



## **RANCHI MUNICIPAL CORPORATION**

Kutchury, Ranchi-834001

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email: [support@ranchimunicipal.com](mailto:support@ranchimunicipal.com), website: [www.ranchimunicipal.com](http://www.ranchimunicipal.com)

Letter No: 3785

Date: 24.10.2016

### **TENDER NOTICE**

**Sealed bids is one packet system are invited from dealer/firms/reseller for Supply, installation, commissioning and testing of Biometric Attendance Machine for the attendance of field staffs with 2 years comprehensive warranty.**

<b>S.No</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	Period of issue/download of tender form	24.10.2016
2	Last date of Submission of tender	12.11.2016 upto 3.00 pm
3	Opening of Tender	16.11.2016 at 4.00 pm
4	Tender Fee (Non-Refundable)	Rs. 2000.00 in the form of DD payable to Municipal Commissioner, Ranchi Municipal Corporation Payable at Ranchi.

Further Details can be seen and downloaded from [www.ranchimunicipal.com](http://www.ranchimunicipal.com)

Sd/-  
Municipal Commissioner  
Ranchi Municipal Corporation

**1. ELIGIBLE BIDDER:**

- 1.1 The bidder should be either OEM or a reseller.
- 1.2 Copies of at least one purchase orders from private organization/ Ministries or Departments of Government of India or any State Government /PSUs during each of the last three years (2013-14, 2014-15 & 2015-16) should be enclosed.
- 1.3 Should have a valid PAN, Service Tax & VAT registration Certificate. The Latest VAT & Service Tax Return /Acknowledgement should be submitted along with the above Registration Certificates issued by concerned Department.
- 1.4 Should not have been blacklisted by the Departments/ Ministries of the Govt. Of India/State Govt./ PSUs (*Declaration has to be submitted in the form of an affidavit*)
- 1.5 Any change that will be made in the tender document by the competent authority after issue of the tender will be intimated to the prospective bidders in the form of Corrigendum/addendum for incorporating the same in the bid before submitting the bid.
- 1.6 The bidder shall bear all costs associated with the preparation and submission of its bid. The RMC shall, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.
- 1.7 Authorized representative of the bidder should sign each page of this Bid document and submit this with their proposal. (*Attach authorization letter*)
- 1.8 The annual turnover of the firm must be greater than 5 lakhs each year in last three financial year. (*Attach details*)
- 1.9 Bidder should have at least one office of their own having their own engineers/technicians in Jharkhand. (*Attach Details of Office and Support Engineer*)

**2. PROPOSED VALIDITY OF THE RATE CONTRACT:**

Supply and successful installation of Biometric Attendance Machine within 15 days from the date of purchase order. The bidder should also propose the unit rate of one device with complete installation and two years maintenance. The rate shall be valid till one year & RMC may procure the Additional Device and their associated accessory/Software as per the requirement arises.

**3. AVAILABILITY OF TENDER DOCUMENTS:**

Website: [www.ranchimunicipal.com](http://www.ranchimunicipal.com)

Period : 21.10.2016 to 12.11.2016

**4. METHOD/MANNER FOR SUBMISSION OF BIDS:**

An envelope super-scribing "Tender for Supply of Biometric Attendance Machine" must bear the name & address of the party & shall be addressed to: "Municipal Commissioner, Ranchi Municipal Corporation, Kutchery, Ranchi - 834001". All the page should be properly serial numbered along with a proper index page at the top. Failing to these conditions may lead to disqualification in bid.

## **5. VALIDITY OF BIDS: 90 days**

The Ranchi Municipal Corporation reserves the right to reject any or all the bids without assigning any reason.

## **6. PAYMENT TERMS :**

90% of the payment will be paid on completion of supply and installation of the items and the rest 10% will be released after satisfactory functioning of 6 months from the date of commissioning. The bills, duly pre-receipted, should be submitted in triplicate along with two copies of signed delivery challans. All payments will be made along with two copies of signed delivery challans. All payments will be made by Cheque in Indian Rupees.

