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# TENDER DOCUMENT FOR INSTALLING AADHAR BASED BIOMETRIC MACHINES AT LOCATIONS ACROSS INDIA

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**CENTRAL BOARD OF SECONDARY EDUCATION**

**“SHIKSHA KENDRA” 2, COMMUNITY CENTRE, PREET VIHAR, DELHI 110092**

## DOCUMENT CONTROL SHEET

1.	Name of Organization	Central Board of Secondary Education
2.	Scope of Work	Installation of Aadhar based Biometric machines for capturing & verifying Thumb impression, capturing bar code & photographs of candidates at locations across India
3.	Tender Type	Open
4.	Tender category	Services
5.	Tender document download start date	24.02.2017
6.	Tender document download end date	16.03.2017 (upto 1400 hrs.)
7.	Bid validity	180 days beyond the closing date of tender
8.	Location of tender evaluation	Shiksha Kendra-2, Community Centre, Preet Vihar – 110092
9.	Tender fee (non-refundable and non-adjustable)	Demand Draft of Rs. 1,000/- in favour of “Secretary, CBSE” or Electronic Fund Transfer.
10.	Earnest money deposit (EMD)	Rs. 5,00,000/- in favour of “Secretary, CBSE” in the form of account payee demand draft, fixed deposit receipt, banker’s cheque or bank guarantee from any commercial bank or Electronic Fund Transfer.
11.	Date of Pre-bid meeting:	06.03.2017 at 1500 hrs.
12.	Last date and time for submission of Bids	16.03.2017 at 1430 hrs.
13.	Date and time of opening of technical bids	16.03.2017 at 1500 hrs.
14.	Tender should be addressed to	Secretary, CBSE, Shiksha Kendra-2, Community Centre, Preet Vihar – 110092
15.	Address for communication	Joint Secretary(A&L)ShikshaKendra-2, Community Centre, Preet Vihar, Delhi – 110092
16.	Period of completion of work	As per Terms & Conditions of tender & Award letter.
17.	Validity of contract/rates	Upto 1 year from date of award & can be extended for another year on satisfactory performance on same terms & conditions.

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## **A. INSTRUCTION TO THE BIDDERS**

- 1) Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
- 3) Bidders should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on CBSE website [www.cbse.nic.in](http://www.cbse.nic.in).

## **B. TENDER NOTICE**

- 1) CBSE invites open tender in two bid format from professionally competent and experienced firms/organizations for Installation of Aadhar based Biometric machines for capturing Thumb impression, bar code & photographs of the candidate at the examination centres across India.
- 2) The Technical and Financial Bids be kept in two separate envelopes and both envelopes be kept in another bigger envelope duly sealed and super-scribed as **“Tender for Installation of Aadhar based Biometric machines for capturing & verifying Thumb impression, capturing bar code & photographs at locations across India”** and addressed to the Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092. The Tender Form can be downloaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) for which Bank Draft of Rs. 1000/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi or Electronic Fund Transfer (A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank ,Preet Vihar Branch, New Delhi) and enclose copy of acknowledgement with the Tender Form before its submission. The Terms and Conditions duly signed by the Tenderers and the form complete in all respects along with EMD & tender fee may be dropped in the Tender Box kept on the ground floor of the CBSE Building or sent by post **upto 1430 hrs on or before 16.03.2017** .
- 3) The Secretary, CBSE reserves the right to reject any or all tender without assigning any reason.

For details you may visit link “Tender” on CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) or CPP Portal.

