

NATIONAL SEEDS CORPORATION LIMITED

(A Government of India Undertaking)

CIN : U74899DL1963PLC003913

**CENTRAL STATE FARM, SURATGARH ,
SURATGARH 335804**

TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF BIO-METRIC ATTENDANCE SYSTEM AND ANNUAL MAINTENANCE CONTRACT OF THE MACHINE

**LAST DATE & TIME FOR RECEIPT : UP TO 14.00 HR. ON 23.02.2016
OF BIDS.**

**DATE & TIME OF OPENING : AT 14.30 HR ON 23.02.2016
OF BIDS.**

**NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
CENTRAL STATE FARM, SURATGARH-335804**

TENDER DOCUMENT

(I) Notice inviting tender showing details of requirement:

(II) PART 'A'

1. Scope of Work

2. Specification :

(III) PART 'B'

1. Instruction to Tenderer :

2. General terms and conditions of the contract :

3. Tender Form :

4. Form of Affidavits :

5. Check list of enclosures :

6. Form of Contract (Agreement) :

8 . Details of Destinations :

**NATIONAL SEEDS CORPORATION LIMITED
(A GOVT. OF INDIA UNDERTAKING)
CENTRAL STATE FARM, SURATGARH 335804**

Phone:-01509-220084

Fax:- 01509-223877

email:csfsuratgarh@rediffmail.com

NOTICE INVITING TENDER

Sealed tenders are invited in prescribed Tender Form from reputed manufacturers/suppliers for supply of 4 no.s of Bio-Metric attendance machine with installation and annual maintenance contract for a period of two years.

The tender document containing Tender Forms, Scope of work, Specification, terms and conditions, destinations etc. can be obtained from CSF Suratgarh at the address given above on payment of **Rs.300/-(non-refundable) through Banker's cheque/ Demand Draft** during office hrs. (9.00 a.m. to 5.30 p.m.). Tender document can be downloaded from NSC's website: **<http://www.indiaseeds.com>** but the bidders downloading the Tender Document from website, shall have to deposit the cost of tender in the shape of Bank draft in favour of **National Seeds Corporation Limited** issued from any scheduled commercial Bank payable at **Suratgarh** along with the bid.

Bid without payment of Tender cost & EMD shall be liable for rejection. However, MSEs registered with NSIC are exempted from payment of cost of tender document and EMD subject to furnishing valid documentary proof in support of claim along with their request letter.

NSC reserves the right to accept or reject any or all the tenders, alter or cancel the quantity without assigning any reason thereof.

Last date and time for receipt of Bids :23.02.2016 , 14.00Hrs

Date & Time of Opening of Bids : 23.02.2016, 14.30Hrs

Director , CSF Suratgarh

PART-A

SCOPE OF WORK

SUPPLY, INSTALLATION, CONFIGURATION, COMMISSIONING & TRAINING

The scope of work requires setting up **Biometric Based Attendance Monitoring System (BBAMS) for 500 employees at the CSF Suratgarh**. Following is the requirement:

- 1.** Installation and configuration of Biometric Based Attendance Monitoring System (BBAMS) web based access.
- 2.** To deploy a full-fledged '**Time Attendance System**' for all the employees using biometric finger print & RFID card sensors at different locations.
- 3.** Basic Customization of the solution as per the need
- 4.** All items mentioned Annexure-2, must give integrated performance in their functionality
- 5.** The training to manage the BBAMS and related software to CSF personal at the CSF premises at Suratgarh.

Each of the above mentioned requirements should be as briefed below:

Deployment of 'Time attendance system' for all the staff

In order to maintain the time attendance records of the entire regular employees, contractual staff, CDLs etc. necessary biometric fingerprint & RF card sensors need to be installed. All the sensors will be used for monitoring the entry and exit time records of every employee. The time attendance report will be generated at central server situated at server room and will be on monitored by various officials on Web enabled software.

