

JIWAJI UNIVERSITY, GWALIOR



TERMS & CONDITIONS

SUPPLY AND INSTALLATION OF BIO-METRIC FINGER PRINT BASED TIME ATTENDENCE MANGEMENT CONTROL SYSTEM

- Note :-**
- 1. Please read the Terms & Conditions carefully**
 - 2. This tender form is non transferable**

JIWAJI UNIVERSITY, GWALIOR

NO. JU/EXAM-II/CONF./10/339

DATED : 05/03/2010

// TENDER NOTICE //

Sealed tenders are invited for Supply and Instalation of Bio-Metric Finger Print Based Time Attendance Management Control System from the original manufacturers or their authorised dealers having experience of supplying similar systems in atleast five organisations during last three calendar years (2007, 2008, 2009). The expected quantity of the mentioned machine may be five in number. Tender form having terms & conditions, technical aspects and other details of work may be obtained on payment of Rs. 500/- cash or through demand draft from office of the Registrar, Jiwaji University, Gwalior during office hours. It can also be downloaded from University website www.jiwaji.edu. and it should be supplicated D.D. of Rs. 500/- with the tender form. Last date for depositing completed tender form in the university is 22-03-2010 up to 1.30 P.M. Tenders shall be opened on 22-03-2010 at 5.00 P.M. in the presence of tenderers or their representatives.



REGISTRAR

CHECK LIST OF ENCLOSURES

Please arrange documents in cover 'A' for technical bid as per enclosure number given below

(Please write enclosure no. on the cover page of each document with ink)

1. Enclosure 1 - Earnest money deposit (DD. of Rs. 5000/-)
- 1(A). Enclosure 1(A) - Cost of tender form (DD of Rs. 500/-) (Applicable for those tenderers only who have downloaded the tender form from University website)
2. Enclosure 2 - Prescribed form of PART-A dully filled and terms & conditions of tender and contract signed by tenderer with seal and signature on each page
3. Enclosure 3 - Document of Proprietary Certificate or dealership certificate of the firm.
4. Enclosure 4 - List of organizations and supply orders for supply and Installation of Bio-metric finger print based time attendance management control system for atleast last three calendar years (2007, 2008, 2009)
5. Enclosure 5 - Brochure or document in which full specification is given as a proof to match the required specification (relevant points must be highlighted or underlined)
6. Enclosure 6 - Document of the registration number of the firm.
7. Enclosure 7 - Document of the MPST/CST/TIN. No. of the firm.
8. Enclosure 8 - Document of the PAN No. of the firm.
9. Enclosure 9 - Audited balance sheet of the firm for the last three years.

Signature of Tenderer with Seal

GENERAL TERMS & CONDITIONS OF TENDER AND CONTRACT

TENDERER SHOULD READ THESE CONDITIONS CAREFULLY AND COMPLY STRICTLY WHILE SENDING THEIR TENDERS. IF A TENDERER HAS ANY DOUBT REGARDING THE TERMS & CONDITIONS AND SPECIFICATIONS, MENTIONED IN THE TENDER NOTICE OR IN CASE ANY CLARIFICATION IS REQUIRED, THE TENDERER MAY SEEK IT FROM REGISTRAR, JIWAJI UNIVERSITY, GWALIOR BEFORE SUBMITTING THE TENDER. THE DECISION OF THE REGISTRAR, JIWAJI UNIVERSITY, GWALIOR SHALL BE FINAL AND BINDING ON THE TENDERER.