**Sd/-  
JOINT SECRETARY (A&L)**

### **C. TENDER FEE AND EARNEST MONEY DEPOSIT**

- 1) The tender fee (non-refundable and non-adjustable) of Rs. 1000/- in shape of Demand draft of Nationalized/scheduled commercial bank shall be submitted in favour of the "Secretary, CBSE" payable at Delhi or could be paid through Electronic Fund Transfer (A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank ,Preet Vihar Branch, New Delhi).
- 2) Earnest money deposit (EMD) of Rs. 5,00,000/- only (Rupees Five Lakh Only) in shape of Demand Draft/Bank Guarantee/Fixed Deposit from Nationalized/Scheduled/Commercial Bank shall be submitted in favour of the "Secretary, CBSE" payable at Delhi or EFT in A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank ,Preet Vihar Branch, New Delhi.
- 3) Both the tender fee and earnest money deposit will be submitted in sealed cover prominently marked as "Tender fee and EMD for tender for Installation of Aadhar based Biometric machines for capturing & verifying Thumb impression, capturing bar code & photographs of candidates at locations across India on rental basis.
- 4) The bidders should write the name of their organization on the backside of the Demand Drafts.
- 5) Bids without tender fee and/or EMD shall be rejected.
- 6) No exemption from submission of tender Fee and EMD is allowed. However, the Bidders who are registered with NSIC under Single Point registration schemes for Installation of Aadhar based Biometric machines for capturing & verifying Thumb impression, capturing bar code & photographs of candidates may be considered for exemption from furnishing the EMD by the Competent Authority. In such cases, an attested copy of the VALID Registration Certificate from NSIC must be furnished. Mere registration as a SSI Unit does not qualify the Bidders for claiming exemption from furnishing the tender fee and EMD. In the absence of valid certificate from the NSIC, such tenders shall be rejected straightway. The bidders claiming for exemption from furnishing the Tender Fee and/or EMD must submit the supported documents duly attested as per the tender notice in sealed envelopes super-scribing "Request for consideration for exemption from furnishing the Tender Fee and/or EMD" to the "Secretary, CBSE".
- 7) In the case of those Bidders who fail to qualify the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded to them without any interest within one month from date of finalisation of technical bids.

- 8) Earnest Money Deposit of the successful bidder will be returned after submission of the performance bank guarantee.

**PERFORMANCE SECURITY DEPOSIT/BANK GUARANTEE**

The successful bidder shall submit an unconditional and irrevocable performance bank guarantee in the favour of "Secretary, CBSE, Delhi" of an amount equivalent to 10% of contract value valid for 90 days beyond the date of completion of Contract from any scheduled commercial bank located in India at his own expense within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.

#### **D. ELIGIBILITY CRITERIA**

- 1) Bidder must have three years of prior experience of installing Aadhar based biometric machines capable of capturing and verifying thumb impression, bar code and photo-graph of candidate in at-least one of the Central/ State Government Offices/ PSUs/ Autonomous organizations of Governments as on 23.02.2017.
- 2) Bidder should have annual turnover of Rs. 5 crore\_ each during 3 preceding financial years i.e. 2015-16, 2014-15 & 2013-14 from the similar work. (Balance sheet/ Documentary evidence duly certified by the a Chartered Accountant)
- 3) EMD and Tender Fee.
- 4) The bidder shall have successfully completed from start to finish during the past three years;
  - i) Three similar completed works each of value not less than One Crore.  
or
  - ii) Two similar completed works each of value not less than One Crore and Fifty Lakhs.  
or
  - iii) One similar completed work of value not less than Two Crores.

**Note:** *Similar work means the work as defined in technical requirement of bio-metric authentication agency given in clause no. 6 & 7 of eligibility criteria.*

- 5) The bidder must have sufficient no. of manpower to handle minimum 12000 machines to complete the entire work on time.
- 6) Technical requirement of Biometric Authenticating Agency:
  - i) The agency should have atleast 12000 biometric machines capable to capture thumb impression, bar code and photographs and sufficient trained manpower.
  - ii) The Agency should have sufficient 4G data cards for uploading of images.
  - iii) The Agency will have to deploy one machine for every 100 candidates.
  - iv) The Agency will have to capture thumb/finger, Bar Code & Photographs during the conduct of examination at each and every examination centre across India and in each and every examination room.
  - v) If required, the Agency will have to do verification of the candidates' captured data in the manner provided by CBSE.
  - vi) The Agency should be able to take up Biometric job at examination centres across the country
  - vii) The Agency should have sufficient experience of doing similar jobs.
  - viii) The agency should have option to upload captured data on centralized server.

7) Technical features of Biometric Authenticating Machines:

- i) The machine should have capability of capturing and authenticating finger print both in offline and online mode.
- ii) It should have the Bar code reader to read the bar code of the OMR sheet.
- iii) The machine should have a camera to take the photographs of the candidates.
- iv) The machines should be GSM / at least 3G enabled.

8) Documents:

- i) Documentary evidence in support duly certified by Authorized Signatory. The required completion certificate of above mentioned eligibility criteria must be enclosed.
- ii) Copy of registered partnership deed in case the firm is in partnership and Memorandum of articles in case the firm is Private Limited / Public Limited Company along with copy of registration.
- iii) The bidder has to undertake that the firm/individual has not been debarred from participation in tender anywhere in Central Govt. Depts. /Central Govt. PSUs /Consumer Society approved by Central Govt. for the last three years.
- iv) PAN Card, TIN No. & Bank Account no:
- v) Copy of Income Tax Returns (for assessment year 2016-17, 2015-16 and 2014-15).