I. Time Attendance reports should generate following reports

a. Department/Section (Daily/Monthly/Date Range):

Should generate individual/department-wise report of employee's time and attendance details

b. Exception (Daily/Monthly/Date Range and Department Wise/ Employee Wise)

Should generate and present exception report, to view exceptional logs of employee

c. Muster (Daily/Monthly/Date Range and Department Wise / Employee Wise)

Should generate and present muster report to view muster of employee's attendance

d. Who is in (Daily/Monthly/Date Range and Department Wise / Employee Wise)

Should generate report which will be helpful to determine the number of employees available in the CSF on a particular Date and Time.

e. Arrival (Daily/Monthly/Date Range and Department Wise/ Employee Wise)

Should generate and present report which will be used to see arrival time of employees,

f. Late Arrival (Daily/monthly/Date Range and Department Wise/ Employee Wise)

Should generate and present report that will show details of employees who are late.

g. Early Departure (Daily/Monthly/Date Range and Department Wise / Employee Wise)

Should generate and present report that will show details of employee who have left early.

h. Overtime (Daily/Monthly/Date Range and Department Wise/ Employee Wise)

Should generate Overtime report which will be used to see overtime of employees.

i. Absent (Daily/Monthly/Date Range and Department Wise/ Employee Wise)

Should generate report of the absent staff for the record of respective authorities.

j. Continuous late arrival

Should generate and present details of employee who regularly come late.

k. Continuous early departure

Should generate and present details of employee who regularly go early

l. Continuous absent

Should generate and present details of employee who are regularly absent without any application/notice.

II. Mode of working

a. All Biometric devices should be able to work in networked mode. In Network mode the device should be online with the Server on real time basis. It should be possible to remotely manage the device and add, delete modify and Synchronize changes from the central PC/Server with the device and vice versa.

b. Exporting Templates: All devices should have ability to upload/export fingerprint template to specified attendance Terminals through LAN and self Programmable facility to update User templates details to Selected Terminals, Templates for four fingers for each user should be possible to upload.

c. Fingerprint Auto Sensor: The device should have ability to sense fingerprint automatically without pressing any button and fire the fingerprint sensor for providing convenience to employee for faster authentication

d. Authentication Type: The system should support various authentication media to configure by different security methods such as finger prints, passwords, RF cards and / or their combinations.

e. Fingerprint Enrollment: The system should have the facility to enroll employee fingerprints and upload it to a specific biometric device from the desktop using a USB based fingerprint scanner.

III. Time Management Monitoring Software features:

- The solution should be designed to work for multiple readers/sensors connected on LAN and **should be web based**.
- All reports should be available for **viewing only** for officials through the web.
- All Enrolments should be with fingerprints and RF cards, depending on selected mode.
- Employee registration should be by Master creation and allotment of RF card.
- Department verifications should be by employee ID number and fingerprints only.
- It should be possible to mark all working days and holidays, in advance.
- Any number of departments should be possible to be created
- Reports should be available online with department-wise, categorywise and also individual records in periodic, detailed and summary formats.
- The report system should be available with an intelligent active log analyzer.
- The system should be a Complete ONLINE system with immediate automatic updates.
- Transaction from each device should be available with, date, time, machine/location number, etc.
- Printing of employee details & reports should be possible.
- At a glance summary reports such as IN/OUT summary for whole month or period of each employee should be available

Annexure2

SPECIFICATION OF BIOMETRIC ATTENDENCE MACHINE

The Product Feature :

- Fingerprint reader with durable and highly accurate optical sensor
- 1 –touch 1-second employee recognition
- Capacity to store 2200 templates and 50000 transactions
- No need to enter PINs
- Supports 50 time zones, 5 groups and 10 unlock combinations
- Tamper-proof switch and alarm outputs
- Request-to-exit and alarm contacts
- Operates stand-alone without a computer
- TCP/IP, serial and Wiegand interfaces
- Real time 1 –touch data export to 3rd party hosted & non-hosted applications
- Audio-visual indications for acceptance & rejection of valid and invalid fingerprints

Time and attendance Software feature

- Company/Department/Designation/Creation
- To support Multiple Time Attendance Devices (Fingerprint/RFID/FIDBC etc)
- Holiday assignment and Calculation
- Attendance views
- Annual leave assignment and calculation
- Manual attendance entry option
- Access control feature with scheduler and movement report
- Grace period for work Start /End times
- User defined leave types
- Attendance data re-processing
- Automated Late-in/Early-Out calculations
- Monthly leave Entitlement and Balance
- Complex and Rotating shifts
- Overlapping shifts
- Customizable attendance Report
- Daily, Monthly and yearly reports
- Automatic downloading of Data feature
- History of edited data by the user
- Colour coded report
- Recycle Bin
- It should be a server client application with required time technology
- Should support multiple database
- User creation with roles and permission
- Supports USB
- Reporting by E mail to the authorized personnel
- Centralised database system
- Enhancement capability to accommodate Payroll and HR software as an future option
- A separate open data base needs to be provided with the table containing user ID, punching date and punching time

