



केंद्रीय माध्यमिक शिक्षा बोर्ड

मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन

शिक्षा केंद्र, 2, सामुदायिक केंद्र, प्रीत विहार, दिल्ली -110 301

Central Board of Secondary Education

(An Autonomous Organization under the Union Ministry of Human Resource Development (Govt. of India)

"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301

TENDER NO. : CBSE/Admn-II/BA/2016

Date: 15.03.2016

To,

Subject: Invitation of limited tender for the Procurement of Biometric Machines for CBSE offices in Delhi/N.C.R and AMC after expiry of warranty period-reg.

Dear Sir/Madam,

The Board intends to purchase 07 (Seven) Biometric Machines (Time & Attendance), therefore you are requested to quote your competitive rates in the tender. Incomplete, conditional or those received without EMD and after due date & time shall be summarily rejected. The Chairman, CBSE reserves the right to cancel any or all tenders without assigning any reason thereof. The EMD of successful/unsuccessful tenderers shall be returned without interest after completion of the work. The limited tender documents can also be downloaded from the CBSE website www.cbse.nic.in or CPP Portal website <https://eprocure.gov.in>

Yours faithfully,

(Jaiprakash Chaturvedi)
Assistant Secretary (Admn.II)

Encl:- 1. Terms & Conditions.

2. Annexure- A,B,C and D.

KEY Details of this Tender

Name of work	Procurement of Biometric Machines for CBSE Offices situated at Preet Vihar, Rouse Avenue and Noida (for Time & Attendance)
Earnest Money Deposit (EMD)	EMD of Rs. 10,000/- (Rupees Ten Thousand Only). In the form of a demand draft from any Nationalized bank or any Scheduled Commercial bank in India in favour of “Secretary, CBSE, payable at Delhi.
Envelope & dispatch	Bid document submitted inside a Envelope consisting of the following documents. 1. Earnest Money Deposit (EMD) 2. Properly Signed & Sealed Bid document & Tender Document 3. Brochure for biometric machines scribed as “TENDER FOR SUPPLY OF BIOMETRIC MACHINES” . Envelope has to be properly sealed. The Bidder has the option of sending the bid by Speed/Registered Post, / Courier or in person only. CBSE takes no responsibility for delay, loss or non-receipt of tender documents within the stipulated date & time. Bids submitted by any other mode will not be accepted.
Last date & time for submission of tender	On or before 29 .03.2016 at 14:30 hrs
Bid Opening Date & Time	On. 29 .03.2016 at 15:00 hrs.
Place of Tender Opening	Administration-II Branch, CBSE, Shiksha Kendra,2, Community Centre, Preet Vihar, Delhi-110 301
Price Schedule	Quote bid as per Annexure-C

Terms & Conditions:

1. Sealed bids are invited from manufacturer/authorized supplier of Biometric Attendance Machine complete in all respect placed in Envelope should be received/dropped in the Tender Box kept at Ground Floor (Reception Counter), CBSE office, Preet Vihar, Delhi latest by **2:30 p.m. on 29th March 2016**. Incomplete/conditional/late tenders or those without earnest money will be rejected. There should not be over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm
2. AMC shall be for three years after expiry of warranty period.
3. Payment of AMC (Annual Maintenance Contract) shall be payable half yearly.
4. The firm should not be black listed by any Govt. Department. If any proof of black listing is found against the tenderer at any time during the period of awarding AMC, the whole claim or part thereof as decided by the Competent Authority of CBSE may be forfeited without assigning any reason.
5. Earnest Money Deposit: The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs. 10,000/- (Rupees Ten Thousand only)** which is refundable by way of demand draft only. The demand drafts shall be drawn in favor of “ **Secretary, CBSE**” payable at Delhi.
6. The EMD of the successful bidder shall be returned after the completion of contract/order and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts of EMD shall be liable for rejection.
7. The firms who are registered with National Small Industries Corporation (NSIC) / or Small Scale Industrial (SSI) are exempted to furnishing the EMD.
8. Rates: Rates should be quoted in Indian Rupees (INR) inclusive of all the charges.
9. **Validity:** The quoted rates must be valid for period of 120 days from the date of opening of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quotes the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
10. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

