



GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT
SILCHAR MEDICAL COLLEGE & HOSPITAL :: SILCHAR-788014 :: ASSAM

No. SMC/ 87

Dated Silchar, the 02-01- 2020

To

The Deputy Director of Information and Public Relations (BVR)
Silchar, Cachar, Assam.

Sub: - Regarding publication of advertisement for supply, installation and commissioning of face recognition biometric time and attendance machine at Silchar Medical College & Hospital, Silchar.

Sir,

With reference to the above, I have the honour to request you to publish the advertisement for supply, installation and commissioning of face recognition biometric time and attendance machine at Silchar Medical College & Hospital, Silchar, Assam.

It may kindly be published in the following newspapers.

1. One highest circulated English Daily of the State.
2. One highest circulated Assamese Daily of the State.
3. One highest circulated local Bengali Daily.

TENDER NOTICE

Tender in two bid system (both technical and financial bid) are invited by Superintendent, Silchar Medical College Hospital & Hospital (SMCH) , Silchar - 788014, for "supply, installation and commissioning of face recognition biometric time and attendance machine" from valid bidders. Bid document can be downloaded from college website www.smcassam.gov.in from 05-01-2021 OF 11:00 AM.

Superintendent
Silchar Medical College Hospital
Silchar, Assam, PIN - 788014

Memo no.: SMC/ 87-89

Copy to:

1. The Principal cum Chief Superintendent, SMCH, Silchar.
2. Office file.


Superintendent

Silchar Medical College & Hospital
Silchar, Assam, PIN - 788014
Dated Silchar, the 02-01- 2020


Superintendent

Silchar Medical College & Hospital
Silchar, Assam, PIN - 788014



GOVERNMENT OF ASSAM
OFFICE OF THE SUPERINTENDENT
SILCHAR MEDICAL COLLEGE & HOSPITAL SILCHAR

TENDER DOCUMENT

FOR SUPPLY, INSTALLATION AND COMMISSIONING OF
FACE RECOGNITION BIOMETRIC TIME AND ATTENDANCE
MACHINE FOR SILCHAR MEDICAL COLLEGE & HOSPITAL
(SMCH), SILCHAR ASSAM

TENDER IFB NO. SMCH/86 DATE: 02/01/2021

TWO BID SYSTEMS

Date and Time of starting of download of Bid document	05-01-2021 OF 11:00 AM
Date and Time of Start of Bid Submission	07-01-2021 OF 10:00 AM
Date and Time of Pre-Bid Meeting	12-01-2021 OF 1:00 PM
Date and Time of End of Bid Submission	20-01-2021 OF 1:00 PM
Date and Time of Opening of Technical Bid	20-01-2021 OF 2:00 PM
Tentative Date and Time of Opening of Price Bid	21-01-2021 OF 1:00 PM

Tender document downloaded from institute's website

www.smcassam.gov.in

Email: principalsmc@gmail.com, superintendentsmch@gmail.com

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21/1/2021

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21/1/2021

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02/01/2021

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02/01/2021

NOTICE INVITING BIDS

Sealed tenders affixing court fee stamp of Rs. 8.50 (Rupees Eight and paisa Fifty) only in two bid system (Technical & Financial) are invited from eligible & experienced dealer/manufacturer for supply, installation & commissioning of Fingerprint and Face Recognition Biometric Time and Attendance Machine for Silchar Medical College, Silchar-Assam. The Tenders will be received by the undersigned up to **20-01-2021 till 1:00 P.M in the drop box of the Office of the Superintendent, SMCH, Silchar**. If that day happens to be a holiday, the tender would be opened on the next working day.

For details related to the minimum eligibility criteria, application forms, terms and conditions etc., please visit our official website: www.smcassam.gov.in Tender document is to be submitted duly signed in ink on each page and official seal stamped.

