

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

Po. Engineering College, Burla, Dist. Sambalpur, Odisha, India, PIN: 768018
Phone: 0663-2430211, FAX: 0663-2430204, Website: www.vssut.ac.in



Quotation document for supply, installation, Commissioning, Testing, Training and Maintenance of Biometric Attendance Management System of, VSSUT, Burla.

Quotation Call Notice No. VSSUT/CIF/57/ 44 /2019

Date: 6 March 2019

Submitted by

M/s.....

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Last Date and Time of Submission of Quotations by Registered/Speed Post Only	:	20.03.2019 : 5.00 PM
Cost of Quotation Documents	:	₹200/- (Rupees Two Hundred Only)
Earnest Money Deposit (EMD)	:	₹2,000/- (Two Thousand Only)
Date & Time of Opening of Technical bid	:	22.03.2019 : 3.00 PM
Date & Time of Opening of Price bid	:	To be notified later through website

The Document is prepared by VSSUT, Burla. It should not be reused or copied or used either in partially or fully in any form. The information provided by the bidders in response to this Quotation document will become the property of VSSUT, Burla and will not be returned.


5/3/19



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY: BURLA

P.O: Engineering College Burla (Siddhi Vihar), Dist: Sambalpur
Odisha- 768018, India

E-mail: registrar@vssut.ac.in, Ph:(0663)2430573,Fax-2430592

Advt.No./ VSSUT/CIF/57/ 44 /2019

Date: 6 March 2019

QUOTATION CALL NOTICE

Sealed Quotation Documents are invited by the undersigned from intending reputed, registered and experienced firms for Supply, Installation, Commissioning, Testing, Training and Maintenance of Biometric Attendance Management System of the University. The last date of submission of Quotation is 20.03.2019, 5.00PM. The Technical bid shall be opened on 22.03.2019 at 3.00 PM. The date of opening of Financial Bid shall be notified latter on through notice on website. For details visit University website www.vssut.ac.in.

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-06.3.19
REGISTRAR

Memo No. VSSUT/VSSUT/CIF/57/ 45⁽⁵⁾ /2019

Date: 6 March 2019

Copy to:

1. University Notice Board.
2. Dean (Faculty & Planning) with a request to display the advertisement on the University website.
3. The Comptroller of Finance, VSSUT, Burla for Information.
4. PA to Vice Chancellor for favour of kind information of Hon'ble Vice-Chancellor.
5. PA to Registrar for information vide the approval of Vice Chancellor.

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REGISTRAR

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VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

Quotation document for supply, installation, Commissioning, Testing, Training and Maintenance of Biometric Attendance Management System of, VSSUT, Burla.

Quotation Call Notice No. VSSUT/CIF/ 57 / 44 /2019

Date: 6 March 2019

The "Registrar, Veer Surendra Sai University of Technology, Burla" invites sealed Quotations from the intending reputed Original Equipment Manufacturer or its registered authorized dealers for supply, installation, commissioning of Biometric Attendance Management System , VSSUT, Burla.

All details and the Quotation documents are available on the University website www.vssut.ac.in.

This Quotation document contains the following.

- (i) General guidelines for submission of Quotation
- (ii) Technical specification
- (iii) Information sheet of bidder
- (iv) Undertaking by the bidder
- (vii) The Financial bid

Important Dates

Last Date and Time of Submission of Quotations by Registered/Speed Post Only	: 20.03.2019 : 5.00 PM
Cost of Quotation Documents	: ₹200/- (Rupees Two Hundred Only)
Earnest Money Deposit (EMD)	: ₹2,000/- (Two Thousand Only)
Date & Time of Opening of Technical bid	: 22.03.2019 : 3.00 PM
Date & Time of Opening of Price bid	: To be notified later through website

