



BIDHANNAGAR MUNICIPAL CORPORATION

POURA BHAVAN, FD-415A, Sector-III,
Kolkata - 700 106.

NOTICE INVITING e-QUOTATION

Tender ID : 2017_MAD_109211_1

NIQ No. 72/PWD(BMC)

Dated : 18/04/2017

The Executive Engineer, on and for behalf of Bidhannagar Municipal Corporation invites e-bid Tender/bids/bids from reliable and resourceful Companies/Firms/Contractors having experience and acumen in similar nature of works as noted below:

1.	Name of Works :	Sl. No. 1: Supply of Biometric Attendance Machine at different ward office and other places under Bidhannagar Municipal Corporation area.
2.	Specification :	Technical Details Specifications of the Biometric Finger Print Reader : 1) Device should have Matching Mode 1 : N as we all 1:1, with Fingerprint based Bioemtric Control. 2) Template Storage capacity should be minimum 9000 templates Per Machines or greater. 3) Fast image scan time / verification speed: within 2 seconds. 4) Devise should be able to store upto 50000 Records and should be GPRS/ Broadband based. 5) Push Data to Server having Static IP over Internet using Broad band & GPRS connectivity using TCP/IP Protocol. Models shall have at least 1 SIM Slot inbuilt with multiple Data Transfer Policy : such as always -on or Schedule based.At elast 8 schedules shall be possible for GPRS Data Push. 6) Web Server Interface for setting up, configuring & managing the terminal various Parameters. 7) Data download should be automatic, Extremely User Friendly to setup the Service Provider for GPRS & Data Transfer Schedules. 8) Authentication of Terminals, if data are received over Internet for controlling the Data cloning or unauthorised terminals pushing the data to Server 9) Built-in UPS with Maintenance Free Batteries with Back-up time of 12 hous in absence of Power. 10) 16 Character X 2line LCD Display and should show the date and time always and must display employee Name, Employee ID.

		<ol style="list-style-type: none"> 11) 16 Key Sealed telephone Keypad with at least 3 Function Keys reserved for Administrative Functions with Password / Pass Finger based entry restriction 12) Finger Print Scanner shall be UL/CE/UN certified or FVC award winner and shall be from a world known Company, Mention the Make. 13) Finger Registration at least two finger per employee 14) Finger Quality: 5 Level (Class A till Class E) Finger quality shall be returned while enrolment, Force Enrolment Possible for persons having Flat Finger. 15) Terminals should have built-in Mifare card Reader & Writer, 2 Fingers (any) per Person can be stored in 1 KB Smart Card, Customer Definable Key for Authentication with Smart Card. 16) USB Pen Drive Interface for transferring of Data & Finger Template in encrypted Mode. 17) Audio Buzzer & Human Voice Speaker & Visual Indication using Green LED Indication for Acceptance. 18) Verification Mode for individual can be set in one of the following mode : <ul style="list-style-type: none"> -Finger Only Mode(1:N) -ID + Finger (1:1) -ID + PIN + Finger (1:1) -ID Only Mode (for privileged persons with no finger option) 19) Strong cabinet body made from materials like ABS plastic. Strong enough to withstand the pressure exerted during its normal usage and withstands the harsh cold and hot /humid weather conditions. 20) Matching/Validation can be made through following modes : <ul style="list-style-type: none"> (i) Fingerprint only (ii) Smart Card + Finger print 21) Sheet Metal Enclosure casing for Safety & security with lock Key. Wall mounted Sheet Metal Enclosure Casing for Safety & Security with lock key. The Mild Steel (MS) Panel meant to provide physical security to terminal from natural or artificial trauma/vandalism with grouting arrangement. The Panel shall have door with transparent acrylic cover to make the terminal visible & need not be opened to give finger print punching & large green LED for finger acceptance. 22) The Biometric Terminal shall be manufactured in India by an ISO 9001 certified Company. The vendor should have manufacturing facility & support facility all over India. The machine shall be type tested in a STQC certified Lab. 23) Operating temperature 5 – 50 degrees Celsius. 24) Operating Humidity : 10% - 90% Non-Condensing 25) Supports Windows XP, window 7 (32/64bits)
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		<p>Time & Attendance Software :</p> <p><u>The Time and Attendance software (Web Based) must satisfy the following requirement:</u></p> <ol style="list-style-type: none"> 1) Software should be on a Windows: XP and should also be compatible with the latest version. 2) Database if required for the host software should be SQL. 3) Easy to manage and selection option required in report Employees Name & Emp. Code, Departments, shift, category, section. 4) Should supports leave management. 5) Attendance shall be recorded four (4) times a day, first & last one will be counted as in and out respectively. 6) There should be flexibility in the type of reports generated by the Software-Daily Attendance Statistics Report, Attendance General Report, Staff On-Duty/Off duty Report etc. 7) All reports to be generated in text and MS excel for further calculation. 8) The attendance reader should be able to push punches into the software in real time. The software should be able to run reports in real-time like on-premise and exception reports. This is especially important to know who has come in or not and take quick decision in deploying other personnel, if required. <p>Separate Template Capture & management Software application shall be deployed to add/delete template remotely using GPRS, Initial data entry and template creation of Employee data in to the system and on every device along with training to Employees to handle the software and Machine and to upload the data on the system by the vendor.</p> <p>N.B: The specification furnished above is not conclusive. Bidders may specify their own specification, in the Pre-Bid Meeting.</p>
3.	Requirement:	<ol style="list-style-type: none"> 1) Biometric Device GPRS & TCP/IP : 44 nos. 2) Web based application Software for Report generation. : 1 no. 3) SIM Card Charges for 1 Year : 44 nos. 4) Installation & Commissioning : L.S. <p>N.B.: Requirement of machines may be changed as per necessity.</p>
4.	Location of Work:	Under Bidhannagar Municipal Corporation Area.
5.	Estimated amount put to tender/bid	Not Applicable

