

**TENDER DOCUMENT FOR  
SUPPLY INSTALLATION  
COMISSIONING  
AND MAINTENANCE OF  
BIOMETRIC DEVICE  
FOR  
FINGER PRINT BASED  
ATTENDANCE SYSTEM  
at IIT Kanpur**

Indian Institute of Technology, Kanpur an Educational Institute of National Importance, invites sealed tender in **two Part bidding system** (1st part- Technical Bid, 2nd part Price Bid) from experienced, resourceful and bonafide firms for supply & installation, commissioning and maintenance of finger print based attendance devices for the students of this Institute, details of the services required are mentioned in Annexure "A" of this document.

You are to quote your best offer along with the details of specifications, terms & conditions. The tender document can be downloaded from the Institute website. Separate envelops should be used for Technical and Price Bids and indication to that effect may please be super scribed on the envelops. The envelop super scribed 'Technical Bid should contain the tender form (General terms conditions, Technical Specification & tender Memorandum)) without the 'Bill of Quantities' part, duly signed and stamped along with all relevant documents establishing the credibility of the firm. The Technical Bid will not contain any price implication. All envelopes containing the tender should be properly sealed. **The price bid should contain itemized pricing for each item – i.e. Handheld device per piece and software to be quoted separately. Depending on our experience with the devices we may buy more such devices in the near future. The software license should be valid in perpetuity and valid for additional devices which may be procured in future by IIT Kanpur.**

S. No.	Item Description	Quantity
1.	As per Annexure – A	As per Annexure – A

Quotation should be sealed and super scribed with tender number and addressed to:

"Deputy Registrar"  
Office of Stores and Purchase  
IIT Kanpur  
Kanpur-20816 (UP)

The sealed quotations should reach the Institute, latest by 19.09.2016 upto 12.00 PM and it will be opened on same day at 04:00 PM in the DOAA office of the Institute in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled date and time.

**Terms & Conditions:**

1. **Validity:** The quoted rates must be valid for period of 90 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quotes the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
2. **Warranty / Guarantee:** Bid must be quoted with a three-year comprehensive on-site warranty / guarantee which will commence from the date of the satisfactory installation / commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components.
3. Only manufacturer(s) or their sole authorized distributor /agent are eligible to bid. Authorization letter in the prescribed format (Annexure – B) from Original Equipment Manufacturer (OEM) in favor of authorized Agent to bid / negotiate / conclude the order against this tender, must be enclosed with technical bid.
4. **Delivery & Installation:** All the goods ordered should be delivered & installed within 02 weeks from the date of issue of the purchase order. All the aspects of safe delivery, installation and commissioning shall be the exclusive responsibility of the supplier.

If the supplier fails to deliver, installation and commissioning of the goods on or before the stipulated date, then a penalty at the rate of 1% per week of the total order value shall be levied subject to maximum of 10% of the total order value.

5. **Payment Term:** 100% payment of the total order value shall be released after the successful installation / commissioning of the ordered goods, submission of the installation report.
6. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms and conditions as mentioned in the tender enquiry document with guaranty warranty undertaking letter.
7. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.
8. Applicable Law:
  - The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings / processing.
  - Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Kanpur, Uttar Pradesh, India only.
  - In case of any dispute, the Director, IIT Kanpur is the sole arbitrator. His decision shall be final and binding on both the parties. All disputes shall be subjected to the jurisdiction of Kanpur.
  - The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Kanpur. The decision of the Arbitrator shall be final and binding on both the parties.
  - Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier.
9. Conditional bid will be treated as unresponsive and it may be rejected.
10. The Institute reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

## Annexure-A

Sr. Number	Product Descriptions	Quantity
1	Hand held Bio Metric Attendance Devices	25
2	Software	Perpetual License for future use for as many devices

### Hardware Specifications

S. No	Desired Specifications	Compliance Yes/No	Remarks
1	<ul style="list-style-type: none"><li>• Hand-held Light weight device.</li><li>• LCD Graphics Display</li><li>• 5000 finger template storage (only finger) mode</li><li>• Voice Guided message (for Acceptance / Rejection) (with mute option)</li><li>• Visual Indication/Message on LCD</li><li>• With built-in USB ports &amp;Wi-Fi connectivity</li><li>• Ability to enroll User</li><li>• Only finger</li><li>• Battery backup of six hours or more</li><li>• Automatic Server to Device Synchronization on availability of Wi-Fi</li><li>• Various machine configurations with web interface and at ability to handle at least eight digit alphanumeric subject code.</li><li>• PIN four characters.</li><li>• Maximum fingerprints capacity should be &gt; 100000.</li><li>• Speed of recognition &lt;3 seconds</li><li>• Failure Rate &lt;0.01 %.</li></ul>		

## Software Specifications

<b>S. No</b>	<b>Desired Specifications</b>	<b>Compliance Yes/No</b>	<b>Remarks</b>
1	<p><b>Software Related Specifications</b></p> <p><b>Perpetual license for any number of devices in IIT Kanpur.</b></p> <p><b>Report Generating-</b></p> <ul style="list-style-type: none"><li>• User wise</li><li>• Subject wise</li><li>• Course wise</li><li>• Daily reporting</li><li>• Monthly reporting</li><li>• Absence</li><li>• Additional options as per our requirements.</li></ul> <p><b>Software features: -</b></p> <ul style="list-style-type: none"><li>• Should be web based.</li><li>• To be configured per device.</li><li>• Should support Multi data base.</li><li>• Provision of manual input to regularize missing swipes.</li><li>• Automatic data upload and download from machine to computer and vice versa. Server to be located within IIT Kanpur and no data exchange with any outside server under any circumstances.</li><li>• Finger print data encryption.</li></ul>		

# Annexure – B

## FORMAT FOR MANUFACTURER'S AUTHORISATION LETTER TO AGENT (on letter head)

Ref. No.

Date:

To,  
The Director  
Indian Institute of Technology Kanpur  
Kanpur-208016 Uttar Pradesh.

### Sub.: Authorization Letter.

Dear Sir,

We, \_\_\_\_\_, who are established and reputed manufacturers of \_\_\_\_\_, having factory at \_\_\_\_\_, hereby authorize M/s. \_\_\_\_\_ (name & address of Indian distributor / agent) to bid, negotiate and conclude the order with you for the above goods manufactured by us.

We shall remain responsible for the tender / contract / agreement negotiated by the said M/s. \_\_\_\_\_, jointly and severally.

We ensure that we would also support / facilitate the M/s \_\_\_\_\_ on regular basis with technology / product updates for up-gradation / maintains / repairing / servicing of the supplied goods manufactured by us, during the warranty period.

In case duties of the Indian agent / distributor are changed or agent / distributor is changed it shall be obligatory on us to automatically transfer all the duties and obligations to the new Indian Agent failing which we will ipso-facto become liable for all acts of commission or omission on the part of new Indian Agent / distributor.

Yours faithfully,

[Name & Signature]

for and on behalf of M/s. \_\_\_\_\_ [Name of manufacturer]

**Note:** This letter of authorisation should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer. A copy of notarised power of attorney should also be furnished.