

BHEL – EPD BANGALORE	<b>NIT FOR BIOMETRIC ACCESS CONTROL SYSTEM</b>	ENQUIRY NO: EPD/IT/BIOACS/09-10 DATE : 17.10.09
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**NOTICE INVITING TENDER**

**FOR**

**BIOMETRIC Attendance Recording System**

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### ANNEXURE -1

S.No	Material / Activity	Qty / Amount	Unit	Specification No	Remarks
1	Reader	14	Nos	<a href="#">SP01</a>	Identification pupose 6 nos for Rear Gate , 4 Main Gate, 3 Canteen , 1 Medical Center
2	Enrollment Kit	1	No	<a href="#">SP02</a>	For Enrollment of new members
3	Turnstile Unit	10	Nos	<a href="#">SP03</a>	For access purpose 6 For Rear Gate, 4 For Main Gate , 1 For Medical Center
4	Communication Software	1	No	<a href="#">SP04</a>	For Downloading the data from terminal to the server
5	Ethernet Switch for OFC	2	Nos	<a href="#">SP05</a>	For Connection of the OFC cables and corresponding data transfer
6	Ethernet Switch	2	Nos	<a href="#">SP06</a>	For Connection of the UTP cables and corresponding data transfer
7	Server and the Back Up System	1	No	<a href="#">SP07</a>	For Storing the data and the software
8	UTP Cabling	400	m	<a href="#">SP08</a>	For data communication and Transfer
9	OPTIC Fibre Cabling	700	m	<a href="#">SP09</a>	For data communication and Transfer
10	Smart Cards	20	Nos	<a href="#">SP10</a>	For the purpose of access to those whose finger prints are not identified
11	Time and Attendance Software	1	no	<a href="#">SP11</a>	For Purpose of web based access of all the reports
12	Official / Personal display	2	Nos	<a href="#">SP12</a>	For both rear gate and center gate depending on the access mode
13	Official / Personal Switch	2	Nos	<a href="#">SP13</a>	Located at security For changing the access mode
14	Digital Clock	2	Nos	<a href="#">SP14</a>	For display of times at both Center gate and Rear Gate
15	UPS - A	1	No	<a href="#">SP15</a>	For the purpose of backing up of server at the TIME office
16	UPS- B	5	No	<a href="#">SP16</a>	Backing up the power supply to readers , 1 at center gate,1 at rear gate , 2 at canteen and 1 at medical center

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### ANNEXURE -3

#### Scope of Work:

1. Tenderer is required to visit the site to understand the scope of work
2. This is totally a turnkey project and it is the responsibility of the tenderer to design the system, supply, install, commission and prove out of the system for satisfactory functioning.
3. Tenderer shall install the Biometric Reader along with the Tripod Turnstile Mechanism.
4. Tenderer is required to ensure that all the turnstile / access mechanisms are working smoothly in tune with the biometric reader and the corresponding communication are taking place as desired for both Entry (IN) and Exit (Out) Movement of personnel.
5. The system should be designed and looped in such a way that an employee can log in / out from any of the access gates inside the division
6. The Official / Personal toggle Switch is to be installed at Security Centre and Rear gates.
7. Accordingly the Official / Personal access reader to be installed at both the gates in sync with above toggle switch.
8. The installation of the Biometric readers at the Canteen and again ensuring the communication is happening as desired in sync with the indicator BULB.
9. Also ensure in all the reader the Beep for access granted and access denied is working smoothly and difference is audible.
10. Also the mechanism is to be provided to connect the Existing Siren to the Server .
11. Accordingly ensure that siren works with respect to the server timings and ensure that shift intimations take place through the same.
12. The cabling for networking and the corresponding switches is to be laid and installed accordingly to aid the communication and data transfer between the terminal and the server.
13. The Road Slit Cutting (machine cutting 1.5 ft deep) is to be used for cutting road and then laying the armored cable and covering with safety metal and closing the slit.
14. Termination of Optic Fiber Cable into the LIU with proper connectors and couplers thereby connecting to the network switches.
15. UTP cable laying through casing /piping wherever required.
16. It is the responsibility of the Tenderer to lay the inter connecting cable between the attendance recording system / station and also between attendance recording stations and centralized computer server at Time Office and ensure that the network is working fine.
17. Ensure that the Power Supply and the UPS is connected to all the readers and is working fine.
18. Biometric system should have a battery backup so that the unit will work for 8 hours minimum in case of power failure.
19. Enrolment of finger prints of all the employees to be covered under the system.
20. The system should be able to scan at least minimum of two fingers prints per person (out of two hands)
21. Tenderer will Identify Employees whose fingerprints are not identifiable by the Biometric Reader and supply Contactless Smart Card with Photo as BHEL ID cards as per to such employees for access and attendance purpose.
22. Tenderer is required to ensure that Attendance of all the personal is recorded completely with all the details as mentioned in the specifications.