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-06.3.19
REGISTRAR

GENERAL GUIDE LINES FOR SUBMISSION OF QUOTATION

1. **Eligibility:** The bidder should verify its eligibility criteria as mentioned below before submitting the quotation and enclose the required documents in the sequence listed below, to avoid rejection or disqualification of your quotation. The bidder should meet the following criteria.
 - i. The bidder should be leading OEM/firm/company for providing such services.
 - ii. The bidder must have wide experience in the field of providing solutions for applications relating to biometrics & smart cards in Govt. organization / public sector. The documentary evidence shall be provided by the firm in support of their experience.
 - iii. The bidder shall have sufficient experience to execute such services preferably in a University or an educational organization.
 - iv. The bidder should be a registered company making profit for the last three years, having good business track record.
 - v. The bidder should be a registered firm in India, having GST/PAN/TIN etc.
 - vi. The bidder shall have service base located at Sambalpur or Bhubaneswar in Odisha.
2. **Cost of Quotation documents:** The cost of Quotation documents is ₹200/- (Rupees Two Hundred Only) (Non-refundable). The Quotation documents can be downloaded from the University website www.vssut.ac.in and have to deposit a DD equal to the cost of Quotation documents drawn in favor of "VSSUT, Burla" payable at SBI, Burla (2034) or Syndicate Bank, VSSUT, Burla (8062) along with Quotation.
3. The quotation must be submitted in two parts :(i). Technical bid &(ii).Price bid
The two bids must be submitted in two separate scaled envelopes. Clearly marked as per Technical bid & price bid and must be put in the single envelop marked as "Quotation for biometric time attendance system"
4. EMD for the amount of Rs.2,000.00 (Rupees Two Thousands Only) in the shape of Bank draft drawn in favor of "VSSUT, Burla" payable at SBI, Burla or Syndicate Bank, VSSUT, Burla along with quotation. The EMD will not carry any interest. The EMD of unsuccessful bidder shall be returned within 45-days of finalization of the work order. It shall be returned by speed post to the address of the bidder mentioned in **Annexure B**. The University shall not be responsible for any non-receipt of the EMD by post.



5. This quotation documents must reach to “The Registrar, Veer Surendra Sai University of Technology, Burla, Sambalpur-768018 (Odisha) by the last date of submission under a sealed cover by registered/speed post only. The quotations received after the due date & time is liable to be rejected. Quotation by FAX/e-mail will not be entertained.
6. This quotation documents must be filled in completely and signed by the authorized signatory of the bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this quotation document. (This document should be printed on both side of the A4 size paper sheet).
7. The quotations shall be opened in the presence of all bidder or their authorized representatives on due date and time. The bidder's representatives shall carry the letter of authorization and are required to sign an attendance sheet. Only one representative for any bidder shall be permitted to attend the quotation opening.
8. Any additional information you wish to provide may be attached separately.
9. The quotation should contain the following documents.
 - A. Technical bid containing
 - i. This quotation document signed on each page by the authorized signatory of the bidder.
 - ii. Self-attested copy of PAN, VAT registration, VAT clearance and service tax and incorporation etc., issued by appropriate government authority for the required services with seal of the quotation.
 - iii. Bank draft (Non-refundable) towards the cost of quotation documents.
 - iv. Bank draft for EMD.
 - v. List of user Clients and documents related to experience of the bidder along with address and contact no.
 - vi. Detailed specification of product along with the service support.
 - vii. A technical capability document describing the relevant facilities and services available with them.
 - viii. Any other documents in support of the eligibility of the bidder.
 - ix. Technical Compliance as per **Annexure A**.
 - x. Information Sheet in **Annexure B**
 - xi. Undertaking Sheet in **Annexure C**
 - B. Financial bid: The financial bid shall specify the following(must be sealed)