1. Sealed tender will be received till 1.30 PM on 22-03-2010 in Jiwaji University, Gwalior and will be opened at 5.00 PM on the same day in presence of the tenderers.
2. Specification of the machine -
 - (a) Bio-Metric (Finger Reader) Reader with scratch resistant scanner and Proximity Card Reader with built in controller for time and attendance Management System along with suitable software.
 - (b) The Compatibility of the machine should be maximum 1800 persons per machine.
3. This tender is issued for the supply and installation of Bio-metric Finger Print based time attendance management control system and expected quantity of machine may be five in number. Registrar, Jiwaji University, Gwalior may increase or decrease in above mentioned quantity as per the actual requirement.
4. This tender is valid for a period of one year from the date on which the acceptance of the tender under registered post is communicated to the successful tenderer.
5. Firms having experience of supply of similar type of Attendance Management control system in atleast five organizations during last three calender years (2007, 2008, 2009) are eligible to participate in the tender.
6. Sealed Tender envelope should be superscribed "Tender for Supply and Installation of Bio-Metric Finger Print based time attendance management control system". containing two seperate sealed envelopes COVER 'A' & COVER 'B' as prescribed hereafter should be submitted to the Registrar, Jiwaji University, Gwalior upto prescribed time and date.
7. Cover A should be addressed to the Registrar, Jiwaji University, Gwalior (M.P.) and should be superscribed "Technical bid for Supply and Installation of Bio-Metric Finger Print based time attendance management control system". The Tenderer should send along with the Tender the following documents for the items tendered in separate cover hereafter called "COVER A" :-
 - (1) Earnest money deposit (D.D. of Rs. 5000/-) in favour of the Registrar, Jiwaji University, Gwalior
 - (2) Cost of tender form (D.D. of Rs. 500 /- Applicable for only those tenderers who have downloaded the tender form from university website)

Signature of Tenderer with Seal

(1)

- (3) The tenderer shall supply the list of those customers/organizations for whom they have supplied and installed similar Bio-Metric Finger Print based time attendance management control system during atleast last three calendar years (2007, 2008, 2009) along with the supply orders from the organizations for support of the same.
- (4) The tenderer should be the original manufacturer or authorised dealer of Biometric Finger Print based time attendance management control system. A copy of the proprietary certificate or dealership certificate should be enclosed as a proof.
- (5) Enclose document of the registration number of the firm.
- (6) Enclose document of Madhya Pradesh/state sales tax No./CST No./TIN No. of the firm.
- (7) Enclose document of permanent Account No. income Tax/PAN No. of the firm.
- (8) Enclose audited balance sheet of the firm for last three years.
- (9) Enclose brochure or document of the Biometric Finger Print based time attendance management control system with full technical specification for the verification of the required specifications (Relevant Points must be highlighted or underlined).
- (10) Enclose prescribed form of Part-A dully filled alongwith checklist and general Terms & Conditions of Tender and Contract signed by tenderer with seal on each page.

(Signatory authority of tenderer should signed all enclosures in cover 'A' and each page of terms & conditions including form of Part-A).

Note :-

- (A) All attested documents must be submitted in Hindi or English Language. If the documents are not in Hindi or English, they should be translated in Hindi or English and must be submitted alongwith the copy of original document.
 - (B) All above mentioned documents should be under the name & address of premises where the quoted items are actually manufactured.
 - (C) TENDER WILL BE LIABLE FOR OUTRIGHT REJECTION IF :-
 - (I) ANY RATES ARE DISCLOSED IN COVER A.
 - (II) ANY DISCOUNTS/SPECIAL OFFERS ARE MADE IN COVER A.
7. Financial Bid duly filled in form of Part-B giving the rates for quoted items in individual envelope should be sent in separate sealed cover hereafter called, "COVER B". COVER-B Should also be addressed to the Registrar, Jiwaji University, Gwalior and should be superscribed "FINANCIAL BID FOR SUPPLY AND INSTALLATION OF BIOMETRIC FINGER PRINT BASED TIME ATTENDANCE MANAGEMENT CONTROL SYSTEM". Signatory authority of Tenderer should signed each page of Part-B.
8. Cover-B will be opened only for those tenderers who will satisfy the standards laid down by the details furnished by the tenderer in COVER A, in compliance of Tender terms & conditions.

Signature of Tenderer with Seal

9. EARNEST MONEY -

- (i) Tender shall be accompanied by an earnest money of Rs. 5000/- without which tenders will not be considered. The amount should be deposited by demand draft in favour of Registrar, Jiwaji University, Gwalior.
- (ii) Refund of earnest money :- The earnest money of unsuccessful tenderer shall be refunded soon after finalisation of Tender.

