



(Please quote "LTE NO" for reference in all documents)

**LIMITED TENDER ENQUIRY**

LTE No. VNIT/STR/LT/NC/AMC/MK/MBB/10/2107

Dated: 08 MAY 2017

**Sub.: Request for quotation for supply of "Comprehensive Annual Maintenance Contract for Biometric Attendance Recording Machine with face recognition Model No. IFACE-302"**

Date & Timing of issuing the tender : Time 9.30 A.M. Date:09.05.2017  
Last Date & Timing of Submission the Tender : Time 3.00P.M. Date :19.05.2017  
Date & Timing of opening the tender : Time 3.30 P.M. Date:19.05.2017  
EMD(Rs.) : Rs. 3000/-

Sir,

You are requested to quote for the following items sealed in single cover:-

Sr. No	Item with Specifications CAMC of the following items	Qty	Unit rate (In.Rs)	Amount per year (In.Rs)
1	<b>AMC for Biometric Attendance Recording Machine with face recognition Model No IFACE-302</b> <b>Specifications :</b> Attendance recording system with Fingerprint and face recognition along with software Face Capacity : 400 (1:N)/700 (1:G)/ 3000 (1:1) Fingerprint Capacity : 2000 Mifare ID Card Capacity : 10,000 Transaction Storage :1,00,000 Camera : High Resolution Infrared Camera Communications : RS232, RS485, TCP/IP USB-HOST Identification time : < = 2S FAR : < = 0.0001% FRR: < 1% Operating software to access data output even on network. Operating Humidity : 20%-80% Fingerprint Sensor : Optical Fingerprint Sensor without film. Battery backup (200 mA), Work Code The attendance recording should be able to record attendance of students twice a day. The software should be able to generate daily/ monthly report of absentees. Administrator rights can be given to two or three users.	10 Nos		
2	<b>Terms and Conditions</b> 1. The firmware software must be updated as soon as the newest and appropriate software launched 2. Database must be upgraded in each semester for the students admitted/or enrolled in next semester 3. Proper service Report must be submitted monthly by the bidder which included database updation, service updated on the machine, and attendance report duly signed by the department head 4. The quarterly bill in original must be submitted in triplicate form Payments will be released after submission of reports mentioned above.			

You are requested to kindly go through the detailed terms & conditions/instructions mentioned below and overleaf and submit your most competitive offer latest by the submission deadline cited above.

**INSTRUCTIONS:**

1. Please mention the enquiry no., name of equipment and due date on the top of the envelope.
2. Please submit copy of your Sale Tax No, PAN, VAT, LBT with your offer.
3. The offer must be submitted in Single Bid. Tender/quotations should be dropped in the tender box kept in the Stores Section, Old Library Building, 1<sup>st</sup> Floor, South Amabazari Road ,Visvesvarya National Institute of Technology, Nagpur-440010 (MH) OR courier/registered post/speed post in advance so that it reaches us on or before the due date and time to Stores Section, Old Library Building, 1<sup>st</sup> Floor, South Amabazari Road,Visvesvarya National Institute of Technology, Nagpur-440010 (MH) on any working day on or before 3.00 pm of the last date of submission. Quotations received after the due date and time will not be considered.
4. The email offer will be rejected. The quotations must be neatly typed, computer printed, hand written. Quotations must carry the numbers of Sales Tax/PAN/VAT/TIN invariably on the top.
5. Each bidder shall submit only one quotation. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm. Conditional quotations(s) will not be accepted.
6. The price should be indicated in the prescribed format in the Price/Commercial Bid only. Any other format will lead to disqualification.
7. The firm quoting for above mentioned items should be the authorized dealer of the manufacturer. Copy of authorization certificate should be enclosed with the quotation. Offer submitted without proper authorization shall be rejected summarily. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding to the Institute.
8. The Bank/RTGS/NEFT detail must be submitted along with the quotations/Tenders on the letter head. A scan copy of the cancelled cheque can also be attached for verification of IFSC code.

**Annexure – A**

Sealed quotations are invited for the annual comprehensive maintenance contract of **Biometric Attendance Recording Machine with face recognition** in VNIT campus include the following:

**Scope of work:**


- 1) The contract would be comprehensive i.e. including replacement of parts of original equipments manufacturer(OEM)
- 2) To ensure proper working of the machine inclusive of hardware and software
- 3) To provide and maintain the required material and additional peripherals and hardware for maintaining machine
- 4) Repair to be carried out at the location of machine
- 5) Standby arrangement to be made in case any equipment is to be taken to workshop for repairs
- 6) In case of non-repairable device /machine, a new device with same or higher configuration device/machine should be provided by submitting the report to the Network Centre Staff.

**General Terms and conditions:**

- 1) The contract will be for one year from the date of award of contract. The contract will be extended subsequently for three years based on the performance of service provider. The rates quoted will remain in force for the full period of contract. The quantity of machines may be added / deleted within the AMC period. No demand for revision of rate on any account shall be entertained during the contract period.
- 2) The firm/company will prepare logbooks for each of the machines to be taken under the AMC and preventive maintenance of the machines, will be carried out twice in a month or as per requirement. The report from different sections/departments with duly signed by section head/HoD must be submitted quarterly to In-charge Network Center.

