications may be preferred:-

BIOMETRIC ATTENDANCE FINGER PRINT DEVICE SPECIFICATION	
User Capacity	Minimum 250 user's in each machine.
Log Capacity	Minimum 360000
Type of Scanner	Optical Finger Print Scanner and card scanner
Authentication/Identification	Less than 2 seconds
FRR & FAR	FRR should be less than 0.1% & FAR should be less than 0.001%
Device Type	Stand Alone. (No need to connect to PC via TCP/IP all the time)
Backup Battery	Minimum 3 Hours
Identification Type	Finger Print (No need to enter PIN) and card(Optional, in case of emergency, only to be issued by the administrator)
Voice Prompts	Option to change the voice prompts for attendance clock and audio-visual indications for acceptance and rejection of valid and invalid fingerprints or card.
Logs Download	USB/TCP-IP
Warranty	1 Year onsite support/ Replacement.

SOFTWARE SPECIFICATION	
Process Attendance	Copy all attendance logs and Process at one location.
Web Report	Support for viewing the attendance report over intranet/internet any time.
Database Backup	Option to do auto backup database every day/week/desired time.
Support	Remote login/phone/Onsite/Email
Reports	<ol style="list-style-type: none"> 1. Absent Report. 2. Present Report. 3. Late In & Early Out Report. 4. Incomplete Attendance Report. 5. Over time report. 6. Total working hours report. 7. Holiday Assignment and calculation. 8. Annual leave assignment calculation. 9. Monthly leave entitlement and balance. 10. Attendance data reprocessing. 11. User defined leave types. 12. Complex and rotating shifts.

	<p>13. Color coded report.</p> <p>14. User creation with roles and permission.</p> <p>15. Reporting by email to the authorized personnel.</p> <p>16. Facility to mark attendance as "on office duty" by authorized person.</p> <p>17. All Types of reports should have Staff ID, Staff Name, Designation, Section Name etc. fields.</p> <p>18. Any other report as per requirement of High Court, if any.</p>
Maintenance	Onsite support and maintenance of software for 1 year from the date of successful installation and commissioning.

MINIMUM SPECIFICATION OF COMPUTER SYSTEM	
Processor	Core i5 (3rd Generation) with latest chipset, Brand- Intel,
Cache	4 MB
Memory	Expandable Memory-Upto 8 GB System Memory-4 GB DDR3
Storage	Hardware Interface-SATA RPM-5400 HDD Capacity-2 TB.
Optical Drive	DVD RW Drive with Dual Layer Support
Operating System	Windows 7 Professional or as per biometric device software requirement.
Display	Screen Size-19 inch Resolution-1366 x 768 Pixel Screen Type-TFT
Keyboard	Standard Keyboard
Mouse	Optical mouse.
Audio	High Quality Audio.
Communication	Ethernet-10/100 Ethernet LAN
Ports/Slots	USB Port-minimum 4 x USB 3.0, Mic In, RJ45 LAN, HDMI Port, VGA Port,
Warranty	1 Year comprehensive Onsite Warranty.

OTHER TERMS AND CONDITIONS :-

- A. The Registrar General, High Court of Uttarakhand, Nainital has the right of accepting or rejecting any or all tenders without specifying any reason(s) thereof. The Registrar General is under no obligation to accept the lowest tender.
- B. There is no obligation on the part of the Registrar General, High Court of Uttarakhand, Nainital to inform the unsuccessful Tenderer of the outcome of the Tender process and reasons for rejection of tender.
- C. The firm shall have to supply and installation of requisite items within a period of 45 days from the date of order. In case of failure, the Court shall have a right to take appropriate action including forfeiture of security.

- D. Supply and installation period will not exceed 45 days from the date of order under any circumstances. Within 45 days of award of contract, the solution provider shall provide the device & software along with desired reports. The competent authority reserves the right to extend the delivery as per the interest of the department.
- E. If any item supplied by the firm is found not upto the mark, the item will not be accepted and supplier shall be liable to pay 5% of cost of item as damages and it may be adjusted from the security amount or shall be recovered.
- F. The Company has to give free service maintenance for one year after installation of the system.
- G. The firm shall have to supply the items at High Court of Uttarakhand, Nainital at its own expenses.
- H. It shall be mandatory on firm to conduct routine checks to maintain the System in perfect working condition and to submit the routine check reports to the Registrar General, High Court of Uttarakhand, Nainital.
- I. A surprise check may be conducted by the Registrar Gneral, High Court of Uttarakhand to ascertain the performance of the equipments.
- J. Rates offered in the Tender will not be enhanced during the period of contract.
- K. The rates finally approved/accepted by the High Court of Uttarakhand, Nainital shall be valid for the whole of the contract tenure and no upward revision will be allowed under any circumstances whatsoever.
- L. Under no circumstances, the successful firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority who has approved the award of the contract.
- M. The contract can be terminated by the Registrar General High Court of Uttarakhand, Nainital at any time without assigning any reason.
- N. The bills in triplicate for supply, installation, commissioning, operation and maintenance on the basis of rates will have to be submitted in favour of the Registrar General, High Court of Uttarakhand, Nainital for effecting payment. No advance payment shall be made for the services.
- O. The job carried out shall be to the satisfaction of the Registrar General, High Court of Uttarakhand, Nainital failing which deductions @ 10% of the total bill shall be made. Depending upon the severity of negligence, the Registrar