11. **Warranty / Guarantee:** Bid must be quoted with one year comprehensive on-site warranty / guarantee and it will be started from the date of the satisfactory installation / commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components.
12. Only manufacturer(s) or their sole authorized distributor / agent are eligible to bid. Authorization letter from Original Equipment Manufacturer (OEM) in favor of authorized Agent to bid / negotiate / conclude the order against this tender, must be enclosed with technical bid.
13. **Delivery & Installation:** All the goods ordered should be delivered & installed within 02 weeks from the date of issue of the purchase order. All the aspects of safe delivery, installation and commissioning shall be the exclusive responsibility of the supplier.
14. **Penalty:** If the supplier fails to deliver, installation and commissioning of the goods on or before the stipulated date, then a penalty at the rate of 1% per week of the on total order value not supplied shall be levied subject to maximum of 10% of the total order value.
15. **Payment Term:** 100% payment of the total order value shall be released after the successful installation / commissioning of the ordered goods, submission of the installation report and submission of **Performance Security** which will be 10% of the ordered value. This Performance Security will be in the form of Demand Draft in favour of "**Secretary CBSE**" payable at Delhi or bank guarantee valid for a period of sixty days beyond the date of the completion of all contractual obligations.
16. **Technical Support and Post Installation warranty**
 - a. The bidder should have own in-house software development and customization setup in Delhi.
 - b. The bidder shall have proper office in Delhi to support and service in Delhi (NCR)
 - c. Terms and conditions of service support should be mentioned in the offer, the price of AMC to be indicated in the price bid separately
 - d. Normally your service Engineer would inspect the machine every month and will submit the work report/certificate but depending on emergency his service may be requisitioned for the entire day including Saturday, Sunday and even holidays.
17. **Training:** On successful commissioning of the entire system, the agency shall impart training for day-to-day operation to a maximum 4 nos of the chosen executive/staff of the board free of cost.
18. The tenderer who qualifies will have to submit the sample of the tendered item for demonstration before technical committee.
19. The successful agency will have to execute an agreement in accordance with the terms and conditions laid down in tender document.

20. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document with guarantee warranty undertaking latter.
21. Signed & stamped compliance sheet **(Annexure-A)** of the technical specification of the goods with technical printed literature must be enclosed with the bid.
22. CBSE does not bound to accept the L1 bid (s).
23. The Chairman, CBSE reserves the right to increase or decrease the quantity offered by the successful tenderer. The bidder is bound to accept the increase or decrease in the tendered quantity under this clause. Successful bidder will be communicated by CBSE.
24. The Chairman, CBSE may accept or reject any tender without assigning any reason.
25. The Chairman, CBSE reserves the right to terminate the tender process without assigning any reason.
26. The Chairman, CBSE reserves the right to extend the last date for submission of tender.
27. The tender is limited in nature, however the agencies who are interested to participate in tender process may also quote their rates in the tender and they are acceptable in Board.
28. In case of any dispute or abrogation of conditions stipulated, the decision of the Chairman of the Board in all the matters concerning tender shall be final and binding upon the tenderer
29. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 29 have been read and understood by me/us and are acceptable to me/us.

(SIGNATURE OF THE TENDERER)

(SEAL WITH COMPLETE ADDRESS)

Biometric Machines (For Time & Attendance)

Finger Print & Card Based Machines

MINIMUM TECHNICAL SPECIFICATION

1. Display: 3.5 inches TFT screen, (approx.)
2. Dimension: 213X178.2X47.5mm (approx.)
3. User Capacity : 3000 (02 fingers of each identity)
4. Transaction Storage :1,00,000
5. Communications : RS232, RS485, TCP/IP, USB-Client USB-Host
6. Identification time : $\leq 2S$
7. FAR : $\leq 0.0001 \%$
8. FRR : $\leq 1\%$ Operating
9. Temperature : $0^{\circ}C - 45^{\circ}C$
10. Algorithm Version: Finger v10.0 and 9.0
11. Operating Humidity : 20% - 80%
12. Sensor : OEM Optical Sensor 500 Dpi
13. Card Reader : EM RFID (Proximity) - Optional
14. Language : English
15. Battery Backup: upto 6 hrs.
16. Reports: Compatible software Web/desktop based to provide reports from the time attendance device. The various reports required are: week wise attendance, month wise attendance, configuration of off days, configuration of holidays, should be able to count overtime of the employees based on the attendance, Late coming and Early going. The reports should be available in Excel/PDF formats.
17. Backup: Software to be capable to taking backup on regular interval that can be restored on emergency basis.

