

**NOTICE INVITING TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF BIOMETRIC DEVICES AT IIM TIRUCHIRAPPALLI**

**Tender No. IIMT/2022-23/IT/BM/60 dated: 16.11.2022**

**(E-Procurement Mode)**

Details	Date	Time	Venue
Name of Work/ Service	<b><i>“Tender for Supply, Installation, Testing and Commissioning of Biometric Devices at IIM Tiruchirappalli”</i></b>		
Date of issue of Tender Document	16.11.2022	18.00 Hrs. onwards	-
Pre bid Clarifications	22.11.2022	15.00 Hrs.	If the Bidder has any query/clarifications, please e-mail to <a href="mailto:purchase@iimtrichy.ac.in">purchase@iimtrichy.ac.in</a> till 3.00 pm, 22.11.2022.
Last date for Submission of Tenders	30.11.2022	15.00 Hrs.	-
Opening of Technical Bid	30.11.2022	15.15 Hrs.	
Demo cum Integration	<b><i>To be informed later</i></b>		
Opening of Price Bid	<b><i>To be informed later in the e-Wizard Portal</i></b>		
EMD	EMD Amount Rs. 10,500/- to be remitted in MoE’s E-Wizard Portal through online mode.		
Copies of payment transaction receipt for <b>EMD</b> has to be attached with the application form, without which the bid won’t be considered. The payment of EMD is exempted for <b>MSME Bidders</b> . Bidders claiming exemption should attach the necessary documentary proof along with the tender document.			
Tender Document	The tender document can be downloaded from the IIM TRICHY website <a href="https://www.iimtrichy.ac.in/tender-published">https://www.iimtrichy.ac.in/tender-published</a> and MHRD e-Wizard Portal ( <a href="https://mhrd.euniwizarde.com">https://mhrd.euniwizarde.com</a> )		
Mode of Submission of Tender	In MHRD e-Wizard Portal( <a href="https://mhrd.euniwizarde.com/">https://mhrd.euniwizarde.com/</a> )		

## Contents

<b>Instructions for Online Bid Submission</b> .....	4
1. Registration Process on Online Portal .....	4
2. Tender Documents Search.....	4
3. Amendment of Bid Document .....	4
4. Assistance to Bidders .....	5
<b>OVER VIEW</b> .....	6
<b>Eligibility Conditions for Bidders</b> .....	6
<b>Instructions to Bidders</b> .....	7
1. Downloading of Tender Document.....	7
2. Earnest Money Deposit.....	7
3. Relationship Certificate.....	8
4. Conditional Bids .....	8
5. Technical Bids Criteria.....	8
6. Price Bid Details .....	8
7. Validity of Bids and Rates.....	9
<b>Bid Preparation</b> .....	9
<b>Procedure for Submission of Online Bids</b> .....	10
1. Online Bids Submission:.....	11
a. <b>Technical Bid – (Cover 1)</b> .....	11
b. <b>Price Bid - (Cover 2)</b> .....	11
<b>Pre-Bid Clarification</b> .....	11
<b>Opening of Technical Bid</b> .....	12
<b>Demo cum Integration</b> .....	12
<b>Opening of Price Bid</b> .....	12
<b>General Term &amp; Conditions</b> .....	12
3) DELIVERY SCHEDULE .....	12
4) PAYMENT TERMS .....	12
5) WARRANTY OF QUALITY .....	13
6) PENALTY CLAUSE.....	13
7) Additional Quantity Clause: .....	13
8) Repeat Order Clause: .....	13

9) Forfeiture of Earnest Money:.....	14
10) Performance Security Details:.....	14
11) CONDITIONAL BIDS .....	14
12) BIDS CRITERIA .....	14
13) VALIDITY OF BIDS AND RATES.....	15
<b>ANNEXURE – I: PROFILE OF THE BIDDER.....</b>	<b>17</b>
<b>ANNEXURE-II: (PRICE BID - BOQ).....</b>	<b>20</b>
<b>ANNEXURE – III: TECHNICAL SPECIFICATIONS.....</b>	<b>21</b>
Indicative Image for Handheld (Portable) models.....	22
<b>ANNEXURE – IV: SUBMISSION OF TENDER DOCUMENT .....</b>	<b>23</b>
<b>CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER .....</b>	<b>25</b>

### **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (<https://mhrd.euniwizarde.com/>)

#### **1. Registration Process on Online Portal**

- a. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link “Bidder Enrolment”.
- b. The bidders to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.
- d. Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- f. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token

#### **2. Tender Documents Search**

- a. Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b. Once the bidders have selected the tenders they are interested in; they may download the required documents/tender schedules. These tenders can be moved to the respective ‘Interested tenders’ folder.
- c. The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

#### **3. Amendment of Bid Document**

- a. At any time prior to the deadline for submission of proposals, IIM Tiruchirappalli (IIM Trichy) reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding

on all bidders and will form part of the bid documents.