6.	Eligibility to participate in the Tender/bid		<p>i) The Bidder must have minimum 3 years of experience of supplying the items to any Government / Semi-Government / Statutory Authority / Corporation / Reputed Pvt. organizations etc.</p> <p>ii) Bidder must have VAT, Service Tax, Professional Tax Clearance Certificates, PAN Card, Trade Licence etc. and other necessary papers as applicable.</p>
			<p>Note:-</p> <p>a) Similar nature of works completed successfully will be treated as Credential.</p>
7.	Documents to be produced in support of Credential for Tender/bid		<p>A successful performance and completion certificate supplemented with work order along with payment certificate issued by the government/semi-government/government undertaking or any other competent authority shall have to be furnished in support of credibility in terms with eligibility criteria depicted in this Notice. Besides this, following documents shall have to be furnished:</p>
		a.	Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm
		b.	i) Copies of valid PAN Card, Sales Tax clearance, Professional Tax clearance Certificate, Trade Licence etc. and other necessary papers as applicable.
		c.	Corresponding address, fax & telephone nos. Contract mobile no. & Email no. of the Organization.
			<p><u>All documents in original to be produced in due course of time as & when asked by the Tender/bid Inviting Authority</u></p>
8.	Earnest Money		<p>Rs.25, 000/- (twenty five thousand) only to be deposited as initial Earnest Money for all participant Bidders in the form of Bank Draft / Pay Order in favour of “Bidhannagar Municipal Corporation” which shall be documented through e-Filing, (scanned copy to be submitted) only. The Bank Draft / Pay Order for balance amount of earnest money @ 2% of the quoted amount shall be deposited by the successful/lowest bidder (L1) only along with the initial earnest money draft at PWD section of this office within three (3) days from opening of financial bid.</p>
9.	Pre bid meeting		<p>All bids must be supported with the model numbers and photographs of respective items. In the pre bid meeting the intending bidders may furnish/demonstrate about the items asked for. Bidders may specify if there is any change of specification in their product/s.</p>

10. Date and Time Schedule :-		
Sl. No.	Particulars	Date and Time
a)	Date of uploading of N.I.Q. and Tender/bid Documents online (Publishing Date)	18/04/2017 after 18.00 Hrs.
b)	Documents download start date	18/04/2017 after 18.00 Hrs.
c)	Date of Pre Bid Meeting with the intending tender/bidder/bidders In the office of the Executive Engineer, PWD, Bidhannagar Municipal Corporation.	NA
e)	Bid submission start date (On line)	18/04/2017 after 18.00 Hrs.
f)	Bid Submission closing (On line)	02/05/2017 up to 15.00 Hrs
g)	Bid opening date for Technical Proposals (Online)	04/05/2017 after 15.30 Hrs.
h)	Date of uploading list for Technically Qualified Tender/bidders (online)	Notified later.
11.	Time of completion	Time of completion of works is maximum 45 Days for All the groups from the date of issue of Work Order where the period of supply will be written specifically for different items.
12.	Site inspection & general information	Intending Bidders are required to inspect the site of the Project with particular reference to location and infrastructure facilities. They are to make a careful study with regard to availability of materials and their sources and all relevant factors as might affect their rates and prices.
13.	Tender/bid documents	A full set of Tender/bid documents consists of 2 Parts. These are;
	I)	Part I containing all documents in relation to the name of the firm applied for and credentials possessed by them along with EMD and all relevant documents as depicted in Sl. No. 5 .
	II)	Part II containing following documents;
	a.	Bid Schedule (.xls sheet)
14.	Validity of Bid	A Bid submitted shall remain valid for a period of 120 calendar days from the date of publication of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders
15.	Withdrawal of Bid	A Bid once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.