PARTICULARS		
1	Earnest Money Deposit (Refundable)	Rs. 5,000/- Earnest Money Deposit (EMD) shall be in the form of crossed demand draft payable in favour of "Hospital Management Society, Silchar Medical College and Hospital, Silchar" payable at Silchar
2	Date & Time of Download of Bid Document	05-01-2021 OF 11:00 AM
3	Date & Time of Pre-Bid Meeting	12-01-2021 OF 1:00 PM in the Superintendent office, SMCH, Silchar
4	Date & Time of Start of Bid Submission	07-01-2021 OF 10:00 AM
5	Date & Time of End of Bid Submission	20-01-2021 OF 1:00 PM
6	Date & Time of Opening of Technical Bid	20-01-2021 OF 2:00 PM
7	Tentative Date & Time of Opening of Financial Bid	21-01-2021 OF 1:00 PM

Sd/-

Superintendent,
Silchar Medical College & Hospital,
Silchar

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21/1/2021

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02/01/2021

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02/01/2021

Annexure-A

(DETAILS OF THE TENDERER)

Sl. No.	Particulars	Remarks
1.	Name of the Company / Organization	
2	Registered office Address & Complete postal address	
3	Telephone , Fax Numbers& e-mail id	
4	Type of Organization/Firm (Proprietary / Partnership/ Pvt. Ltd./Public Ltd (Tenderer has to provide relevant documents establishing the fact that they are Partnership/Joint/Limited/Sole Proprietary Company)	
5	Date of Establishment and Experience in business (In number of years)	
6	GST Registration	
7	PAN No.	
8	Court fee Rs. (8.50/-)	
9	Details of Earnest Money	
10	Deposit & cost of tender fees to be paid (i. e. D.D. NO. and bank details etc.)	
11	IT Return for last 2 year 2018-19, 2019-20	
12	Average annual turnover 20 lakhs or more for last 2 financial year 2018-19, 2019-20 to be certified by CA	
13	Name of the company of which the tenderer is authorized dealer (copy of authorization letter from original equipment manufacturer must be enclosed as per Annexure 'C' or certificate of authorized dealer/distributor/partner/channel partner etc.)	

Date :
Place :

Signature & Seal of
the Tenderer

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21/1/2021

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02/01/2021

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02/01/2021

Annexure-B

Check list of documents to be enclosed

Following check list confirming the enclosures provided in the tender shall be provided along with technical bid

Sr.No.	Description	Enclosed (Yes / No)
1	Registration certificate of the company issued under the company Act or by any other competent authority in the case of proprietary/ Partnership firm, etc.	
2	GST registration certificate	
3	Copy of PAN	
4	IT Return for last 2 year 2018-19, 2019-20	
5	Average annual turnover 20 lakhs or more for last 2 financial year 2018-19, 2019-20	
6	List of clients	
7	Self certificate that the bidder has never been black listed by any of Government Departments or any other Agency/establishment	
8	Court Fee Rs. (8.50/-)	
9	DDs towards cost of tender fees and earnest money deposit (EMD)	
10	ISO/BIS certification of the OEM/(s) for the product offered in the BID provided.	
11	Printed Literature of the product quoted	
12	Authorization letter from OEM (As per annexure -C)/ or Certificate of authorised dealership/distributorship/ partnership/channel partner	
13	Certificate for after sale services and support of minimum 1 years	

Note: The tender of the bidders which do not comply with the enclosures as per Annexure-A may Summarily be rejected

Signature

Name & full address of tenderer

M/s. _____

Phone Nos. _____

E-mail _____

Official seal of the tenderer.

for
21/1/2021

for
21/1/2021

for
02/01/2021

for
02/01/2021

**Annexure –C Manufacturers
Authorization Letter**

Date:

Superintendent,
Silchar Medical College & Hospital, Silchar
Ghungoor, Silchar-14, Assam

Subject: -Authorization letter for tender for supply, installation and Commissioning of Biometric device for face recognition attendance system.

Ref. _____ Date : ____ / ____ /2021

Dear Sir,

This is with reference to above subject of tender for supply, installation and commissioning of Biometric device for face recognition attendance system for your Corporation. We _____ who are established and reputed manufacturer of _____ having _____ Factory / _____ factories at _____ (address of the factory) do hereby authorize M/s. _____ who is a business associate / partner of OEM/ authorized distributors /authorized dealers in India to participate in the above tender and execute the same if awarded.

We here by extend our full support and also in meeting warranty & CMC obligation by providing necessary spares in time for the goods and for the services offered against this invitation for tender offered by M/s. - _____

We hereby commit to the tender terms and conditions and will not withdraw our commitment during the process and or during the period of contract.

Thanking you,

Yours faithfully,

Name of the company _____

Name of the persons _____

Designation _____

(This authorization letter must be submitted on original letterhead of the manufacturer and should be signed by a person competent and having the power of Attorney to bind the manufacturer.)