- i. Cost for supply and installation of Biometric Attendance Management System as per technical specification and scope of work including training etc separately in the **Annexure D**.
10. The quotation is liable to be cancelled, and the EMD shall be forfeited to the COF, VSSUT, Burla, in the event of any failure to comply with any of the clauses of the terms and conditions of this quotation call document or in the event of bidder withdrawing his offer before/ after finalization of this selection process. Bid without the required EMD amount will be summarily rejected.
11. The University reserves the right to reject any or all the quotations without assigning any reason and the decision of the university shall be final & binding.
12. The University reserves the right to call the bidders and to conduct negotiations, if necessary and has the right to select more than one bidder for one or more items at its discretion.
13. The applicable taxes charged are required to be shown separately and distinctly.
14. The University is not responsible for delay, loss or non-receipt of quotation documents sent by the post.
15. The authority reserves the right to select more than one bidder for one or more items at its discretion.
16. Any deviation in terms and conditions shall not be entertained. If it is necessary to change any of the terms and conditions of the contract during the contract execution process, it should be agreed upon by both the parties.
17. The University reserves the right to order all or part or none of the items and/or services given in this schedule. The University also reserves the right to order additional services based on the rates finalized as a result of this quotation.
18. The University reserves the right to add/delete/change any of the terms and conditions stipulated in this quotation call document.
19. The University may reject the bid even if it is accepted but the successful bidder fails to execute any of the terms and conditions mentioned herein.
20. The Quotation is liable to be cancelled, and the EMD shall be forfeited to the COF, VSSUT, Burla, in the event of any failure to comply with any of the clauses of the terms and conditions of this Quotation call document or in the event of bidder withdrawing his offer before/ after finalization of this selection process. Bid without the required cost of the tender document and EMD amount will be summarily rejected.



21. The University reserves the right at the time of award of the order to increase or decrease the quantity of the goods and services specified in the schedule of requirements without any change in unit price of the ordered quantity.
22. The Quotation document is not transferable. The Quotations submitted by the bidder in their own pro-forma shall not be accepted. While filling up the forms / offering any other information, it shall be done using by typewriting.
23. It may be noted that one agency cannot represent or quote on behalf of more than one dealer in the particular Quotation. Such Quotations if received will not be considered.
24. The bidder must take utmost care to prepare the quotation documents by paginating each page serially, make a suitable packet by tagging all documents and make a comprehensive list of the required documents available in respective page as a cover letter, which will enable the authority to identify the exact documents for verification in future.

Price and its Validity

25. The bidder shall quote rate per unit item. However, the University may increase or decrease the quantity before placing the order, without assigning any reason thereof.
26. The Quotation shall contain the firm and final rates in clear and unambiguous terms in Indian Rupees.
27. The quoted price must be inclusive of all taxes including GST, freight, packing, forwarding, transit insurance, training etc. and must be shown clearly against each entity for delivery at site. The installation, commissioning and demonstration shall be at the supplier cost.
28. The bidder shall also indicate the applicable prevailing GST.

Evaluation and Award of Contract

29. On all the matters relating to this Quotation call document, the decision of the University shall be final and binding and the same cannot be referred to the court of law. The University reserves the right to reject any or all of the Quotations without assigning any reason what so ever.
30. The University reserves the right to call the bidders and to conduct negotiations, if necessary and has the right to select more than one bidder for one or more items at its discretion.
31. Any deviation in technical specifications shall not be entertained ordinarily. The University reserves the right to modify the specifications during the execution stage



of the purchase process. Wherever the technical specifications of items are changed either at the University request or at Bidder's request, revised price will be fixed on the upgraded technical specification, if necessary, by negotiations and as agreed upon by both parties.

32. The University reserves the right to order all or part or none of the items and/or services given in this document.
33. The University may reject the bid even if it is accepted but the successful bidder fails to execute any of the guidelines, terms and conditions mentioned in this Quotation document.
34. The supplier shall not assign or makeover the contract, the benefit or burden thereof to any other person or persons or body corporate. The supplier shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.

Delivery Period

35. All the items are to be door-delivered to the University within 4-6 weeks of the issue of the purchase order. In case the supplier fails to deliver the goods within the due period, the University reserves the right to cancel the purchase order and to place orders with other firms without assigning any reason thereof.
36. The supplier must supply all ordered items at a time. Part supplies are not acceptable and will not be entertained on any account. Any loss or damage during transit will be replaced at the cost of supplier.

Installation and Commissioning

37. The supplier shall be liable to complete all installation and commissioning of the Hardware at the site within 15 days from the date of receipt of items. All packing must be opened at the site and be handed over to the consignee, at the supplier's cost.

Warranty

38. The Hardware supplied will be under a warranty for a minimum period of 1-Year for Comprehensive OEM Warranty from the date of installation and commissioning and running successfully. However, the Computer System shall remain under a warranty period of 3-Years.