Technical Features

Particulars	Technical Specifications (Minimum)
1. PROCESSOR	64 Bits
2. Templates	2200
3. Transaction capacity	50,000
4. Sensor	Optical sensor 530 DPI
5. Operation Modes	Finger /Card-(optional)
6. Scanner (Sensor)	High quality optical /Chip Sensor
7. Wigand signal	Input and output
8. In-built Reader (Optional)	Proximity Card
9. External Reader Port 1	Reader port (26 Bits wiegand) for Exit
10. Communication Port	RS-485,TCP/IP, USB host
11. Baud rate	9600 bps (Default)
12. Facility Code	8 (3 digit code)
13. Power supply	12 volts DC
14. I/P Voltage range	9 to 24V DC
15. Peak current at 12 V DC	400 ma
16. Operating temperature	Upto 55 degrees Celcius
17. Operating humidity	20% to 95%
18. Access control Interface	for 3 rd party electric lock, door sensor, exit button
19. Alarm and door bell in access control	Yes
20. Standard function	SMS, DLST, Webserver, Workcode
21. GPRS Optional and provision should be there to	integrate with external GPRS module
22. Anti-Pass Book Local	(Controller wise)
23. No of fingers that can be enrolled in the machine per employee	More than 2 fingers
24. Verification Speed	< 1 Second
25. Quality standard	CE, FCC
26. LCD 16x2	Alphanumeric
27. Keypad	12 Key Numeric Keypad
28. Access/Remote Management System	Yes
29. Reporting/Attendance Software edition	Lite,Classic,Professional and Enterprise etc
30. LCD Messaging User defined	Local/Global/Banner
31. LED/Buzzer	Bicolor LED bar,Multi Bone Buzzer O/P
32. Battery Backup	Power Supply minimum 4-5 hours
33. Optional Functions	ID, Mfare, HID, Scheduled-Bell,9 digit user ID, Self-service query, automatic status switch, Soap,printer

PART-B

SECTION - 3

INSTRUCTIONS TO TENDERER

- 1. ADVICE FOR TENDERERS:** - The tenderers are advised in their own interest to carefully read the tender documents and understand their purport unless the tenderer specifically states to the contrary in respect of any particular clause, it shall be presumed that he accepts all the terms and conditions as have been laid down in the tender document.
- 2. ELIGIBILITY CRITERIA:** - **Tenderers who are interested to supply the tendered qty of machine with battery backup and software are eligible for participation in the tender.**
The Tenderers should enclose a copy of current & previous year income tax return duly acknowledged by income –Tax Department.
- 3. SUBMISSION OF OFFER:** - Offer must be submitted in the prescribed tender form provided in part “B” of the tender document at Section-5. The tenderer may attach additional sheets to the tender form wherever detailed description is necessary **.Only that party should tender who accepts all the terms & conditions because conditional tender may be treated as void.**
- 4. DEVIATION IN SPECIFICATION:** - Normally no deviation from the specification laid-down in part “A” will be accepted. However, if the tenderer feels that he can supply the items, which shall fulfill the requirement of NSC with different specifications, the tenderer should describe as to in that respect and to what extent the item offered by them deviate from the specification even though deviation may be minor.
- 5. DELIVERY OF GOODS:-** The delivery period i.e. installation of the system will be the essence of the contract. It would be clearly understood that any delay in delivery will cause unascertainable damages to the Corporation. The tenderer should install the system within 30 days from the date of PO given to the tenderer. Only those parties should tender who are in a position to stick to the delivery prescribed. Their attention is also invited to clause-30 of section-4 relating to general terms and condition which shall be binding.
- 6. QUOTATION OF PRICES:** - **Tenderer** shall give a net per unit price free from all escalation. Request for increase in price will under no circumstances be considered after opening of the tender. For the purpose of comparison and evaluation of bids, the tenderers are required to quote their rate items-wise & unit wise as indicated in part- A of the tender document and should be given strictly in a manner as indicated in the Section-5B of the part ‘B’ of the tender document, as under:
A) The rates should be quoted for the offered items on the basis of F.O.R. inclusive of all taxes(including VAT, Turnover Tax Modvat etc), Duties

(Excise, Special Excise, Cess etc), Packing & Forwarding charges, loading and unloading etc. The destinations are specified in **Section-9**.