- b. The Institute may at its own discretion extend the last date for the receipt of bids.
- c. IIM Trichy reserves the right to cancel the tender without assigning any reason at any stages of evaluation before finalization.
- d. IIM Trichy also reserves the right to, at any time and in its absolute discretion the following:
  - Accept or reject all bids.
  - To obtain further clarification or supporting documents during the evaluation.
  - To suspend, discontinue, modify and/or terminate the Tendering process at any time.

#### **4. Assistance to Bidders**

- a. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b. Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, eprochelpdesk.01@gmail.com, eprochelpdesk.03@gmail.com, eprochelpdesk.06@gmail.com

5. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

**6. The bid should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com>) only.**

## NOTICE INVITING TENDER

### OVER VIEW

Indian Institute of Management Tiruchirappalli (hereinafter referred to as IIMT) is an Institute of National Importance established by the Ministry of Education (Shiksha Mantralaya), Government of India. More details about IIM TIRUCHIRAPPALLI are available in our website [www.iimtrichy.ac.in](http://www.iimtrichy.ac.in).

IIM TIRUCHIRAPPALLI invites e-Tender for *Supply, Installation, Testing and Commissioning of Biometric Devices at IIM Tiruchirappalli*.

Service Description	Estimated Tender Value (Excluding GST)	Interest free Performance Security Deposit
<i>Supply, Installation, Testing and Commissioning of Biometric Devices at IIM Tiruchirappalli</i>	Rs.3,50,000/-	3 % of Work order Value

### Eligibility Conditions for Bidders

The tendering Agency must fulfill the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the bid:

- The bidder(s) should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. A copy of GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and tender document should be same or linked.
- The bidder(s) should be registered with the appropriate registration authority and should be in existence for not less than three years as on. Copy of Certificate of Incorporation or relevant registration certificate should be attached.
- Bidder(s) should have at least three years' experience in Similar work as on 30<sup>th</sup> October 2022. (Relevant documentary proof like work order / Letter of Intent / Agreement) must be submitted with technical bid). *Similar work shall mean: Supply, Installation, Testing and Commissioning of Biometric Devices*.
- Average Annual Turnover of the bidder should be at least 100% of the estimated cost of the tender during the previous three financial years from 2019-20 to 2021-22. Copies of duly audited Balance Sheet with Profit & Loss accounts are to be submitted as per the [Annexure-I](#) (Technical Bid). The year in which no turnover is shown would also be considered for working out the average. In case the income tax return is yet to be filled for the financial year 2020-21, the copy of the audited or unaudited financial statement authenticated by the CEO or CFO shall be submitted.

- e. Bidders should be regular in filing Income-Tax returns. A copy of Income tax returns filed and audited accounts statement for the last three financial years (2019-20 to 2021-22) should be submitted with the Technical Bid.
- f. The bidders should not be blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. An undertaking to this effect in the Company letter head duly signed by the owner / partner or both to be enclosed, as per [Annexure-IV](#).

## **Instructions to Bidders**

### **1. Downloading of Tender Document**

Tender Documents are to be downloaded from the Institute's website <https://www.iimtrichy.ac.in/tender-published> and <https://mhrd.euniwizarde.com/> . No Tender fee is payable.