Date :

Signature & Seal

Place :

21/1/2021

21/1/2021

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02/07/2021

02/07/2021

Annexure -D
SELF DECLARATION REGARDING BLACKLISTING / DEBARRING FROM
TAKING PART IN TENDER

(On letter head of the organization)

I / We _____ Manufacture / Partner(s)/ Authorized Distributor
/ agent of M/S. _____ hereby declare that the firm/company namely
M/s. _____ has not been blacklisted or debarred in
the past by Union / State Government or by any other organization from taking part in tenders.

DEPONENT

Name _____

Address _____

Per
21/07/2021

[Signature]
21/07/2021

[Signature]
02/07/2021

[Signature]
02/07/2021

Annexure -E
CERTIFICATE OF PRICE JUSTIFICATION
[To be given on letter head]

NIT No.: _____ Date: ____/____/2021

I/We, M/s. _____ certify that the rates provided are our best rates and we have not given these materials to any Government Department/PSU/Institution for lesser than these rates in last one year.

SIGNATURE AND STAMP OF THE BIDDER

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02/01/2021

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21/1/2021

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02/01/2021

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02/01/2021

Annexure-F
Technical Specifications of Face Recognition Biometric Time and Attendance Machine

Sl. No	Name of Item	Make/model no.	Warranty (Minimum)
1	Biometric Device for Face Recognition Biometric Time and Attendance System		1 year
	Technical specifications		
	<p>Face capacity: 3000 (1:N), 3000 (1 :1) or more ID Card capacity: 10,000 or more Transaction Storage: 100,000 or more Push Data : Yes Communication: TCP/IP, RS232/485, USB Host Display: 4.3-Inch Touch Screen or more Standard Functions: Automatic Status Switch, Self-Service Query, Work Code, SMS, DST, T9 Input, 9 Digit User ID, Scheduled Bell, Photo ID Access Control Interfaces for: 3rd Party Electric Lock, Door Sensor, Exit Button, Alarm Wiegand Signal: Output Optional Functions: Mi Fare Card, Wi-Fi, 3G or more 2000 mAh Backup Battery or more Power Supply: 12V 3A or more Operating Temperature: 0 °C _ 45°C or more Operating Humidity: 20%-80% or more Dimensions: 193.6 x 165.2 x 26mm (Lx W x T) Package Weight: 1.6 kg or more</p> <p>Software Features Compatible software Web/desktop based to provide reports from the time attendance device. The various reports required are: week wise attendance, month wise attendance, configuration of days, configuration of holidays, should be able to count overtime of the employees based on the attendance. The reports should be available in Excel/PDF formats</p>		

The compliance sheet about the Vendor's Confirmation on the Technical Specification should be furnished separately along with the Technical Bid.

for
21/1/2021

for
21/1/2021

for
02/07/2021

for
02/07/2021

Annexure-G.

GENERAL TERMS AND CONDITIONS:

1. Tender shall be accepted only from the manufacturers or their Authorized Distributors/dealers/channel partners/partners.
2. The manufacturers should enclose document of registration of companies with a copy of product license, Income Tax, PAN No. and authorization certificate of the manufacturer as per Annexure C in case of authorized Distributors/dealers/channel partners/partners OR certificate from manufacturer to this effect.
3. The Bid E.M.D. will be forfeited if :
 - a) The bidder withdraws his bid during the period of bid validity.
 - b) The successful bidder fails or refuses to honour his/her/their own quoted prices for the specified services or part thereof.
6. All rights are reserved with The SMCH authority to accept or reject or increase or decrease of the quantity to be purchased mentioned in the tender or all the Tender without assigning any reasons thereof.
7. Interested vendors may submit their bid/tender superscribing "**Tender for supply, Installation and Commissioning of Biometric Device for Face Detector Time attendance**" in the drop box of the office of the Superintendent, SMCH, Silchar.
8. Catalogues be attached with the Tender.
9. The tenderer shall quote the rate in figures as well as in words as per **Annex G**
10. Conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
11. Tender in any form other than the prescribed form will not be entertained and will be summarily rejected.
12. After submission of the Bid, the bids cannot be Revised / modified. In such cases the tender will be summarily rejected and the entire Earnest Money Deposit submitted with the tender will be forfeited.
13. SMCH reserves the right to have selection of item listed in the tender from any company/manufacturer depending upon the design, requirement of item by end user and technical specification of the item. No claim from any vendor shall be entertained by SMCH.
14. Depending upon the requirement, order will be placed by SMCH either by decreasing or increasing the quantity.
15. Supplier shall submit the bills after successful delivery, installation, Training and commissioning of the machine and submission of invoice along with warranty card.
16. **PENALTY CLAUSE:** In case of any delay in delivery and installation of the items within the time period as agreed upon, SMCH shall have the right to charge penalty for late delivery & installation & commissioning @ 5% of the contract value per week.
17. The installation period can be extended at the sole discretion of SMCH authority.
18. Tenderer shall quote the price including of all taxes, duties, Freight, Insurance, Installation, commissioning etc.
19. The Machines should be capable of marking the attendance of the officers/officials based on the face detection of the concerned officer / officials.
20. The bidder shall provide one year on-site technical support for the equipment provided and response time shall be one working day.
21. The bidder shall submit duly signed and stamped copy of the tender document in token of having accepted all terms & conditions laid down in the tender document.
22. The bidder shall enclose brochure with the technical bid having detailed technical specification of the equipment proposed to be supplied against the tender enquiry.
23. The tenderer shall provide one time training to the concerned officials of SMCH at each location for