B) If the rates quoted by tenderer are exclusive of sales tax, general tax, central sales tax or any other taxes or levies, which are payable in addition, the exact rate at which they are payable should be shown clearly in the tender. In the absence of clear indication that these levies are payable in addition to the rates quoted, it will be assumed that rates are inclusive of all taxes and no extra taxes will be paid..

7. PRINTED TERMS & CONDITIONS OF TENDERING FIRM:- Printed terms and conditions of the tenderer shall not be considered and the same shall not be binding or become part of the contract unless any of such terms is specifically laid down by the tenderer in the tender and accepted by the Corporation in writing. Except to the extent stated above, it will be deemed that the **printed terms and conditions of the tendering firms have been rejected by the Corporation.**

8. EARNEST MONEY: Fixed EMD at rate of 5% of the amounts indicated at page no. of the tender document against respective tendered item. The consolidated amount of EMD for all the item quoted may be deposited by single demand draft. Multiple demand draft need not be prepared.

(a) By means of attaching a Demand Draft drawn on scheduled Commercial Bank payable at Suratgarh in favour of NSC Ltd., **CHEQUES WILL NOT BE ACCEPTED.**

EMD shall be placed in the envelope super scribed technical & commercial bids:

(b) Exemption of earnest money deposit for Indian Manufacturers which are registered with NSIC under Single point registration scheme, Indian manufacturers/suppliers who are **Micro small medium Enterprises(MSME) small scale units and registered with National Small Industries Corporation under single point registration scheme** are exempted from payment of earnest money deposit provided to furnish photocopy of **valid registration with NSIC under the single point registration scheme**, for the quoted stores in support of claim along with their request letter. This facility will, however, not be provided to those small scale units who are registered under the old registration scheme which was extended up to 30th June, 1981 only.

(C) The Public Sector Undertaking may deposit EMD in the form of FDR or Bank Guarantee issued by any **Nationalized Bank of any branch** for a term of 6 months.

OFFERS OF THE FIRMS OTHER THAN (MSME) SMALL SCALE INDUSTRIES AS DEFINED ON 'B' AS ABOVE NOT ACCOMPANIED BY EMD WILL BE SUMMARILY REJECTED. OFFERS OF THE (MSME) SMALL SCALE INDUSTRIES NOT REGISTERED WITH NSIC FOR THE QUOTED ITEM UNDER SINGLE POINT REGISTRATION SCHEME AFTER 30TH JUNE 1981 AND NOT ENCLOSING THE VALID DOCUMENTARY PROOF IN SUPPORT OF THEIR CLAIM WITH THEIR REQUEST LETTER SHALL ALSO BE REJECTED.

NO ADJUSTMENT OF EMD FROM THE DUES, IF ANY, AVAILABLE WITH THE CORPORATION, AGAINST THE SUPPLIES MADE BY THE SUPPLIER IN THE PAST SHALL BE ALLOWED. TENDERS WITH SUCH REQUEST AND NOT ACCOMPANIED WITH REQUISITE AMOUNT OF EMD FREE FROM ANY ADJUSTMENT SHALL BE SUMMARILY REJECTED.

Any Tender not secured in accordance with paras 8.a & 8.b above will be rejected by the purchaser as non responsive.

9. FORMAT AND SIGNING OF TENDER: - (a) Tenderers are required to submit their tender as per the prescribed Performa given in the tender document. The Tender prepared by the bidder and all correspondence and documents relating to the tender exchanged by the tenderer and purchaser, shall be written in the English / Hindi languages. Each copy of the tender should be completed in all respect and should

preferably be bound in one column. All pages of **the tender and enclosures should be numbered consequentially and** shall be signed by the Tenderer or a person or persons duly authorized to sign the Tender document. The letter of authorization shall be indicated in written power of attorney accompanying the Tender.

(b) All pages of the Tender except for unamended printed literature shall be initialed by the person or persons signing the Tender with stamp.

(c) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the bid.