16.	Acceptance of Bid		Executive Engineer, PWD of Bidhannagar Municipal Corporation will accept the Bid. He does not bind himself to accept otherwise the lowest Bid and reserves to himself the right to reject any or all of the Bids received without assigning any reason thereof.
17.	Intimation		The successful Bidder will be notified in writing of the acceptance of his Bid. The Bidder then becomes the "Contractor" and he shall forthwith take steps to execute Formal Contract Agreement in appropriate Municipal Form with the Executive Engineer, PWD, Bidhannagar Municipal Corporation and fulfill all his obligations as required by the Contract. Successful bidder must have to submit the copies of all necessary documents along with the EMD (earnest money draft) within three (3) days from opening of financial bid.
18.	Escalation of Cost		There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the contract.
19.	Name & address of Engineer-In-Charge (EIC) of the Work		Executive Engineer, PWD, Bidhannagar Municipal Corporation.
20.	Execution of Work		The Contractor is liable to execute the whole work as per direction and instruction of the Executive Engineer, PWD, Bidhannagar Municipal Corporation, who is the Engineer in Charge of the work.
21.	Payment		Payment will be made to the Contractor/Agency by the appropriate Authority of Bidhannagar Municipal Corporation periodically.
22.	Influence		Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render his Bid liable to rejection.
	Following clauses are to be adhering to by the concerned Bidder during the process of Bidding.		
23.	All Bids must be supported with Model Number and other necessary description of the Machine.		
24.	Before submission of quotation, the quotationers should thoroughly acquaint themselves with the local conditions by actual inspection of the sites & take into consideration all factors & on claim what-so-ever will be entertained on any of these accounts afterwards.		
25.	The agency has to submit a declaration about the warranty / guarantee period of the installed equipments. The agency has to provide free maintenance including replacement of all necessary accessories, if required, for all the items installed with free servicing as required during the warranty / gurantee period. If any defects are noticed in the work, the agency will be responsible for rectifying the defects noticed within this period at his own cost.		
26.	Quotation which does not fulfill any of the above condition or incomplete in any respect is liable to summarily rejection.		
27.	If any quotationer withdraws his quotation before its acceptance of which a reasonable time without giving any satisfactory explanation for such withdrawals he shall be disqualified for submitting quotation to this department for a minimum period one year		

28.	If any instructions regarding supply, installation, repairing & maintenance for the required items is not followed by the agency, his work order may be terminated & the deposited earnest money will be forfeited.
29	In case of emergency, the repairing / maintenance works should be attended within two hours from reporting the same, failing of which, this office has full liberty to take appropriate action against you.
30.	In case office faces sudden closure owing to reason beyond the scope and control of the Executive Engineer, PWD, any of last date/dates as schedule in Sl. No 9 may be extended up-to/to next and following working day without issuing further and separate notice the Executive Engineer, PWD, feels it to be necessary and exigent.
31.	Imposition of any duty/tax/rule etc. owing to change /application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Bidder/Contractor strictly.
32.	Bid Acceptance Authority is the Executive Engineer, PWD, Bidhannagar Municipal Corporation.
33.	In case of any dispute arising from any clauses of similar nature between bid documents and Municipal tender/bid form, the decision of Executive Engineer, PWD, Bidhannagar Municipal Corporation, will be final and binding.
34.	All usual deductions for taxes i.e. ST, IT, and Labour welfare Cess etc. as applicable will be made from the bills from time to time (please refer cl.57 of section C)
35.	No conditional/ incomplete Bid shall be entertained.
36.	In the event of e-Filing intending bidder may download the tender/bid document from the website www.wbtenders.gov.in directly by the help of Digital Signature Certificate. Earnest Money shall be deposited by demand draft/pay order issued from any nationalized bank/Scheduled bank in favour of " Bidhannagar Municipal Corporation " payable at Kolkata.
37.	Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website www.wbtenders.gov.in . Tender/bid/Bid document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender/bid/Bid Schedule. The requisite Earnest Money, as specified in this N.I.Q. shall be paid by drawing a Demand Draft/Pay order on any Nationalized Bank/Scheduled Bank in favour of the Bidhannagar Municipal Corporation payable at Kolkata. Every such Demand Draft /pay order shall be drawn on or after the date of publish of N.I.Q. At the time of uploading the tender/bid, the intending tenderer/bidder shall upload a scanned copy of such Demand Draft/pay order along with his/her tender/bid.
38.	The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Quotation, the cost of visiting the site shall be at the Bidder's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.
39.	The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the ULB. The Executive Engineer, PWD, Bidhannagar Municipal Corporation reserves the right to accept or reject any or all the offered bid /bids without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at any stage of Bidding.
40.	Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
41.	During scrutiny, if it is come to the notice to tender/bid/bid inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tender/bider/bidder/bidder will not be allowed to participate in the tender/bid and that application will be out rightly rejected without any prejudice.
42.	Before issuance of the work order, the tender/bid/bid inviting authority may verify the credential & other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture or false, in that case, L.O.A./work order will not be issued in favour of the bidder under any circumstances.

43.	<p>If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:</p> <ul style="list-style-type: none"> i) Municipal Form ii) NIQ iii) Special terms & Condition iv) Technical bid v) Financial bid
44.	<p>Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970(b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.</p>
45.	<p>Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender/bid for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such tender/bid. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.</p>

**Executive Engineer
Bidhannagar Municipal Corporation**