Services

39. The supplier shall have a service support base at Sambalpur/Bhubaneswar shall submit full detail address with phone no., fax no. and e-mail ID of the contact person for after sales service.



40. The supplier is required to take care of change in technology and supply the higher version of the hardware available at the time of delivery at the same total cost as per the order. The operating manuals must be supplied at the time of delivery of goods.
41. The supplier shall submit all bills in triplicate on printed forms to the University. The billing must be done with Odisha State GST billing.
42. The supplier must submit valid and up-to-date IT Clearance and GST Registration Certificate along with the bill before release of payment.
43. No interest on any deferred claim arising out of this purchase shall be payable in any case whatsoever. No payment will be made for goods rejected at site during installation and commissioning.
44. The prices charged by the supplier for goods delivered and services performed under the contract shall not be higher from the prices quoted by the supplier in this Quotation.
45. The 100% of the billed amount will be released only if the items have been received in good conditions and successful installation and commission and handed over of the assets of the different Hardware to the competent authority installed and commissioned as per the specifications.

Terms and Conditions

46. Successful bidder will be required to submit a performance guarantee of 5% of the total Order value in the form of fixed deposit receipt, Demand draft, Banker's cheque or bank guarantee from a nationalized bank.
47. Necessary training shall be given to concerned staff.
48. Initial registration of finger prints as well as the facial of all employees/Students shall be the responsibility of the service provider.
49. Offers which are incomplete in terms of scope, specification will not be considered.

Other terms and conditions

50. The University reserves the right to cancel the purchase order if the different Hardware supplied fail to meet the specification mentioned within the terms and conditions of this Quotation call document. The University shall not be held responsible for any loss or damage suffered by the bidder as a result of the cancellation of the purchase order.
51. The University reserves the right to cancel an item as ordered or cancel the whole order, if the University does not agree to a change of specification suggested by the bidder or if the bidder is not able to supply an item as per changed specifications required by the University or if there is no agreement on the revision to price.



52. The University may cancel the order if it is found that the agency is blacklisted on previous occasions by any of the departments/ institutions/ local bodies etc.
53. Any dispute arising out of the deal shall be subjected to the jurisdiction of the court at Sambalpur within the State of Odisha.
54. The University reserves the right to add/delete/change any of the terms and conditions stipulated in this Quotation document.
55. Any Queries in terms of this Quotation Call Notice may please be call at 7008672131 during office hours (09.00 Hrs to 17.00 Hrs.)
56. The bidders are requested to watch our web site regularly for further notifications.

Annexure – A

Sl	Technical Description	Specification Offered	Compliance (Yes/NO)
1.	The Biometric Device Should have the following Features		
	a. Multi-biometric fast verification		
	b. Touch Keypad		
	c. Infrared auto-turning on function to save power		
	d. Quick recognition of dry, wet and rough fingers		
	e. Built -in 2000mAh backup battery to extend operation time		
	f. Display : 2.8-inch TFT Screen or more		
	g. Prevents duplicated face registration and supports fake face detection function		
	h. Should able be store Face Capacity: 2000, Fingerprint Capacity: 3000, ID Card Capacity: 3000, Transaction Capacity: 100000 or more.		
	i. Networked Enable RS232, RS485.TCP/IP, USB, Push Data System.		
	j. It should be AC/DC compatible and preferably have a button for in and out entry.		
	k. The reader should function and record attendance even in standalone mode when network fails.		
	l. Wall mount type reader unit.		
	m. Plug and play USB interface, no external power supply required.		
	n. Rugged construction, Casting of the Biometric Reader shall be weather proof, dust resistant and corrosion free and works well with dry, moist, or rough fingerprints.		
	o. Make	To be specified by Bidder	
	p. Model	To be specified by Bidder	
2.	The software shall provide facility for the following:		
	a. Add, delete, edit location/department, Provision to add, edit, activate, deactivate new shift. Provision for changing permissible timings.		
	b. Provision for marking late and early departure and calculation of leave deduction based on the rule.		
	c. Provision for leave, holidays and compensatory off's.		
	d. Provision to add/edit late arrivals and early departure.		
	e. Monitor transaction logs.		
	f. Report generation module to provide daily attendance report.		
	g. Late entry and early departure report.		
	h. Habitual late comes and early departures.		
	i. Continuous absentee report, location wise/ department wise		