10. PROCEDURE FOR SUBMISSION OF TENDER: - The Tenderers shall seal the tender in separate inner envelopes, duly marking the envelopes as "Technical & Commercial Bid" and "Price Bid". These envelopes then place in an outer envelope.

Technical & Commercial Bid envelope shall include technical specifications of quoted item, Duly filled Tender Form, Instruction to Tenderer, Terms and Conditions of contract of tender document, requisite EMD, along with documents as per the check list and other document if any in support of offer. All papers should be initialed with stamp by the person or persons signing the bid.

PRICE BID Envelope containing of prices as per requirement and mentioned at performativa in section 5B of the tender document.

All inner envelopes shall be placed in an outer sealed envelope addressed to DIRECTOR, CENTRAL STATE FARM, SURATGARH PIN-335804 and super scribing thereon "TENDER FOR SUPPLY OF BIOMETRIC ATTENDANCE MACHINE "DO NOT OPEN BEFORE 14.30 HOURS ON 23.02.2016 "SHALL ALSO BE STATED ON THE OUTER ENVELOPE.

THE INNER ENVELOPE CONTAINING THE "TECHNICAL & COMMERCIAL BIDS" AND "PRICE BID" shall also be super scribed thereon "Technical & commercial Bids" and "Price Bids" as the case may be and addressed to the purchaser and name & Address of the Tenderer.

THE OUTER ENVELOPE SHALL INDICATE THE NAME & ADDRESS OF THE TENDERER TO ENABLE TO BE RETURNED UNOPENED IN CASE IT IS DECLARED "LATE ". **If outer Envelope is not sealed and marked as required above, the purchaser will assume no responsibility for the bid's misplacement or premature opening.**

The tenders not complying with the manner prescribed herein are liable for rejection straight away.

11. MODIFICATION AND WITHDRAWAL OF TENDER: - The tenderer will not modify or allowed to withdraw its tender after the tender's submission, provided that written notice of the modification or withdrawal is received by the purchaser prior to the deadline prescribed for submission of tenders.

12. DEADLINE FOR SUBMISSION OF TENDERS: - Tender must be received by the purchaser at address specified under Clause 10 above, no later than time and date specified in the invitation for tender. In the event of the specified date for the submission of bids being declared a holiday for the purchaser, the Tender will be received upto the appointed time on the next working day.

13. LATE TENDER: - Any Tender Received by the purchaser after deadline for submission of tender prescribed by the purchaser, pursuant to NIT/Tender Document/any amendment will be rejected and/or returned unopened to the Tenderer.

14. OPENING OF TENDER: - The purchaser/Corporation will open tenders, in the presence of tenders' representatives who choose to attend at specified time & date in the NSC Central State Farm, Suratgarh. The envelope containing the "**Technical & Commercial bids**" shall be **opened on the date of opening tender** and "**Price Bids**" of tender only be opened based upon an examination of the documentary evidence

submitted in **technical & Commercial bid** for the Tenderer's qualification by the tenderer, as well as such other information as the purchaser/Corporation deems necessary and appropriate, found **in order**, date of opening of **Price bid will be informed separately**.

15. CLARIFICATION OF BIDS:- To assist in the examination ,evaluation and comparisons of tenders, the purchaser may at its discretion, ask the tenderer for clarification of its bid .The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

16. FORFEITURE OF THE EARNEST MONEY: - Earnest Money may be forfeited.

(a) If a tenderer withdraws its tender during the period of Tender validity specified by the Tenderer on the Tender Form:

Or

(b) In case of a successful Tenderer, if tenderer fails:

(i) To sign the contract in accordance with clause no. or

(ii) To furnish security deposit in accordance with clause no.

17. DISPUTES or DIFFERENCES: - All disputes or differences that may arise in connection with this tender or the interpretation of any of its terms or in any other way related to this tender directly or indirectly shall be referred to arbitration in accordance with the clause relating to "settlement of disputes" included in clause 34 of Section-4 of Part 'B' of tender document i.e. General terms and conditions of the contract. .

18. VALIDITY OF OFFER: The tenderer shall keep their offers open for **acceptance for a period of 120 days from the date of opening of the tender**. In case the last date happens to a holiday, offers shall remain open for acceptance till the next working day. Tenderers with shorter validity period, subject to prior sales, immediate acceptance and any such similar conditions are liable to be rejected

19. AWARD CRITERIA: - The purchaser will award the contract to the successful tenderer whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated tender , provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

20. PURCHASER's RIGHT TO VARY QUANTITIES AT TIME OF AWARD: - The Purchaser / Corporation reserve the right at the time of award of contract to increase or decrease the quantity of goods specified in the schedule of requirements without any change in price or other terms & conditions.