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23. The system should be able to record and generate details like late coming, early going, extra hours put up, shortage of hours and working shift, employees going on Movement pass / Medical / Gate Pass etc., with the help of a web based time and attendance report system as mentioned in the specifications.
24. The system should also generate attendance hours, detailed records of the employee, the employment details of the employee like, Staff No, Designation, Department, date of birth etc.,.
25. Tenderer should provide minimum guarantee of one year for the entire system supplied including workmen ship and should replace at free of cost.
26. Tenderer should also train BHEL Engineers / Personnel at least for one month to understand the technology involved.
27. The system supplied should be in such a way that the data should not be lost under any circumstances.
28. It is the responsibility of the tenderer to scan the employees' fingers to generate data for the system.
29. All tools, instrument required for installation to be brought by tenderer only.
30. All civil works for laying of cable to be arranged by tenderer only.
31. Tenderers should coordinate with WEX, IT and Accounts department for installation of the system.
32. All safety and Security norms to be adhered by tenderer.
33. Tenderer should quote cost of items as per the price format for each item (ANNEXURE-5) and submit in the price bid.
34. The software should be customized to the rules and regulation of BHEL as per the specifications attached. Any clarification can be sought in the pre bid briefing.
35. The tenderer should ensure compatibility of their attendance system software with SAP
36. The software should have capabilities to capture attendance, validate data, process the attendance and provide the actual attendance hours and OT Hours for payroll processing.
37. The software should have capabilities to block the specific employee / restrict the gates for the specific group on the need basis.
38. Generation of various reports as required in the specification.
39. LAN connectivity to PC for data entry like leave, Compensatory off etc.
40. Print option for all reports and data.

**The system has to be installed and commissioned within 1 month from the date of Award of Works.**

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**Terms & Conditions of Tender**

**ANNEXURE - 4**

- 1.0 Quotation to be submitted under Two-Part Bid System. Both the bids should be submitted in separate sealed covers duly super scribed with the nature of the bid i.e. Technical and PRICE bid (as the case may be ) along with Tender No, closing date of tender.
- 1.1 The above two sealed covers are to be sent in one single sealed cover super scribing with Tender No and Closing date indicating as containing Technical and Price bid and should be sent to the Tender BOX on or before 2:30 PM of the last date of Submission of the Tender 02<sup>nd</sup> Nov 2009.
- 1.2 If the technical bid and the price bid are not received in two separate sealed covers , the tender will be rejected. If the price is indicated in the Technical Bid also , the same is liable for rejection.
- 1.3 The technical bid will contain all technical details, specifications, vendor compliance for the same etc., all the commercial terms including taxes, payment term, and delivery period excepting the price portion.
- 1.4 The Price bid will contain only the price portion as per the format given.
- 1.5 Quotations received after the due date will not be considered
- 1.6 BHEL reserves the right for Reverse Auction after the Technical Bids are finalized. In such an event the close price bids received along with the tender will not be opened.