Payment shall be made after successful supply and installation of the Biometric along with all its accessories. The price shall be all inclusive of cost, installation, taxes, Comprehensive warranty charge for 2 years and any other charges. The payment will be subject to the provisions of the Income Tax Act, 1961 i.e., Tax will be deducted at source with Cess/surcharge, at the prevailing rates, from the gross amount of bill submitted.

RMC will have the right to impose penalty on the contractor, if the supply done by the contractor is found unsatisfactory or inferior quality of goods, it will be intimated in writing to the contractor by the RMC for taking immediate corrective action and replacement of the goods as per the Approved specifications, failing which the penalty amount as mentioned below will be deducted from the particular bill.

## **7. THE CONTRACT SHALL BE GOVERNED AND INTERPRETED UNDER INDIAN LAWS.**

No suit or other proceedings relating to performance or breach of Contract shall be filed or taken by the Contractor in any Court of law except the competent Courts having jurisdiction within the local limits of Ranchi only.

## **8. SCOPE OF WORK:**

Supply, installation, commissioning and testing of Biometric Attendance Machine at field level with 2 years comprehensive maintenance with parts.

*Details of the scope are mentioned as below:*

<b>Sr. No.</b>	<b>Item Details</b>	<b>Quantity</b>
1	Biometric Attendance Machine with Face Identification, Thumb with Location from where the attendance will be taken. GPRS, GSM, BIOMETRIC, USB, CLOUD LOGIN, Biometric Machine is easy to operate and user friendly., It is highly secured with Password protection., In absence of network it stores the Data in memory, Accurate data Export and USB/SMS based settings	60

Any electrical requirements and data charges will be bear by RMC.

## **9. SPECIFICATIONS**

### *DEVICE SPECIFICATION*

"2.4" Color LCD Display, 32bit processor 1000 face capacity Capacity, 3000 finger capacity, 600 dpi Optical Sensor Communication: 3G, USB, TCPIP, Rs485, Cloud Data Support. Battery backup of 4-5 hour, Machine is easy to operate and user friendly., It is highly secured with Password protection., In absence of network it stores the Data in memory, Accurate data Export and USB/SMS based settings.  
Minimum Identification Mode: Fingerprint, Face

### *SOFTWARE SPECIFICATION*

On-time Windows based attendance Software & licence for approx 1000 employees and 5 machines having an option to view online Attendance Report in real time.

## **10. Tender Fee & Earnest Money:**

a) A non-refundable tender fee of Rs. 2000 along with bid has to be submitted from any Nationalized Bank drawn in favour of Municipal Commissioner, Ranchi Municipal Corporation, payable at Ranchi

b) Earnest Money. (non-interest bearing) in the form of Bank Draft/Banker's Cheque for Rupees Twenty thousand only (Rs.20,000/-) from any Nationalized Bank drawn in favour of Municipal Commissioner, Ranchi Municipal Corporation, payable at Ranchi must be attached with the tender bid.

c) The Earnest money deposit of unsuccessful Tenderers shall be refunded within three weeks from the date of final acceptance of the Tender.

d) The Earnest money deposit will be forfeited in case the Tenderer withdraws his offer before finalization of the Tender.

d) The Earnest money deposit of the successful Tenderer shall be forfeited if he fails to deposit the Security Money within the specified period

## **11. Warranty and post Installation support:**

The successful Tenderer must furnish a warranty for providing free post-Installation Comprehensive support during a warranty period of Two years from the date of successful installation and commissioning.

## **12. Annual Maintenance Contract**

a) Along with the Tender bid the Tenderer must quote charge for comprehensive Annual Maintenance Contract (AMC) applicable after the expiry of the period of warranty.

b) Any Tender without quote for the AMC shall not be considered.

c) The AMC shall include cost of transportation & halts of the servicing staff of the SUPPLIER and cost of any components that might require to be replaced in course of clearing faults.

d) Department reserves the right for third party maintenance after expiry of the warranty period.

e) The manufacturer/supplier should give undertaking that all component/spares would be made available and comprehensive support will be provided on the whole Biometric time attendance System, for a minimum period of five years.

f) Comprehensive support will be as specified under Support and post-Installation warranty.