### **2. Earnest Money Deposit**

- a. The bidder(s) should remit an Earnest Money Deposit (EMD) of Rs. 10,500/- (Rupees Ten Thousand Five hundred only) at MoE's e-Wizard Portal. A copy of the payment transaction receipt has to be attached with the e-Tender application form, without which the tender won't be considered for the bidding process.
- b. The EMD of the successful bidder will be adjusted against the interest free security deposit.
- c. The EMD of the unsuccessful bidders will be released after finalization of the tender. No interest is payable on the Earnest Money Deposit (EMD).
- d. Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect, without which the tender won't be considered for the bidding process.
- e. The bidders who seeks exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

### 3. Relationship Certificate

- a. The bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIM Trichy will not pay any damage to the company or firm or the concerned person.
- b. The company or firm or the person will also be debarred for further participation in the concerned unit.
- c. The near relatives for this purpose are defined as follows: -
  - Members of a Hindu undivided family,
  - Spouse,
  - The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- d. The Relationship Certificate ([Annexure-IV](#)) needs to be placed in the Technical bid cover.

### 4. Conditional Bids

Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.

### 5. Technical Bids Criteria

- i. The technical bid shall contain all the relevant information which forms part of the technical bid. The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of solution being proposed by the bidder.
- ii. All the information should be organized in logically structured form and uploaded in PDF Format as technical bid with an index. Bidders should comply with eligibility criteria and technical requirements. The detailed formats are attached at [Annexure-I](#). The bidder is to complete the same in all respect and submit accordingly. No deviations are acceptable in [Annexure-I](#).

### 6. Price Bid Details

- i. Price Bid i.e. BoQ given with the tender to be uploaded after filling all relevant information and it should be uploaded in MS Excel (.xls) format as per the format available with the tender failing which the offer will be rejected (renaming or changing the format of BoQ) will not be acceptable.



- ii. Price Bid i.e. BoQ in MS Excel (.xls) format given in tender to be uploaded after filling all relevant information. The priced BoQ should be submitted strictly as per the BoQ in MS Excel (.xls) format, failing which the offer will be rejected.
- iii. The bidder should quote the rate for all the items, else the bid will not be taken for consideration.
- iv. The quantities mentioned in Price Bid are tentative and may be increased or decreased depending upon the requirements of the Institute.
- v. Tender must be submitted with the rates for all the item(s) of work involved and any incomplete tender will not be considered.
- vi. The Rates quoted by the tenderer should be inclusive of all (Supply, Installation, Testing and Commissioning, Demo, Packing, Loading and unloading, freight) except GST and must hold good till the completion of work and shall not be subjected to any escalation. No claim on this account what so ever shall be entertained at any stage including the extended period, if any.
- vii. The bidders can send an email to [saict@iimtrichy.ac.in](mailto:saict@iimtrichy.ac.in) (Telephone No 0431-250 5047/5073) and mark a cc to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) to seek clarification regarding any technical Specifications.
- viii. Vendor should quote rates in the Price Bid (**Annexure-II**) in MS Excel (.xls) format only, bids indicating rates anywhere else will be rejected.

## 7. Validity of Bids and Rates

- i. All the quoted rates would be valid until the completion of the contract. No escalation of price whatsoever would be allowed during the currency of the contract, including extended period if any.
- ii. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of price bid.

## Bid Preparation

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- iii. 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 document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- iv. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

### Procedure for Submission of Online Bids

- i. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii. The tender document should be downloaded from the IIM Trichy website <https://www.iimtrichy.ac.in/tender-published> and <https://mhrd.euniwizarde.com/> . The Tender needs to be submitted online through MHRD e-Wizard Portal (<https://mhrd.euniwizarde.com/>).
- iii. The bidder needs to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iv. The bidder should submit the bid online in two parts viz. Technical Bid and Price Bid. Technical Bid along with required documents should be in PDF format and uploaded online in Cover-1. Price Bid in MS Excel “.xls” format only should be uploaded online in Cover- 2.
- v. All the pages of the tender document being submitted must be digitally signed as per the procedures and requirements stipulated herein.
- vi. The bidder(s) shall not make any changes or amendment in the tender document as published in the IIM Trichy website and Ministry of Education e-Wizard Portal.
- vii. All correspondence and documents relating to the tender shall be written in English.
- viii. No addition or alteration should be made in the tender document.
- ix. The tender document should be filled in legible handwriting/printing/typing without any ambiguity.
- x. If any correction is necessary in the information provided by the bidder, the same should be made after scoring out the old entry. In any case, there should not be any over writing. All the corrections should be attested with full signature of the bidder with date.
- xi. It is construed that the bidder has read all the terms and conditions before submitting their offer. An undertaking as given in the [Annexure-IV](#) to the effect of stating that the terms and conditions of the tender have been read and abided by the tenderer shall be furnished.
- xii. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- xiii. The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.
- xiv. Bidders to note that they should necessarily submit their price bids in the prescribed format given by IIM Trichy and no other format is acceptable.
- xv. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.