## **E. TERMS AND CONDITIONS**

1. The technical bid shall contain the documents specified or claimed by the bidder fulfilling the Eligibility and should be signed by the bidders failing which the bid will be summarily rejected.
2. The rates so quoted should be all inclusive of all taxes. The available space and electricity will be provided by CBSE free of charge.
3. The rates offered should be valid for 1 year from the date of award of work and can be extended for one more year on satisfactory performance on same term and conditions of the tender.
4. The bidder shall have to arrange its own staff at all the examination centres. The CBSE would neither bear any expenses nor accept responsibility for the same and there would be no relationship between the CBSE and the staff of the bidder. However, complete secrecy and confidentiality with regard to the biometric data, Bar codes and photographs, that is captured, is required to be maintained by the firm and its employees. Any deviation from the same shall attract severe penal liability against the firm and the erring employee of the bidder. An undertaking duly notarized shall be submitted by Bidder in this regard.
5. The examination centres are all over India. The Board may add/remove city of examination which will be informed to bidder well in time.
6. The CBSE reserves the right to restrict and deny the entry to any staff member of the bidder, if so deemed appropriate by it, in examination centre.
7. No person engaged by the bidder shall claim any right of employment contractual or otherwise with the CBSE.
8. The bidder will ensure that the staff engaged are disciplined and maintain full decorum of the office.
9. The successful bidder shall undertake the job of installing the aadhar based Biometric machines at the examination centres at locations across India.
10. The successful bidder shall make arrangement for check-up of the Aadhar based biometric machines at his own cost and shall keep all the machines in perfect working condition at all time, so as to ensure smooth running of work. In case of failure of any of the Aadhar based Biometric machines, the bidder shall have to make alternative arrangement immediately so that the work does not suffer.

11. The capturing & verification of thumb/finger impression, capturing barcodes and photographs by the Aadhar Based Biometric Machines shall be done after the beginning of the examination and should be completed as soon as possible without causing disturbance to the candidates and before conclusion of examination on that day.
12. The capturing & verification of thumb/finger impression, capturing barcodes and photographs by the Aadhar Based Biometric Machines shall not be stopped on any ground during the stipulated time period of examination, whatsoever, except for written communication from CBSE.
13. Continuance of the contract and payment of the work done shall be subject to satisfactory performance and fulfilling of all the terms and conditions of the contract duly certified by concerned officer/ in-charge. The contract may be cancelled at any time without assigning any reason for the same. The decision of the Chairman, CBSE in this regard shall be final and binding.
14. Time is the essence of the contract and the bidder shall adhere to the time schedule as prescribed by the CBSE for execution of the work.
15. If it is found at any time that the capturing and verification of the thumb impression, capturing of bar codes & photographs of the candidates has not been done in accordance with the agreed terms and conditions, the CBSE shall be entitled to withhold further payment of the bidder and forfeit the Bank Guarantee.
16. The staff of the CBSE will carry out random checking of the work being done by the bidder and in the event, the bidder is not executing or completing the work of Installation of Aadhar based Biometric machines for capturing & verifying Thumb impression, capturing bar code & photographs of the candidates as per schedule and quality decided, the CBSE may impose a penalty on pro rata basis. The penalty may be imposed for faulty Aadhar based biometric machines/ inaccurate verification of thumb impressions of the candidates/ faulty operation of the Aadhar based biometric machines/erroneous transmission of the captured data. The bidder will ensure confidentiality of the data captured and undertaking should be given by the agency.
17. The bidder will ensure that the space provided to it by the CBSE is not misused in any manner.