21/01/2021

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operating through PC the attendance machine software, finger Print, enrolment, report generation, data base creation and its maintenance.

The software shall have superlative range of flexible functions such as, late-in Early-out policy overtime policy absentee policy, Multiple Holidays, manual entry and correction entry. Exit Events and Attendance summary as a part of Time- Attendance software. It should have provision to create multiple branches department, search designations grades and categories.

28. While all efforts have been made to avoid errors in the drafting of the tender documents. The bidder is advised to check the same carefully. No Claim on account of any error detected in the tender documents shall be entertained.
29. The tender (quoted rates) shall be valid for acceptance for period of 90 days from the date of opening and further extendable by a fortnight at discretion of SMCH authority.
30. **If two or more firms quoted same, contract will be awarded to the firm who have maximum previous experience of providing similar service.**
33. **Training:**
On Site training to Technicians/ staff is to be provided by Agents (if they have the requisite know- how) for operation and maintenance of the equipment to the satisfaction of the user department.
34. The bidder shall provide backup services of trained Technical Personnel on 24 hours basis for emergency requirement. Complaints should be attended properly, maximum within 8 hours. The service should be provided directly by Tenderer /Indian Agent. Undertaking by the Suppliers that the spares for the equipments shall be available for at least 5 years for the date of supply.
35. **CMC**
 - a) Beyond the warranty period as stated- **3 yrs.**
 - b) Cost of CMC will also be added for Ranking/Evaluation purpose.
 - c) There will be the All software updates should be provided free of cost during CMC.
The CMC price {not more than 10% cost of the equipment, otherwise offer will be out rightly rejected} for next 3 years, which should include cost of labour, fright & spares for entire equipment.
The CMC cost will be taken into consideration for price comparison. Bidders should calculate the grand total of the unit price including the CMC (3yrs) and other taxes applicable in the commercial bid.
36. If the date up to which tender is open for acceptance happens to be a holiday, the tender shall be opened on following working day.
37. Attested copies of the articles of Association and Memorandum of Association in r/o Company and by laws in case of Cooperative societies, Partnership deed in case of partnership firm. In case, the bidder is a proprietorship firm, an affidavit is to be submitted certifying that he/she is a sole proprietor.

Place : _____

Sd/-
Tender Inviting Authority

Date : _____

Signature & Seal of Vendor in
Confirmation of acceptance of all terms and
conditions of tender

[Handwritten Signature]
2/1/2021

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2/1/2021

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02/01/2021

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02/01/2021

Annexure-H

Item	Quantity	Basic Price	GST	CMC	Total amount including of all taxes & charges with CMC
1	2	3	4	5	6
Biometric Device for Face Detector Time attendance of prescribed technical specification as given in the Annexure-F	1Nos.				
Total amount in words :					

Seal and signature of the bidder

N.B : Price Bid alongwith the CMC breakup should be submitted in separated enveloped superscribing "Financial Bid for Tender for supply, Installation and Commissioning of Biometric Device for Finger Print Time attendance".

02/11/2021

21/12/2021

02/07/2021

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**Annexure-I
CMC BREAKUP**

Cost of CMC per year (unit wise)			Total CMC (3+4+5)	Total CMC including GST
1st year	2 nd year	3rd year		
3	4	5	6	7

Seal and signature of the bidder

Pw
02/01/2021

Pw
2/1/2021

Pw
02/07/2021

Pw
02/07/2021