- xvi. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- xvii. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- xviii. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- xix. The off-line tender will not be accepted and no request in this regard will be entertained whatsoever.

### **1. Online Bids Submission:**

The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

#### **a. Technical Bid – (Cover 1)**

- i. The following documents are to be furnished as single PDF file by the bidder(s) along with Technical Bid ([Annexure-I](#)), as per the tender document;
- ii. Application form and Relationship Certificate as per [Annexure - IV](#).
- iii. Copy of PAN and GST Registration.
- iv. Copy of constitution or legal status of the bidder service provider /Sole proprietorship / firm agency etc. like Attested copy of deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.
- v. The Web API Details should be enclosed.
- vi. A copy of Balance Sheet, Profit & Loss Statement and Income tax returns filed and audited accounts statement for last three financial years (2019-20 to 2021-22).
- vii. Duly (Digitally) Signed Tender document and it's all annexures.
- viii. All other document mentioned in tender document, except Price Bid document.

#### **b. Price Bid - (Cover 2)**

Price bid (As per [Annexure-II](#) duly filled and signed) Price must be quoted and uploaded online as per the format specified (MS Excel “.xls” format), failing which tender shall be rejected.

### **Pre-Bid Clarification**

If the Bidder has any queries/clarifications, please e-mail to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) by 3.00 pm, 22.11.2022.

The answers/clarifications to the bidders will be communicated after the pre-bid clarification deadline (i.e 3.00 pm, 22.11.2022).

### **Opening of Technical Bid**

The technical bid will be opened by the Tender Opening Committee on 30.11.2022 at 15.15 Hrs. through e-wizard online portal.

### **Demo cum Integration**

The bidders who qualified in Technical Bid shall be invited to provide a Demo of the product and a presentation/demonstration on the Integration of the Bio Metric Device with the existing Campus ERP software to the Evaluation Committee through virtual/physical mode.

In case the bidder(s) fail to present/demonstrate the Integration of the proposed Bio Metric device with the existing Campus ERP Software, his/her bid will be rejected.

The bidder would be selected on the basis of Technical Bid and Demo cum integration by a Committee formed by the Institute, and the Committee's decision would be final and binding.

### **Opening of Price Bid**

The price bids of all the technically eligible bidders will be opened. The date and time for opening of the Price Bid will be informed later through e-wizard online portal.

The Institute reserves the right to accept or reject all the offer including the lowest without assigning any reason.

### **General Term & Conditions**

- 1) The successful bidder should provide a letter for the Warranty period of at least Two Years for the Supply, Installation, Testing and Commissioning of Biometric Devices at IIM Tiruchirappalli.
- 2) The successful vendor should provide a demo product within 4 days after the release of the work order to test the integration feasibility with the software.

### **3) DELIVERY SCHEDULE**

- i. The successful bidder should complete the ***Supply, Installation, Testing, And Commissioning of Biometric Devices at IIM Tiruchirappalli*** within **15 days** from receipt of the Purchase Order.
- ii. In case the firm fails to supply, Commissioning/install the required items within the specified period, the Purchase Order as a whole may be terminated. Applicable penalties would be levied to the supplier/vendor. The decision of the competent authority in the matter of penalties would be final and binding.

### **4) PAYMENT TERMS**

- i. No advance payment will be made in any case.

- ii. Payment will be released after successful Commissioning/Installation of all the items/supply of all the items within **25 days'** subject to submission of Invoice/Bill with all relevant documents like warranty certificate, etc.
- iii. Payment for the biometric attendance systems will be released only after the successful integration with the existing software by the AMC provider of the software (Student Administration ERP).
- iv. TDS and any other Government levies applicable on bills as per Government instructions/notifications issued from time to time shall be applicable and deducted from Supplier/Vendor/Service Provider's bills.