18. Payment for the work done under the contract shall be made after completion of work, subject to statutory and other deductions and penalties if any levied and damages, if any recoverable under the contract provided that the work has been done as per agreed terms and to the satisfaction of the Board. The bidder will be responsible for liabilities of all kind including local and other taxes.
19. An appropriate agreement will be executed by the successful bidder with the Board, on the agreed terms and conditions. The Board will deal with the successful bidder directly and no sub-contract/agent/consultant etc. should be asked by the bidders to represent their cause and they will not be entertained by the Board.
20. The Board, in its discretion, reserves the right to reject or accept any or all the bids partly or completely at any time without assigning any reason thereof.
21. In the event of termination of contract, the Board shall be entitled to forfeit the security deposit either full or in part, apart from taking such legal remedies as are available in law. The bidder shall thereupon forthwith remove all its equipments and material and hand over the records, which are in its possession. The bidder shall hand over and shall not claim any right in any manner over the captured data of the thumb impressions, bar code and photographs of the candidates, which will be the property of the Board.
22. The bidder shall not be allowed to take away any data either in the shape of hard copy or soft copy and the work is to be carried out in the designated exam centres.
23. The payments of work will be done on the basis of the number of Aadhar based biometric machines installed.
24. If the rate quoted by any of the bidders appears to be unreasonable/abnormally low in comparison to prevalent market rate at the relevant point of time, the tender may be rejected.
25. If work gets stopped due to fault of the bidder, then penalty shall be levied for such stoppage at such rate as given in penalty clause.
26. After the completion of the capturing and verifying of the thumb impression work, capturing bar code & photographs of candidates at locations across India on rental basis, the bidder will hand-over a backup copy of the entire captured data in a hard drive to Board's staff or any other person authorised by CBSE in this behalf, and no copy of the data is to be retained by the bidder in any form.

## **F. PENALTY CLAUSE**

- 1 If at any stage it has been found that the data of any of the candidate is missed/ not captured/ not readable/ not uploaded, it shall be treated as error and a penalty shall be charged @ Rs. 1000/- (Rupees One Thousand Only) per candidate for each error.
- 2 In case if the Board is of the view that the work has not been satisfactorily and professionally performed by the bidder, the Board shall in addition to forfeiture of performance security shall be entitled to terminate the agreement without giving any notice and in that case the Board would be entitled to claim the refund of the amount with interest or any other consequential loss. Any amount which would be paid by the Board and which would be liability of the Board and which may be recovered from the Board by any person on account of errors/mistakes of the bidder or any loss incurred by the Board in executing the remaining work by any other service provider or any such damages besides the damages stipulated hereinbefore would also be the liability of bidder and would be paid by bidder to the Board without any objection of any type.
- 3 Liability of bidder to be full and absolute to the value of the work award.
- 4 If the bidder is not able to install the Aadhar based biometric machines at the designated centres or the work of capturing attendance and verifying of the thumb impressions is stopped, penalty on pro-rata basis @ 5% of contract value shall be levied thereafter the contract shall be terminated with forfeiture of performance security.
- 5 If a dispute arises out of or in connection with this contract, decision of the Chairman, CBSE shall be final and binding.
- 6 The agency shall be governed by the laws and procedures established by Government of India/ State of Delhi, within the Framework of applicable legislation and enactment made from time to time concerning such commercial dealings / processing.
- 7 All disputes in this connection shall be settled in jurisdiction of NCT of Delhi only.
- 8 The Board reserves the right to cancel this tender or modify the requirements, at any stage of Tender process cycle.
- 9 The Board also reserves the right to modify / relax any of the terms & conditions of the tender by declaring / publishing such amendments in a manner that all prospective vendors / parties to be kept informed about it.

- 10 The terms and conditions duly signed by the Tenderers should accompany the specific Tender Form.
- 11 The CBSE, in its discretion, reserves the right to reject all or any part of the tender without assigning any reason thereof.

### **G. Pre-bid meeting:**

A pre-bid meeting would be held on 06.03.2017 at 1500 hrs at CBSE, Conference Hall, 2 Floor, Shiksha Kendra, Preet Vihar, Delhi-92. All prospective bidders may attend the meeting to clarify doubts. The bidders can also seek clarification on email id- [asadm@cbse.gov.in](mailto:asadm@cbse.gov.in).

In case, any substantive or important clarification emerges during pre-bid meeting, the same shall be shared to all through CBSE website [www.cbse.nic.in](http://www.cbse.nic.in).

### **H. BID OPENING PROCESS**

- 1) Technical bids of only those bidders, whose Tender Fee and EMD instruments are found to be in order, will be opened on the date and time of opening of Technical Bid in the presence of the representatives of the bidders who chose to remain present at CBSE Office.
- 2) The financial Bids of only those Bidders short listed from the Technical Bids will be opened in the presence of their representatives on a specified date and time, to be intimated to the eligible Bidders.
- 3) No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid whether technical and financial, till final decision in this regard conveyed to the successful bidder(s). However, Committee of the Board or office can make any enquiry / seek clarification from the bidder, which the bidders must furnish within the stipulated time or else the bid would be evaluated on the basis of papers/ documents submitted by the Bidder. No separate representation would be entertained in this regard by the Board.