General, High Court of Uttarakhand reserves the right to blacklist the agency for a suitable period or from further participation in any of the jobs to be done for the High Court of Uttarakhand, Nainital. The decision of the Registrar General of the High Court of Uttarakhand shall be final and binding on the firm/agency.

- P. Premature withdrawal of the Tender by the Tenderer shall make him liable for forfeiture of the earnest money.
- Q. All the pages of the tender document should be serially numbered and duly stamped and signed by bidder.
- R. The Registrar General, High Court of Uttarakhand reserves right to increase or decrease the number of items at its discretion.
- S. The Registrar General High Court of Uttarakhand, Nainital reserves the right to review the performance whenever so desires, and also to terminate the contract at any point of time during the tenure of the contract in case the performance and the service rendered by the contract firm is found to be unsatisfactory. The decision of the Registrar General shall be binding on the Contractor. Contract can also be terminated at any point of time if the above mentioned work is no more required.
- T. The Registrar General, High Court of Uttarakhand, Nainital reserves the right to vary, amend or alter any term and condition of the Tender Document at the time of execution of the Annual Maintenance Contract.
- U. All legal disputes shall be subject to jurisdiction of Nainital.

Sd/-

(REGISTRAR GENERAL)
HIGH COURT OF Uttarakhand
NAINITAL

HIGH COURT OF UTTARAKHAND AT NAINITAL
SUPPLY, INSTALLATION, COMMISSIONING, OPERATION AND
MAINTENANCE OF "BIOMETRIC ATTENDANCE MONITORING SYSTEM"

(ANNEXURE-1)

1.	Tender Form No.(Not Applicable for downloaded form)	
2.	Name of Firm/Company	
3.	Postal Address of Firm/Company	
4.	Category of Tenderer (Whether company, partnership firm or Proprietary firm)	
5.	Name of CEO/MD	
6.	Year of Establishment	
7.	Annual Turnover (in lacs) (Enclose certified Audited Balance Sheet of last Year)	
8.	OEM/OEM Authorized Vendor(Yes/No) (Enclose Performa VI in original)	
9.	Valid ISO 9001:2000 Certificate (Yes/No) (Enclose attested copy)	
10.	Past Experience(Yes/No, Enclose proof if yes)	
11.	Sale Tax/ Commercial Tax/CST nos./TIN no. (Enclose attested photocopy)	
12.	Income Tax PAN no. (Enclose attested photocopy)	
13.	Valid Income Tax Clearance Certificate (Enclose attested photocopy)	
14.	Earnest Money Deposit: D.D./F.D.R.(Nationalized Bank)/Bank Guarantee (Nationalized Bank)	
15.	Brief details of similar projects undertaken by the tenderer; and the order value thereof.	
16.	Details of offices of the tenderer in Uttarakhand	
17.	Telephone Numbers	
18.	Email Address	

Place:

Date:

Signature of the Tenderer.

COMMERCIAL/ PRICE BID (ANNEXURE-2)

To provide, install & commission Biometric Attendance Monitoring System Unit at six (6) locations based on thumb and card including system software in Selected locations covering its (Device & Software) warranty and maintenance upto 1 year from date of installation as per detailed minimum requirements/specifications mentioned in the tender document. (No hidden cost further)

SN.	Item Description	Unit	Unit price	Taxes	Total
1.	Main Console	6			
2.	PC with monitor	01			
	GRAND TOTAL				

Kindly provide cost of below items also for future use –

1.	<u>Unit Cost of smart card</u>	
2.	<u>Unit Cost of LAN Cable (in meter)</u>	
3.	<u>Unit Cost of Networking Components (please specify)</u>	
4.	<u>Cost of AMC of Attendance system after 1 year for 5 year</u>	
5.	<u>Any other cost (with description)</u>	