## **5) WARRANTY OF QUALITY**

- i. The item supplied should carry the warranty as per the requirement mentioned in Technical Specification Section ([Annexure-III](#)). The successful bidder should provide a letter for the Warranty period of Two Years for the Supply, Installation, Testing, And Commissioning of Biometric Devices & Supply of External Storage Devices to IIM Tiruchirappalli.
- ii. The defects, if any, during the guarantee/warranty period are to be rectified free of charge by arranging free replacement wherever necessary. IIM Tiruchirappalli officials would claim the warranty either directly with the OEM or through the successful bidder/supplier.

## **6) PENALTY CLAUSE**

Deficiency/delay in Supply/Quality will be construed as lapses on the part of the vendor. Such lapses due to vendor will be viewed seriously, and penalties will be imposed on the vendor in case of any delay in providing the required materials as covered by this Tender within the stipulated date and timings. IIM Tiruchirappalli reserves the right to impose the penalty, and the quantum of the penalty will be decided in individual cases, and decision of the competent authority at IIM Tiruchirappalli, shall be final and binding

In case the Vendor fails to supply any items within a specified delivery period, the same items will be obtained from the open market and the difference in cost, if any, will be recovered from the EMD or from the pending bill(s) of the defaulting firm or the Vendor if the recoverable amount exceeds the EMD and if there are no pending bills due to be paid to the respective Vendor.

## **7) Additional Quantity Clause:**

IIM Tiruchirappalli shall exercise an option to procure an additional Quantity of the items in addition to the quantity initially mentioned in the tender in accordance with the same rate, terms & conditions of the tender. It will be entirely at the discretion of the Buyer (IIMT) to exercise this option or not.

## **8) Repeat Order Clause:**

IIM Tiruchirappalli shall place the repeat order for the same quantity of the items or less as per the rate quoted by the successful Bidder (L1) within six months from the date of supply/ successful commissioning/installation of the work with the same terms & conditions of the tender. In extra-

ordinary circumstances, a repeat order shall be placed within 1(one) year. It would be entirely at the discretion of the buyer (IIMT) to place the repeat order or not.

#### 9) Forfeiture of Earnest Money:

The earnest money will be forfeited in the following cases:

- i. Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws or amends or impairs or derogates from the Tender in any respect within the period of validity and/or after opening the Tender. Such bidders will also be blacklisted.
- ii. When information/certificate/document furnished is found to be false at any stage.
- iii. When the bid documents have been manipulated or altered after they are downloaded from the website.

#### 10) Performance Security Details:

- i. The successful Bidder will be required to remit an interest free **Performance Security Deposit of 3% of the Work Order** value through online transfer to IIM Tiruchirappalli Bank Account, within ten working days from receipt of the work order. **The Security Deposit will remain with the Institute until the completion of the Warranty period and the same will be refunded after adjusting applicable deductions, if any.**
- ii. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the contract.
- iii. In case, the Vendor fails to provide the required services as covered by this Tender within a specified delivery period, the same items will be obtained from the open market, and the difference of cost, if any, will be recovered from the Performance Security or from the pending bill(s) of the defaulting firm or from the vendor if the recoverable amount exceeds the Performance Security and there are no pending bills due to be paid to the respective vendor.

#### 11) CONDITIONAL BIDS

Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.

#### 12) BIDS CRITERIA

- i. The bidder should quote the rate for all the items mentioned in the Price Bid (BoQ), otherwise, the price bid will not be considered for evaluation.
- ii. The rates quoted by the tenderer should be inclusive of all charges (Delivery to IIM Tiruchirappalli), Supply, Installation, Testing, Commissioning, Packing, Loading and unloading, etc., but **except GST** and must hold good till the completion of the supply/work and

shall not be subjected to any escalation. No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.

- iii. Price Bid i.e. BoQ given with the tender to be submitted after filling all relevant information and it should be as per the specifications *mentioned in the price Bid (Annexure-II)* and as per the format available with the tender, failing which the offer will be rejected (renaming or changing the format of BoQ) will not be acceptable. The Bidder should quote the price inclusive of all charges but *exclusive of GST*.
- iv. The quantities mentioned in Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.
- v. **Price Bid** (BoQ) given in tender to be submitted after filling in all relevant information. The priced BoQ should be submitted strictly as per the Price Bid (BoQ) [Annexure-II](#), failing which the offer will be rejected.
- vi. Arithmetical errors, if any, shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, then the unit price shall prevail, and the total price shall be corrected by the Institute. If the Bidder does not accept the correction of the errors, the bid shall be rejected. All Rates, Prices, Amounts and Sums quoted by the bidder shall be in Indian currency only. The language used throughout shall be English.