TECHNICAL BID

1.	<b>Name and address of the Firm / Company with contact details :-</b>			
	Telephone/Mobile:	Fax :-	Email.	
	<b>Contact details of the Person authorized to make communication with CBSE</b>			
	Name			
	Designation			
	Phone/Mobile No.			
	Fax NO.			
E-Mail ID				
2.	<b>Company /Firm Details</b>			
	Type of Company (PSU, Pub. Ltd /OEM / Authorized Business Partner			
	Company / Firm Registration No. & Date OF registration			
	Year of incorporation / establishment			
	PAN No. (Copy to be enclosed)			
	VAT Registration No. (Copy to be enclosed)			
	Service Tax Registration (Copy to be enclosed)			
3.	<b>Financial Information</b>			
	<b>Details</b>	<b>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>
a.	Gross annual turnover of similar works			
b.	Profit/loss			
c.	Financial Position <ul style="list-style-type: none"> <li>• Cash</li> <li>• Current assets</li> <li>• Current liabilities</li> <li>• Working capital</li> <li>• Current ratio : current assets/current liabilities</li> </ul>			
4.	<b>Proposed (tentative) manpower to be deployed by the bidder</b>			
5.	<b>Quantity of Aadhaar based biometric machines available with the agency</b>	<b>Ownership basis</b>		<b>Rental basis</b>
6.	<b>Project / work completed</b>	<b>Work 1</b>	<b>Work 2</b>	<b>Work 3</b>
a.	Name of Project / work			
b.	Name Of Client			
c.	Name of Client personnel involved			
d.	Phone number of client personnel			
e.	e-mail id of client personnel			
f.	Name of state			
g.	Duration of the Project			
h.	Years of Execution of the Project			
i.	Project Value			
j.	Remarks, IF any			

<b>7.</b>	<b>Details of Tender Fee and Earnest Money Deposit</b>	
a.	Details of Demand draft/ EFT towards Tender Fee	
	Demand Draft Amount	
	Issuing Bank	
	Demand Draft No.	
	Details of Electronic Fund Transfer	
b.	Details of Demand Draft/ EFT towards Earnest Money Deposit	
	Demand Draft Amount	
	Issuing Bank	
	Demand Draft No.	
	Details of Electronic Fund Transfer	

**Note: Following must be attached with technical bid.**

1. Copy of PAN Card of the Firm
2. Copy of Certificate of Service Tax Registration No.
3. Copy of IT returns for Assessment Years 2016-17, 2015-16, 2014-15.
4. Copy of Balance sheet of last 3 years with details of turn over from similar work.
5. Bidder should attach solvency certificate from the Bank.
6. Document of contract executed for capturing attendance and verifying thumb impressions in Central/State Government Offices/PSUs/Autonomous organizations of Government as per Section D clause (4).
7. All documents to support technical eligibility must be enclosed duly certified by Authorised signatory.
8. The Sample of Aadhaar based biometric machines will be shown/ demonstration will be given as and when required by the Board.

**FINANCIAL BID**

The Financial Bid should be submitted as per the BOQ given in the following format.

**Financial Bid as per BoQ**

- Prices should be quoted in Indian Rupees (INR) and indicated both in figure and words. Figures in words will prevail.

Sl. No.	Item Description	Rates per candidate (in figure)	Amount (In Words)
1.01	Installation of Aadhar Based Biometric Machines at locations across India for capturing & verifying thumb impression, capturing bar code and photographs of candidates at locations across India on rental basis.		INR _____ only

**Note: -**

- Quantity of the Aadhar based biometric machines may increase or decrease as per requirement of the Board.
- The rate quoted should include all costs involved in logistics, installation and operations of the Aadhar based biometric machines at exam centres.
- The rate quoted should also include all applicable taxes

**FORWARDING LETTER (SELF DECLARATION FORM)**

(To be submitted on Bidder's letter head)

Date\_\_\_\_\_

To

Joint Secretary (A&L)  
Central Board of Secondary Education  
Shiksha Kendra, 2 Community Centre,  
Preet Vihar, Delhi-110092.

**Ref:** Tender Notice No. \_\_\_\_\_ dated\_\_\_\_\_

Sir,

This is with reference to above mentioned tender for installation of Aadhar Based Biometric Machines for capturing Thumb impression, bar code & photographs of the candidates. We hereby submit our proposal along with the necessary documents and we hereby declare that our company is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government /PSU in the country of India.

Further, we agree to abide by all the terms and conditions as mentioned in the tender documents. We have also noted that the Board reserves the right to consider / reject any or all bids without assigning any reason thereof.

Date:

Authorised Signatory:

Name:

Designation:

Place:

Contact No:

Email:

**Company Seal and Signature**