22. PURCHASER's RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS: - The Purchaser/Corporation reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders any time prior to award of contract, without thereby, incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenders of the grounds for the purchaser's action.

23. NEGOTIATION: - There shall normally be no post tender negotiation. If at all negotiations are warranted under exceptional circumstances then it can be with L-1 (lowest tenderer) only.

24. SPLITTING OF ORDERS: - The Purchaser /Corporation may decide to split the order among two or more tenderers according to exigencies of the cases at L-1 rate.

25. PURCHASE PREFERENCE TO MSEs: - As per Public Procurement Policy for MSEs Order 2012.

26. REPEAT ORDER:- The validity of the tender shall be extended to a period of **six months from the date of placing initial order** and it shall be open to the Purchase /Corporation to place repeat order with the supplier **on the same rates and same terms and conditions** for quantities which will be specified by the purchaser for other farms situated in Rajasthan.

27. CONTRACTS:

SIGNING OF CONTRACT :- The successful tenderers within 15 days from date of issue the Purchase Order , shall sign the agreement as per the format given in Section -8 of part “B” of the tender document. The terms and conditions contained in Section-4 of Part ‘B’ of the tender document will be considered to be part of agreement, any variation in the terms and conditions as may be suggested by the tenderer and accepted by the Corporation will be part of the agreement. The cost of stamping for agreement shall be borne by the successful tenderer. However, to expedite execution of the agreement, the Corporation shall purchase the stamp paper on behalf of the supplier and send typed agreement for signature of the suppliers. The cost of stamp paper shall be recovered from the supplier payments.

Failure of the successful tenderer to comply with the requirement of the above clause 27 shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the purchaser may make the award to the next lowest evaluated bidder or call for new bids.

28. REFUND OF EARNEST MONEY:-

(A) Unsuccessful tenderers: In case of unsuccessful tenders, the earnest money if deposited in cash or by means of a Bank Draft shall be returned, without interest after the finalization of tenders or after expiry of validity period of the respective offer, whichever is earlier by means of RTGS/ crossed cheque drawn on a scheduled bank payable in Suratgarh and the Corporation will not be responsible for reimbursing to the tenderers the Bank’s commission for en cashing the same.

(B) Successful Tenderers: After the due fulfillment of the conditions of the contract and the successfully executing the tender to the fullest satisfaction of the purchaser/NSC and has completing formalities as stated above, the earnest money deposit will be refundable to him/ them after the expiry of warranty period. No interest shall be allowed on earnest money.

29. 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) NSC 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

30.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.

NOTE : Duly signed with stamp on each & every page of Section I i.e. “Instruction to Tenderer” to be placed in the envelopes marked “Technical & Commercial Bid

SECTION - 4

GENERAL TERMS AND CONDITIONS OF THE CONTRACT:

- 1.. The quoted bid must be quoted duly typed on the letter heads of the supplier / manufacturer with mentioning of full address, VAT No./ PAN No./ TDS NO. / TIN No. and must be contained in a sealed envelope which should be superscribed as "Bid for Supply, installation, testing and commissioning of **Biometric Attendance System**- with due date and time on the cover of envelope.
2. The last date of submission of tender is 23.02.2016 by 14.00PM. These bids will be opened on the same day at 02.30 pm in the Committee room of Administrative Block of the CSF Suratgarh in the presence of the tenderer(s) or their authorized representative(s) who wish to remain present at the scheduled time.
3. Telefax /E-mail and other incomplete offer will not be considered.
4. All Bids will be deemed to be FOR CSF Suratgarh unless otherwise specified .
5. If quoted otherwise than FOR CSF Suratgarh, insurance, charges from place of loading to destination shall be borne by the supplier.
6. All Bids will be valid for at least 120 days excluding the date of opening
7. Illustrated literature and catalogue must be furnished along with Bid.
8. The supplier must intimate whether he is manufacturer, dealer or supplier. In case of supplier or dealer the CERTIFICATE from the manufacture is required and copy of the same must be enclosed with the bid.
9. Rates should be quoted in the Indian rupees only.
10. CSF SURATGARH is not liable to pay any interest on EMD. Earnest money deposit shall be forfeited, if the tenderer, withdraws its bid during the period of tender validity. The Earnest money deposit of the tenderer, whose tender has been accepted, will be kept till the warranty period of the Biometric Attendance System. The warranty period will start from the date of satisfactory installation, testing and commissioning of the Biometric Attendance System duly given by the concerned department. Earnest money deposit of the successful tenderer shall be forfeited, if it refuses or neglects to execute the contract or fails to furnish the required performance security within the stipulated time frame as specified by the institute. The EMD(s) of other Bidder(s) whom offer will not found according to required specification/ lowest will be released after finalization of the Purchase.
11. The Bid may be rejected by the Director without assigning any reason.
12. **The Bid received after the due date will not be considered unless the date is extended.**
13. In case the last date of receipt of Bid falls on holiday, the Bid shall be opened on the following working day.
14. **The make/model of Biometric Attendance System and country of origin must be clearly specified. Warranty of the Biometric Attendance System may be intimated. The after sales service policy also be clarified and address of the Sales Service Centre be intimated.**
15. Two years of working spares wherever required should be quoted on FOR destination basis. The Director, CSF Suratgarh reserves the right to order any or all the spares as quoted by the tenderers and on the terms and conditions quoted for the **Biometric Attendance System**. The responsibility of the tenderer under the warranty clause will not be diluted in any way on this account.
16. Specifications can be changed depending upon suitability only after deliberation/ discussion. Nearest specifications/better specifications can be considered. In case of deviation complete justification should be furnished with proper documents.
17. Freight paid sample must reach this office before or at the latest by the due time and date of the opening of the Bids, if required.

18. It may be stated clearly, whether the items quoted are available in stock. If not the minimum period of supply of goods be indicated.
19. Rate quoted should be excluding taxes .Percentage of taxes to be charged must be clearly stated.
20. The approved samples will be sealed, duly signed by the representative of the quotee and kept in the office at the time of release of the order (where applicable).
21. Inspection of **Biometric Attendance System** /or parts of **Biometric Attendance System** will be carried out by the consignee or the Inspection Committee at the destination and if rejected **Biometric Attendance System** or parts of **Biometric Attendance System** will have to be removed within 10 days from the date of dispatch of advice from the indenting officer, failing which the quote shall be responsible for the loss.
22. The rejected **Biometric Attendance System** or parts of **Biometric Attendance System** must be replaced within 15 days of the dispatch of advice by the indenting officer or a registered notice, failing which indenting officer will be entitled to make arrangements of its disposal without any further reference.
23. Certificate to the effect that the Price quoted by THE SUPPLIER will be lowest and is not more than the Price charged from other Govt. Organizations/ R & D departments in India.
24. Copies of supply order at least of three users where you have already supplied above said **Biometric Attendance System** be supplied.
25. Details of training and the cost if any in the CSF Suratgarh be intimated.
26. The supplier who quote the **Biometric Attendance System**, must provide terms & conditions and installation etc. and maximum discount can be allowed.
27. The 50% payment will be released against the installation and inspection of the equipment and balance 25% payment shall be released after having the inspection and installation report of the equipment/material, execution of the complete order of goods as per specification of the supply order and their installation and working. The rest 25% will be released after the completion of the annual maintenance period.
28. The quantity of **Biometric Attendance System** may vary as per requirement.
29. The tenderer should not have been debarred and/ or blacklisted by any Central Government/ or any State Government Department(s) attached with the **tender**
30. **Penalty:** The Director of the CSF Suratgarh shall have the power to impose penalty upto 5% of the value of the order if the supply is not executed within the stipulated/extended period.
- 31. Transfer and subletting:** - The supplier shall not sublet, transfer, assign or otherwise part with the contract to any person, firm or Company directly or indirectly or any part thereof without the previous written permission of the Corporation.
- 32. Indemnity:-** The supplier shall at all times indemnify the Corporation against all claims which may be made in respect of the said items for infringement of any right protected by patent, registration of design or trade mark provided always that in the event of any claim in respect of an alleged breach of a patent registered design or trade mark being made against the Corporation, the Corporation shall notify to the supplier of the same and the supplier shall be bound, but at his own expenses, to conduct negotiations for settlement or prosecute any litigation that may arise there from. In the event of the Corporation becoming liable to any amount on any aforesaid account, the supplier shall make good the amount so payable and the expenses incurred on that behalf.
33. The tender document duly signed and stamped on each pages shall be returned in original with the Technical bid as a proof, to confirm the acceptance of the entire terms and conditions of tender.