CHECK LIST OF THE MINIMUM REQUIRED SPECIFICATION/COMPLIANCE SHEET

S.No.	Specification	Yes/No
1.	Display: 3.5 inches TFT screen, (approx.)	
2.	Dimension: 213X178.2X47.5mm (approx.)	
3.	User Capacity : 3000 (02 fingers of each identity)	
4.	Transaction Storage :1,00,000	
5.	Communications : RS232, RS485, TCP/IP, USB-Client USB-Host	
6.	Identification time : < =2S	
7.	FAR : < =0.0001 %	
8.	FRR :< =1% Operating	
9.	Temperature : 0°C - 45°C	
10.	Algorithm Version: Finger v10.0 and 9.0	
11.	Operating Humidity : 20% - 80%	
12.	Sensor : OEM Optical Sensor 500 Dpi	
13.	Card Reader : EM RFID (Proximity)-optional	
14.	Language : English	
15.	Battery Backup: up to 6 hrs.	
16.	Compatible software Web/desktop based to provide reports from the time attendance device. The various reports required are: week wise attendance, month wise attendance, configuration of off days, configuration of holidays, should be able to count overtime of the employees based on the attendance, Late coming and Early going. The reports should be available in Excel/PDF formats.	
17.	Backup: Software to be capable to taking backup on regular interval that can be restored on emergency basis.	
18.	Installation of machines at CBSE offices: free of cost	
19.	Training to the CBSE official: free of cost	
20.	Software: free of cost	

Authorized Signatory
(With Full name and designation)

Seal:

Mobile No. _____

Phone No. _____

Fax No. _____

ANNEXURE-B**PERFORMA FOR TECHNICAL BID**

Sl. No.	Particulars	To be filled by Tenderer
1.	Name of the Agency/firm	
2.	Registered office Address & Complete postal Address	
3.	Telephone, FAX, Mobile Phone Number & Email Address	
4.	Type of organization (Proprietary/Partnership/Pvt. Ltd./Public Ltd (Certified copy in respect of registration must be enclosed)	
5.	Name of the Contact Person and Mobile No.	
6.	C.S.T Registration No. (Copy must be enclosed)	
7.	V.A.T Registration No. (Copy must be enclosed)	

Contd...

8.	PAN/TIN (Copy must be enclosed)	
9.	Name of the company of which you are authorized dealer (copy of authorization letter from original must be enclosed)	
10.	The firm must have an experience of 03 years the field of providing solutions for applications relating to biometric. The firm should have presence in Government of India, Ministries/Department/ Organisations, public sector and private sector companies. The documentary evidence shall be provided by the firm in support of their experience.	
11.	The firm must submit a copy of last three years Income Tax Returns	
12.	The firm must have Annual Turnover Rs. 10 Lakhs (During last 03 years) and submit the certificate as per Annexure-D	
	2012-13	
	2013-14	
	2014-15	
13.	Details of EMD submitted in tender.	
	Amount (Rs.)	
	DD No.	
	Dated	
	Name of the Bank and Branch	
14.	BankDetails viz. A/c Holder Name, Bank Name, & Address, Type of A/c, Full A/c No. & IFSC Code of Bank.	
15.	Whether each page of the tender notice and documents has been signed by the tenderer and rubber stamped in token of acceptance of the same in letter and spirit.	

Authorized Signatory
(With Full name and designation)

Seal:

Mobile No. _____

Phone No. _____

Fax No. _____

PRICE BID FOR BIOMETRIC MACHINE

Sl. No.	Item	Qty	Total Amount Rs. (Inclusive all)
1.	Biometric Device unit including application software complete	01 Set	
	Grand Total	07 Set	

Comprehensive AMC

A.	#Comprehensive AMC for after completion of guarantee/warranty period with quality preventive maintenance report	1 st year	2 nd year	3 rd year
	Price (Rs.) (Inclusive all)			

Rate for Card (EM RFID)

B.	Card(punching) per piece	
	Price (Rs.) Inclusive all	

**** Quantity of items may increase or decrease**

#The Basic AMC rate for one year duration shall be valid for Three years from the date of AMC agreement. Price should be quoted inclusive all charges.

**Authorized Signatory
(With Full name and designation)**

Seal:

Mobile No. _____

Phone No. _____

Fax No. _____

ANNEXURE -D**CERTIFICATE OF ANNUAL TURN OVER**

Sl. No.	Financial Year	Annual Turn Over in Lakhs.
1.	2012-13	
2.	2013-14	
3.	2014-15	

Seal & Signature of the
Chartered Accountants

Seal & Signature of the
bidder