**2.0 Earnest Money Deposit – (EMD)**

- 2.1 Rs. 60,000 should be paid as EMD in the form of bank demand draft drawn in favor of BHEL payable at Bangalore.
- 2.2 This EMD is liable to be forfeited if after opening of the tender, the tenderer revokes his tender with in the validity period or increases his earlier quoted price.
- 2.3 EMD given by unsuccessful tenderers will be refunded within 15 days of acceptance of award of work by successful tenderers.
- 2.4 EMD shall not carry any interest.

**3.0 Security Deposit :**

- 3.1 The successful tenderer has to deposit security deposit of 1 Lakh + 7.5 % of contract values in excess of 10 Lakhs as deposit.
- 3.2 The security Deposit will be collected from the successful tenderer at the start of the work by the tenderer.
- 3.3 EMD of the successful tenderer will be converted and adjusted against the Security Deposit.
- 3.4 The security deposit will not carry any interest
- 3.5 The security deposit will be returned only after successful completion of all the terms and conditions of the tender.
- 3.6 Security deposit towards the AMC value will be collected separately which will be adjusted from the SD collected from the tenderer at the beginning of the contract.
- 3.7 Security Deposit will be forfeited if the tenderer does not commence the work within the period stated in the contract.

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- 3.8 Security Deposit may be furnished either by Pay order or Demand Draft in favor of BHEL, local cheques subject to realization, Bank Guarantee from Scheduled Banks, Public Financial Institutions as defined in the companies act.
- 4.0 **Requirement:** Our requirement along with the corresponding quantity is detailed in the Annexure- 1.
- 5.0 **Specifications:** The specifications of the BHEL requirement are mentioned in the Annexure - 2 . Vendor has to correspondingly fill up the compliance and submit the form along with the Technical bid.
- 6.0 **Scope :** The Scope of Work is also mentioned in the Annexure-3.In case of any alternate specification or size, please do quote and mention specifically in the technical bid.
- 7.0 **Pre Bid briefing:** There will be a pre-bid briefing at 2:00 pm on 26.10.2009 in BHEL EPD for explanations of tender requirements. Interested suppliers may attend the briefing and request for any clarification required. All queries whether technical or commercial regarding the tender will be clarified in the session and the suppliers can submit their offer after the session accordingly. Thereafter no separate briefing will be arranged.
- 8.0 Wherever tender forms are obtained, the tenderer may send us a regret letter in case he is not quoting.
- 9.0 Price Evaluation will be carried out on the total system including Comprehensive AMC.
- 10.0 Canvassing by tenderers in any form, including unsolicited letter of tenderers or post tender correction shall render their tenders liable for rejection.
- 11.0 Any order resulting from this enquiry, shall be governed by the general terms and conditions of contract of BHEL and any tenderer quoting against this enquiry shall be deemed to have read and understood the general terms and conditions as furnished in this section (Annexure – 4) and to have quoted subject to these terms and conditions.
- 12.0 Facility should be provided by tenderer for scanning of employees fingers at BHEL, Malleswaram Complex, Bangalore and the total cost quoted should include providing such facility.
- 13.0 Party Should provide Warranty of one Year for the Entire System supplied including Workmanship and should replace at free of cost .
- 14.0 Tenderer should confirm that the Annual Maintenance Contract for system offered will be carried out by him only after the warranty period.
- 15.0 The tenderer should use standard materials of reputed make only and must adhere to the make wherever specified and any deviation to be mentioned for the technical advantage.
- 16.0 No obsolete products/parts/spares should be considered while submitting the quotation. The spares for the system should be available for at least 10 years from the date of commissioning - Tenderers to certify in the tender.
- 17.0 Tenderers to ensure the availability of critical spares so that the downtime is less than 1 day.
- 18.0 The Price will be firm till the satisfactory execution of the contract.