### **13) VALIDITY OF BIDS AND RATES**

- i. All the quoted rates would be valid until the completion of the contract. No escalation of price whatsoever would be allowed during the currency of the contract, including an extended period if any.
- ii. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of the bid.

14) Canvassing in connection with the tenders is strictly prohibited, and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.

15) **Authority of the person signing the document:** A person signing the tender application or any documents forming part of the contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person, so signing had no authority to do so, the IIM Tiruchirappalli may without prejudice to other civil and criminal remedies cancel the contract and held the signatory liable for all cost and damages.

16) In respect of the supply to IIM Tiruchirappalli, the vendor shall be liable for depositing all taxes, levies, cess, etc., to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.

17) Arbitration: In case of any unreconciled disputes between the parties IIM Tiruchirappalli and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Tender document, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on both parties. The language of the arbitration shall be English. The Place and seat of arbitration shall be in Tiruchirappalli.

18) **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.

**19) Force Majeure:**

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.



**ANNEXURE – I: PROFILE OF THE BIDDER**

Sr. No.	Required information	Description
1	Name of the agency / firm /company	
2	Address of the agency / firm /company	
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)	
4	Authorized Signatory Details	Name
		Designation
		Email
		Phone
	Details of Contact other than Authorized Signatory	Name
		Designation
		Email
		Phone
5	Month and Year of commencement business.	
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per Shops and establishment act.).
		PAN No. of the Agency
		GST No. of the Agency

7	Has your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?	
8	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
9	Brief details of Litigations, if any, connected with related work, current or during the last two years, the opposite party and the disputed amount.	
10	Give details of Termination of previous contract, if any	
11	<b>Details of bank mandate;</b> Name of the Bank Name of the Branch Account No. Type of Account IFSC Code No. (copy of the cancelled cheque should be enclosed)	
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:	

Turnover in the relevant field on contract basis during the last 3 years (from 2019-20 to 2021-22). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2019-2020	2020-2021	2021 – 2022
Details of Gross Annual Turnover - (Rs. in Lakhs)			
Average Turnover in last three years	INR _____ in Lakhs		

List of present and past clients in the following format. The information provided will facilitate evaluation of Technical Bid (**Please use separate sheet if required without changing the format**). Please attach client certificate and work orders etc., clearly giving period of contact.

Sr. No.	Name of the organization with complete postal address	Nature or type of work undertaken	Period for which the contract is/was awarded	Work order Value INR	Name and designation of the contact person with Tel. / Mobile No (s), Email ID
1					
2					
3					
4					
5					
6					
7					
8					
9					

**ANNEXURE-II: (PRICE BID - BOQ)**

**Price Bid in MS Excel (.xls format) file should be uploaded separately as per the instructions provided in the online submission of bid**

**Note: Bidder Should not make any changes in Brands and Specification mentioned in Price Bid and should quote the rate for only Brands and Specification Mentioned in Technical Specification Section, else bid will be rejected.**

**ANNEXURE – III: TECHNICAL SPECIFICATIONS**

S. No	Description of work	Quantity
1	<p><b>Supply, Installation, Testing and Commissioning of Biometric Devices [Only Handheld (Portable) models]</b></p> <ul style="list-style-type: none"> <li>• The device should support both finger and card certification methods.</li> <li>• The device should support 3000 user/student capacity.</li> <li>• Finger verification will be used as the primary method and if it does not work then it should switch to the password /card sensing option.</li> <li>• Should be able to connect multiple devices concurrently through WLAN and the same has to be connected with a centralized database.</li> <li>• It should work wirelessly via institute’s Wi-Fi network.</li> <li>• Re-chargeable inbuilt battery should be there with at least 4 hours’ backup time.</li> <li>• It should be a handheld model which would be circulated among the students before starting each class. Only handheld (portable) models which can be handled using a single hand would be acceptable.</li> <li>• It should have a LCD/LED display for better visibility and confirmation.</li> <li>• It should be preferably a color display.</li> <li>• It should work in a centralized environment integrating multiple biometric devices with a single database.</li> <li>• Necessary Web API details along with support to be provided to integrate this device with our existing student administration software application.</li> <li>• Should provide necessary support to the software developer to integrate the biometric attendance devices with the existing software. Shall also provide RAW Database if needed.</li> <li>• We would use 2 devices in each classroom simultaneously for marking the attendance.</li> <li>• The device should be suitable for marking classroom attendance (subject/class wise).</li> <li>• The device should accept sufficient fields to enter the classroom attendance along with name of the program, batch (admission year), term, student name/roll number, name of the session/subject, classroom number etc for the class wise segregation/processing of the data through the existing ERP.</li> <li>• At least one field should support alphanumeric values.</li> <li>• There are 8 Classrooms and hence 16 devices to be integrated with the system.</li> <li>• The device should preferably support wired LAN connections as well.</li> </ul>	16 Nos.