- 3) The bidder shall provide qualified and experienced service engineers. The service engineers would take up any reported fault within two hours. As far as possible, the repairs would be carried out on-site. However, in case the equipment(s) is (are) taken to the workshop, the firm would provide a standby for the same.
- 4) The bidder must carry out repairs within 24 hours, to the satisfaction of the user.
- 5) The replacement of any part of the machine / peripherals whenever required must be carried out by the vendor with genuine part of same specification and warranty. (The vendor should have authorized data recovery facility using licensed software, since data recovery is a part of CAMC of Biometric Attendance Recording Machine with face recognition.
- 6) The bidder shall maintain the equipment as per manufacturer's guidelines and shall use the standard OEM components for replacement.
- 7) The vendor should have a service center at Nagpur with sufficient inventory to maintain the said quantity of machines.
- 8) **EMD:** Earnest money deposit to be submitted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee in favor of the Director, VNIT Nagpur payable at Nagpur. Vendor should write name of firm and address on the reverse side of EMD/put the rubber stamp of the firm. Bid received without EMD will be rejected. EMD SHOULD BE ATTACHED WITH BID. For those who are registered with the Central Purchase Organization, National Small Scale Industries Corporation (NSIC) or the concerned Ministry or Department are exempted from submission of the EMD.
- 9) **Validity period:** The validity period of the offer should be clearly specified. It should be at least for 180 days from the last date of submission of quotations.
- 10) All communications are to be addressed to the undersigned only.
- 11) For any dispute, the place of jurisdiction shall be Nagpur, India only.
- 12) The decision of the Director, Visvesvaraya National Institute of Technology, Nagpur shall be final as regards to the acceptability of stores supplied by the seller and the Director, VNIT, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of items/materials.
- 13) It will be the sole discretion of VNIT to accept or reject the tenders in case of deviations, if any, from the technical specification.
- 14) Any misleading information, whether intentional or unintentional will lead to disqualification.
- 15) Director, VNIT, Nagpur reserves the right to accept or reject or cancel any or all enquires or quotations/PO at any stage without assigning any reason thereof.
- 16) We look forward to receiving your quotations and thank you for your interest.
- 17) Payment will be made quarterly (After completion of 3 months) after submitting report duly signed by HOD/Section incharge.
- 18) Any corrigendum or amendment regarding this will be issued on Institute website.

Yours faithfully

  
**CHAIRMAN, SPC**

## “PRICE / COMMERCIAL BID”

Limited Tender Enquiry No.: VNIT/STR/LT/NC/AMC/\_\_\_\_\_

Item :: “Comprehensive Annual Maintenance Contract for Biometric Attendance Recording Machine with face recognition Model No. IFACE-302”

Sr. No.	ITEM / Specifications	Unit Cost	Quantity	Total Cost in
1.	<b>CAMC for Biometric Attendance Recording Machine with face recognition Model No. IFACE-302”</b> (Detail specification, Terms & conditions as mentioned above)		10 Nos.	
	Bidder should be quoted Special Educational Discounted price for the Institute.			
	<b>Total Cost with Educational Discount</b>			

**[A] DUTIES & TAXES (if applicable):**

1. Excise (fully exempted)/  
Custom Duty (partially exempted) : \_\_\_\_\_
2. Freight/ Transportation : \_\_\_\_\_
3. Insurance : \_\_\_\_\_
4. VAT/CST : \_\_\_\_\_
5. LBT : \_\_\_\_\_
6. Service Tax : \_\_\_\_\_
7. Packing & Forwarding : \_\_\_\_\_
8. Others, (if any) : \_\_\_\_\_
9. Final Offer (Including Installation  
Charges & Taxes) FOR VNIT Nagpur : \_\_\_\_\_

**[B] Others Details (Enclosed)**

1. EMD No & Amount : \_\_\_\_\_
2. Specification as per Requirements : Yes/No
3. Warranty/Guarantee : \_\_\_\_\_ Years
4. Delivery period : \_\_\_\_\_
5. Authorization Letter : \_\_\_\_\_
6. Details of client lists : \_\_\_\_\_
7. PAN/VAT/TIN No : \_\_\_\_\_
8. Others, (if any) : \_\_\_\_\_

**Note :- Price/Commercial bid & other details should be furnished as per institute prescribed format if failed, the price/commercial Bid is treated as unresponsive and disqualified**

Finally, We agree to supply the above items for total (₹ \_\_\_\_\_ Amount in figures) (\_\_\_\_\_ Amount in words) included all above within the period specified in the Invitation for Quotations. We also confirm that the normal commercial warranty /guarantee of 36 months shall apply to the offered goods.

Signature of Supplier

Stamp:

Date:

(Authorized Signatory)