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- 19.0 **Payment Terms** : The payment will be made after successful deployment of System for Biometric Access Control System . 90 % of the Tender Value will be given after the supply of all the materials and successful installation and 10 % after trial run based on certification.
- 20.0 The tender should offer minimum warranty of one year which should include preventive maintenance. In case of extended warranty beyond one year, Preventive maintenance shall form part of extended warranty.
- 21.0 Payment towards AMC will be made on quarterly basis on certification by the user.
- 22.0 The AMC shall be for the period of two year from date of expiry of warranty . The AMC shall stand terminated after completing of two year. However BHEL reserves the right to terminate AMC without assigning any reasons.
- 23.0 BHEL reserves the right to extend AMC beyond two years.
- 24.0 The offers and terms which are not confirming either technical or commercial is liable to be rejected.

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**PRICE FORMAT**

**ANNEXURE -5**

**FORMAT FOR SUBMITTING THE PRICE BID**

BASIC PRICE				
	ITEM	Qty	UNIT PRICE	Total Price
1	Reader	14		
2	Enrollment Kit	1		
3	Turnstile Unit	10		
4	Communication Software	1		
5	Ethernet Switch for OFC	2		
6	Ethernet Switch	2		
7	Server and the Back Up System	1		
8	UTP Cabling	400mtr (appx)		
9	Optic Fibre Cabling	700mtr(appx)		
10	Smart Cards	20 (appx)		
11	Time and Attendance Software	1		
12	Official / Personal display	2		
13	Official / Personal Switch	2		
14	Digital Clock	2		
15	UPS - A	1		
16	UPS- B	5		
17	Installation , Erection and Commision Charges (including all Labour ,etc..)			
18	ANY OTHER CHARGES			
	<b>TOTAL BASIC PRICE ( sum of 1 to 18)</b>			
	<b>AMC CHARGES(Per year after Warranty)</b>			
	<b>EXCISE DUTY</b>			
	<b>CST / VAT</b>			
	<b>SERVICE TAX</b>			
	<b>GRAND TOTAL</b>			

- NOTE: 1 . TOTAL BASIC PRICE TO INCLUDE COST OF INSTLLATION & COMMISSIONING
2. FOR ANY OTHER CHARGES DETAILS TO BE FURNISHED ALONG WITH THE PRICE BID, FAILING WHICH THE SAME WILL NOT BE . ENTERTAINED EVENTHOUGH CONSIDERED IN THE EVALUATION.
3. APPLICABLE SERVICE TAX ON INSTALLATION & COMMISSIONING , AMC SHALL BE SPECIFIED.
4. ITEMS ON WHICH EXCISE DUTY IS PAYABLE MUST BE SPECIFIED
5. Payment will be made with reference to actuals based on certification

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**ANNEXURE - 6**

**QUALIFICATION/ EVALUATION CRITERIA FOR TENDERERS.**

1. Bidders shall have successfully executed jobs of similar nature with any Govt organizations / PSU / Public Limited Company of Value equal to or more than 10 lakhs (Single Order) and shall submit the following along with the offer.
  - Copy of various Purchase orders received in the last three years with the name of Contact Person of the Customer and telephone numbers
  - Performance / Commissioning Certificate for the above
2. The bidder shall have a minimum average turnover of Rs 50 Lakhs per year for the last three consecutive years. The Bidder shall submit Audited Balance Sheet and profit and loss account of the company for the last three consecutive year for proof of turnover.
3. The bidder shall either be a manufacturer or an authorized dealer /channel partner only for the original manufacturer and should submit documentary evidence for the same.
4. The product shall be manufactured by a firm whose quality system is in compliance with I.S. /ISO 9001/IS 14001.
5. The Tenderer shall have necessary statutory licenses / authorizations for carrying out the work in our premises and cover his personnel under ESI, PF, CL (R&A) Act, etc.,
6. Tenderer should have adequate qualified manpower to undertake erection & commissioning of the system.
7. Tenderer should have valid registration under CST / VAT, Excise/ Service Tax Acts. The corresponding documentary proof to be furnished.