## **13. Security Deposit:**

Tenderer shall deposit a sum which is equal to the 5% of the ordered value of the article to the Board in the form of Bank Draft /Bank Guarantee on any Nationalized Bank drawn in favour of Municipal Commissioner, Ranchi Municipal Corporation, Ranchi. EMD shall be refunded after deposit of Initial SD of 5%.

a) Within 14 days from the date of acceptance of tender (Security Deposit will not carry any interest) with an intimation to RMC.

b) Firm order will be placed within one week after receipt of Security Deposit and on signing of agreement.

c) Security Deposit will be refunded after two years of successful installation and commissioning of the system.

d) Security Deposit will be forfeited for unsatisfactory performance by the supplier.

**14. Delivery:**

Free of cost delivery to the consignee at the ordered site as directed by RMC four weeks after placement of Purchase Order. Time of completion of entire work including commissioning at all locations will be 4 weeks from the date of issue of order.

**15. Late Delivery Clause:**

In case the SUPPLIER fails to supply the item within specified time frame, a penalty shall be imposed @ 0.5% per week or part thereof of the value of the delayed supply for each week of delay or part thereof. Maximum Penalty will be restricted to 10% of the agreed price for the contract and beyond that the Purchase Order shall be treated as cancelled and the security deposit will be forfeited.

16. Terms used in this RFP document which have not been defined herein, shall have the meaning ascribed thereto in the draft Agreement.

17. In case of any queries feel free to contact RMC office before submission date. But RMC reserves the right to reply on queries or not. Generic queries will be taken into consideration but if the queries have been raised by bidder for their personal interest will not be entertained.

**PRICE BID**

To,  
The Municipal Commissioner,  
Ranchi Municipal Corporation,  
Ranchi.

Sir,

We have examined the tender for Supply, installation, commissioning and testing of Biometric Attendance Machine for field staff with 2 years comprehensive maintenance with parts. Our rates for the item according to your specification and terms are as under: -

Sr.	Item	Total Amount(including all taxes, installation, testing and other charges) Rs.
1	Supply, installation, Commissioning and testing of Sixty Biometric Attendance Machine with 2 years comprehensive Warranty with parts	
2.	AMC (Hardware + Software) for two years duration including parts after completion of warranty period.	

Note - Prices should be inclusive of all taxes and charges. RMC shall not provide/ not bear cost of any additional items used in installation, road permit & Entry Tax.

(Signature and stamp of the firm)  
Date:

Place: .....

For .....

Authorized Signatory

DETAILS TO BE FURNISHED BY THE BIDDERS

1. Name of the Firm/Company: \_\_\_\_\_
2. Class of Registration with validity date: \_\_\_\_\_
3. Value of Registration: \_\_\_\_\_
4. Address for Communication: \_\_\_\_\_
5. Telephone/Mobile Number: \_\_\_\_\_
6. E-mail: \_\_\_\_\_
7. Details of Proprietor/Partner/Director

Name	Address	Qualification and Experience

8. Annual Turnover of the Firm/Company during previous three Financial Years for supply of cartridges (Certified copies of audited Balance Sheet to be submitted):

Financial Year	Annual Turnover(Rs)	Copies of audited Balance Sheet enclosed(Yes/No)
Previous Financial Year(2013-14)		
2nd Previous Financial Year(2014-15)		
3rd Previous Financial Year(2015-16)		

9. PAN, TIN Number of the Firm/Company: \_\_\_\_\_

10. Service Tax Registration No.: \_\_\_\_\_

11. EMD Draft Number/Date & Name of the Bank: \_\_\_\_\_

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the Tender Notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the Tender and agree to abide by these terms and conditions.

Name and Signature of the Firm/Company



**DETAILS OF THE SIMILAR TYPE OF GOODS SUPPLIED BY THE BIDDER DURING THE LAST 3 YEARS**

**Name of the Bidder:**

Year	Name & Type of Goods supplied	Name & Address of the buyer/customer	Value of the Goods sold	Remarks
2012-13				
2013-14				
2014-15				

**Note:** - The turnover amount should be certified and audited by CA of firm and separate sheet should be enclosed