10. Forfeiture of earnest money :- The earnest money will be forfeited in the following cases:-

- (i) When the tenderer withdraws or modify the offer after opening of tender but before acceptance of tender.
- (ii) When the tenderer does not execute the supply order within the specified time.

11. Tender form shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign the tender form on each page and at the end in token of acceptance of all the terms and conditions of the tender.

12. In case, the machine supplied by the approved firm does not confirm to the required standard, the payment there of, if received by the firm shall have to be refunded to the Registrar, Jiwaji University, Gwalior.

13. RATES

Only net rates should be quoted. No Separate free goods or cash discounts should be offered. Rates must be valid for a period of one year from the date on which the acceptance of the tender under registered post is communicated to the successful tenderer and must be offered confirming to the following :-

- (i) Delivery should be given to Jiwaji University, Gwalior. The University will pay no cartage or transportation charges and the rates must be quoted inclusive accordingly.
- (ii) Cost of the system should include installation and commissioning alongwith software and the rates must be quoted inclusive accordingly.
- (iii) Rates must be offered net only against the specified column of the items. The net rate must be inclusive of all charges by way of packing, forwarding, incidental of transit charge including transit insurance, octroi and any other levies or duties etc. charge on the product except Sales Tax (VAT/CST). If rates are quoted giving any free goods quantity or cash discounts, the same shall not be considered.
- (iv) Only Sales Tax (VAT/CST) and surcharge if applicable will be paid over net rate.
- (v) Excise duty or surcharge prevailing on the date of submission of the rate must be included in the net rate. In the event of any subsequent variation (increase or decrease) in excise duty and sales tax (VAT/CST) by the government (State of Central) the same will be modified accordingly.

Signature of Tenderer with Seal

- (vi) Other statutory increase or decrease shall be agreed upon mutually between University and Successful tender and revised rate shall be applicable to order received by the tenderer firm on or subsequent to the date of such increase in government duty.
- (vii) The rates must be written both in words and figures in financial bid (Part-B), in case of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. There should not be errors and/or overwriting. Corrections if any should be made clearly and signed by the tenderer with date. Element of the Madhya Pradesh Sales Tax (VAT) or Central Sales Tax should be mentioned separately.
- (viii) (A) **No paper should be detached from the tender form.**
(B) **The tenderer shall sign with seal on every page of the tender form and Terms & Conditions in token of his acceptance of all the Terms & Conditions of the tender and return the same along with tender. In case of non receipt of terms and conditions duly signed with the tender form (Part-A) the tender will be rejected.**

14. SUPPLY ORDERS

- (i) All the supply orders will be placed to the approved firm through registered post only and the date of registration at the post office will be treated as the date of order for calculating the period of execution. The printing firm will execute all orders within specified time.
 - (ii) The approved firm would be required to supply the requisite number of system within three weeks from the date of placement of order through registered post.
 - (iii) Repeat orders may be placed to the successful tenderer on the approved rates and the conditions given in the tender within the validity period.
- 15.** Subletting or assigning contract to third party is prohibited. In the event if Tenderer violates this condition, Registrar, Jiwaji University, Gwalior shall be at liberty to place the contract elsewhere on the Tenderer's account and at his risk. The tenderer shall be liable for any loss or damage, which the Jiwaji University, Gwalior may sustain in consequence or arising out of such replacement of the contract.
- 16.** Remittance charges on payment made to the firms will be borne by the firms.
- 17.** All correspondence in this connection should be addressed to the Registrar, Jiwaji University, Gwalior. Technical question should be referred to the Registrar, Jiwaji University, Gwalior direct by correspondence or by personal contact.