Sl	Technical Description	Specification Offered	Compliance (Yes/NO)
	attendance.		
	j. The software shall be password protected with multiple levels of security and should be upgradeable.		
	k. Should be capable to support more than one machine.		
	l. Employee should be recognized through their finger prints as well as through face anytime they check in or out.		
	m. The software should support multi device connection on LAN.		
	n. Made By	To be specified by Bidder	
	o. Any version	To be specified by Bidder	
3.	Computer System		
	Branded (Preferably HP Make) Intel Core i7 and 8th Gen. with compatible Intel chipset, 8GB DDR 4 @2666, Tower Model having SMPS 180 Watts or above with preferably front side panel having USB, Audio Ports with inbuilt Speakers, 1000 GB HDD 7200 RPM, VGA&HDMI Port, 10/100/1000 on board Integrated Gigabit Port & Integrated Wi-Fi, DVD R/W, USB Key Board and USB Optical Mouse Compatible to Microsoft, TFT Monitor of 19.5" IPS with 1440 X 900 TCO 7 Certified, Windows 10, 64 Bit Professional, Three Years Quick Heal and Onsite Warranty.		
	Make	To be specified by Bidder	
	Model	To be specified by Bidder	
4.	UPS 600VA with 15 Minutes backup facility		
	Make	To be specified by Bidder	
	Model	To be specified by Bidder	

Information Sheet of the Firm

S/L	Description	To be filled in by the firm
1.	Name of the Firm.	
2.	Address Phone No. Cell No. e-Mail	
3.	Contact Person(s) Phone No. Cell No. Alternate Cell No. e-Mail	
4.	Details of Bank Draft towards the cost of quotation documents Issuing Bank : Branch Name : Branch Code : DD No. : Date of Issue : Payable at : Validity : Date of Expiry :	
6.	Details of EMD Issuing Bank : Branch Name : Branch Code : DD No. : Date of Issue : Payable at : Validity : Date of Expiry :	
7.	GST/Service Tax registration details	
8.	Experience Details	
9	Financial Turn Over (Annual) for last three years	

DECLARARION: We hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the quotation is liable to be rejected.

Signature with Seal, name & address of the
Quotationer



UNDERTAKING BY THE BIDDER

To

The Registrar,
Veer Surendra Sai University of Technology,
Burla, 768-018.

Subject: Quotation document for supply, installation, Commissioning, Testing, Training and Maintenance of Biometric Attendance Management System of, VSSUT, Burla.

Dear Sir,

Having examined the conditions of this quotation call documents, I/we, undersigned, offer for Quotation document for supply, installation, Commissioning, Testing, Training and Maintenance of Biometric Attendance Management System of, VSSUT, Burla.

1. I/We undertake to take up the work order within 15 days' time, calculated from the date of issue of your work order.
2. I/We understand that you are not bound to accept the lowest or any quotation, you may receive.
3. I/We enclose all the sheets of this quotation call document duly signed by me on every page, as a token of having studied the specifications pertaining to this site and having accepted the same.
4. Certified that I/We have studied the full contents of the quotation call document and enclosures and agree to quote by the terms and conditions herein. In case of non-observance of any of the conditions mentioned in the quotation form, my/our quotation may be cancelled.

Signature in capacity of

Duly authorized to sign the quotation for and on behalf of

Name and Address of the authorized Signatory

Date:
Place:

Signature
Seal



Price for Biometric Attendance Management System

Name of the Firm _____

Address _____

Sl. No.	Description	Qty	Rate	Tax	Amount
1.	Biometric Device	01			
2.	Computer System	01			
3.	UPS	01			
4.	Any Other Please Clearly Mention				
5	Others, if any				
6					
7					
Total Amount					

Grand Total Price (In Words) _____

#No correction on this sheet shall be entertained.

Authorized Signature