	<ul style="list-style-type: none"><li>• Biometric devices should have capability to connect to remote webserver. Web interface should be provided from where biometric devices can be managed. Web server shall be connected with a central database system which can be MySQL/MSSQL. The existing ERP works on MS SQL Database.</li><li>• Should have the capability to send live biometric attendance to the webserver.</li><li>• The payment will be released only after the successful integration with the existing ERP.</li><li>• The Web API details should be enclosed along with the Tender document.</li><li>• At least <b>2 years'</b> warranty should be provided for the hardware</li></ul> <p><b>Approved makes:</b> eSSL, realtime, Suprema, Zkteco, Fortuna, Matrix, Spectra, Mantra &amp; Cardlogix.</p>	
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### Indicative Image for Handheld (Portable) models



**ANNEXURE – IV: SUBMISSION OF TENDER DOCUMENT**

The Chief Administrative Officer (i/c),  
Indian Institute of Management Tiruchirappalli,  
Trichy-Pudukkottai Main Road,  
Chinna Sooriyur Village,  
Tiruchirappalli 620 024.

Date:

***Subject: “Tender for Supply, Installation, Testing and Commissioning of Biometric Devices at IIM Tiruchirappalli”***

Reference: Tender Notice published in IIM Tiruchirappalli website. - ***Tender No: IIMT/2022-23/IT/BM/60 dated: 16.11.2022***

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our Tender in a required format. I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

It is certified that I, \_\_\_\_\_ (name of the person) S/o  
Shri \_\_\_\_\_ r/o  
\_\_\_\_\_

a) am authorized to sign this document on behalf of M/s. \_\_\_\_\_ (the name of the firm / company which is bidding in this tender) and that our firm / company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.

b) hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIM Tiruchirappalli as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIM Tiruchirappalli shall have the absolute right to take

any action as deemed fit / without any prior intimation to me.

c) further declare that:

1. All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
2. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.
3. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
4. I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

**Seal of agency / Firm / Company**



**CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER**

Sl. No	Covers	Details	Remarks	Tick (√)
1	(Cover 1)	All the documents and Annexures, except Price Bid document.		
2	(Cover 2)	Only Price Bid documents as per the BoQ MS excel format(.xls)		
3		Whether GST Registration Certificate is enclosed.		
4		Whether PAN is enclosed.		
5		Whether duly filled in Technical Bid documents (i.e., Annexure-I to the tender document) along with all the related enclosures have been enclosed with the Tender: <ul style="list-style-type: none"> <li>i. Registration/ Incorporation details of the bidding firm/Agency/ Company</li> <li>ii. Documents in support of Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company.</li> <li>iii. Authorization / Power of attorney for signing the tender document</li> <li>iv. Audited Annual Accounts, Income Tax Return and assessment orders for the last three consecutive financial years i.e., 2019-20 to 2021-22. If IT Return is not filled for 2020-21, unaudited or audited financial statement should be attached.</li> <li>v. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts.</li> <li>vi. All other information/ details/ supporting documents/proof desired in the</li> <li>vii. Tender document.</li> </ul>		
6		Whether Technical Bid documents as per <a href="#">Annexure-I</a> of the tender document is submitted.		
7		Whether Undertaking, Near Relative and Declaration Certificate as per <a href="#">Annexure-IV</a> is submitted.		
8		Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and over writing/ erasures, if any, in the technical bid duly been signed and endorsed with seal?		
9		Whether an <b>Index or Table of Content</b> of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?		
10		Whether Tender documents have been signed with seal in all the pages by the bidder.		