Signature of Tenderer with Seal

18. The quantity indicated in the tender is mere estimates and is intended to give an idea to the prospective tenderers to enable them to decide whether they will undertake to supply the article to this University on most competitive rates. The figures indicated in the tender do not constitute any commitment of the part of department to purchase any of the articles in the quantity shown therein against each or in any quantity whatsoever. It is further made clear that the University does not bind itself to purchase all or any quantity mentioned in the tender and no objection against the quantity of the indent of approved item being more or less than the approximate quantity will be entertained and shall not be acceptable as a ground for non supply on the quantity indented.
19. The Registrar, Jiwaji University, Gwalior will have the right to accept or rejection of all or any of the tender without giving any reason for the same.
20. The university reserves the right to physically inspect the system supplied by the tenderer in any location.
21. The payment will be made to the successful tenderer after completion of successful delivery and satisfactory installation of the purchased system with satisfaction of the University at the scheduled destination.
22. The successful tenderer should train the university staff assigned in handling the system in hardware and software operation for basic trouble shooting, general functions and about software and management information system.
23. Extra stipulation or any other condition contrary to the above Tender conditions are not acceptable and may render the tender liable to rejection.
24. The tenderer must be signed at the below of Terms & Conditions agreeing to abide by all conditions of the tender and accept them in toto.
25. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Gwalior City only.
26. The Registrar, Jiwaji University, Gwalior can relax the terms and conditions in the exigency of the department work.

**Registrar
Jiwaji University, Gwalior**

I/We have read the above terms and conditions and I/We agree to abide by the same.

Signature of Tenderer with Seal

JIWAJI UNIVERSITY, GWALIOR

PART-A

Technical bid for Supply and Installation of Bio-Metric Finger Print Based Time Attendance Management Control System

1. Name of Firm
2. Name of Proprietor of the firm
3. Permanent address of the firm
4. Registration No. of the firm
(Please Enclose Certificate)
5. Sales Tax
(MPST/CST/TIN) No.
(Please Enclose Certificate)
6. Permanent Account No. Income Tax
7. Whether firm is agreeable to all the
Terms & Conditions mentioned in
tender
8. Name of person who will apprise
the University about the status of
the work with his Phone No.
(Landline and Mobile)
9. Office Phone No.
10. Fax No.
11. E-mail ID

Signature of Tenderer with Seal

12. Details of experience of Supply and Installation of Bio-Metric Print based time attendance management control system.

Calandar Year	Name of Organization	Mention dispatch no. and date of the enclosed supply order
2005	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
2006	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
2007	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
2008	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
2009	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

(Please enclose supply orders for relevant years as proof in enclosure-4)

Signature of Tenderer with Seal

***Technical Information about the quoted Bio-Metric Finger Print Based
Time Attendance Management Control System.***

1-	Scratch Resistant Scanner (Please Write Yes/No in theColumn)	
2-	Proximity Card Reader with build in Controller for time and attendance management system (Please Write Yes/No in theColumn)	
3-	Supply of suitable software along with Machine (Please Write Yes/No in theColumn)	
4-	Compatibility of the Machine (Please write capacity in number of persons in column)	
5-	Guaranty/Warranty period given by firm	
6-	Service Centre in Gwalior or Nearest Place	

Please enclose brochure or document as a proof for above specifications, in which specifications must be highlighted or underlined.

Signature of Tenderer with Seal

PART-B

**Commercial bid for Supply and Installation of Bio-Metric finger
Print Based Time Attendance Management Control System**

1. Name of Firm
2. Address of firm
3. Phone No.

Please read general terms & conditions. Quoted rates must be inclusive of all charges by way of packing, forwarding incidental of transit charge including transit insurance, octroi and any other levies or duties etc. and transportation of material upto University office/store except Sales Tax (MPST/CST/VAT).

S.No.	Description of the Item	Rate to be quoted	Rate quoted by firm in Rs. (Figures and words)
1-	Bio-Metric (Finger Reader) Reader with Scratch Resistant Scanner and Proximity Card Reader with build in Controller for Time and Attendance Management System alongwith suitable software installation and commissioning. Compatibility : 1800 Persons Per Machine	Per Machine along with Software Installation and commissioning	

**Signature
Name in Capitals
Company/Firm Seal**

Date :

Note :-

1. No Quantity of Cash Discounts should be offered.
2. Rate should be Written Both in Words and Figures.
3. Read all the Terms & Conditions before filling the Part-B.