34 ARBITRATION:

In case of any dispute or difference arising out of or in connection with the tender conditions / job order and Contract, the Institute and the tenderer/Contractor will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the CMD of National Seeds Corporation

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 New Delhi only. The award of the Arbitrator shall be final and binding on both the parties.

JURISDICTION:

The courts at Suratgarh alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Suratgarh Court shall have jurisdiction in the matter.

Section 5 A
TENDER FORM

To
Director,
CSF, Suratgarh

I/We _____
_____ have read the tender documents as issued by National Seeds Corporation.
(Hereinafter called Corporation) and hereby agree to abide by the instructions, terms
and conditions contained therein. (ii) I /We agree to keep the offer open for
acceptance for a period of 120 days from the date of tender opening. (iii) I /We also
agree to extend the validity of this tender for a further period of six months from the
date of placing the initial order to repeat the order on the same rates, terms and
conditions for additional quantities likely to be required during the period. If the
additional quantities exceed 50% of the quantity of the initial purchase order, the
repeat order will be with the prior consent of the supplier. (iv) I /We offer to supply
the material as detailed herewith at the rates quoted by me/us and hereby bind
myself/ourselves to complete the delivery within a period of 30 days from the date of
placing the order. I offer to supply the following items;
Item _____ Qty. applied for (full qty.) _____.
Bank draft No. _____ dated _____ for
Rs. _____
(Rupees _____)
drawn in the name of National Seeds Corporation Ltd towards payment of the
earnest money is enclosed. OR We are a small scale unit registered with N S I C
under ministry of MSME for item _____ under single point
registration scheme after 30.6.81 (photocopy of registration certificate is enclosed)
Our Registration No.is _____ (v) I /We note that the full value of the
earnest money shall be forfeited without prejudice to any other rights or remedies if:
(a) I / we withdraw the offer before a final decision is taken on the tender (b) I / we do
not execute the contract documents/agreement/Security Deposit within the stipulated
period after acceptance of my/our tender is intimated to me/us (vi) I / We also
understand that until a formal agreement is prepared and executed, acceptance of
this tender shall constitute a binding contract between us subject to modification, as
may be mutually agreed to between us and indicated in the letter of acceptance of
my/our offer for this work valid on _____ (vii) I/ We have
read the arbitration clause of the tender Document, relating to instructions to
tenderers and general conditions of the contract and I/we hereby agree that any
dispute of whatsoever nature that may arise in connection with this tender shall be
decided under this agreement clause. (viii) This tender is being submitted at CSF
Suratgarh and will be opened and decided at CSF Suratgarh and it is agreed that
any dispute to it will be referred to the arbitrator as per the agreement clause of the
tender alone. (ix) Income tax PAN No :- (a copy is enclosed herewith). (x) TIN
/CST/VAT No.:- (a copy is enclosed herewith). (xi) Rates are quoted in the
prescribed format given in Section III of Part B of Tender document and is kept in
separate cover marked "Price Bids" (xiii) I/We have read and understood that my
/our Price bid shall be opened only if the bid is found qualified based on Technical &
Commercial bid and the firm is found suitable during spot verification by NSC's

officers. (xiv) I/We have read and understood the specification for the items and the terms and conditions contained in the Tender document and agree to abide by the same against which the Bids are submitted in two separate covers marked "Technical & Commercial Bid" and "Price Bid".

Thanking you,

Signature

Place: -----

Date: -----

Name of Authorized Signatory: -----

Address:-----

Phone No: - -----

Mobile No. -----

SECTION – 5B
PRICE SCHEDULES OF THE REQUIREMENTS

(Submit separately in an envelop as financial bid)

SI No.	Item**	Qty	BasicPrice	ST VAT (others)	Total
1.	Biometric Device unit including application software				
2.	Any other (Please specify)				
3 #	Comprehensive AMC for two year duration				
GRAND TOTAL					

The quantities mentioned are indicative. The bidder may modify the same as per their own specification

*Any other please specify.(may attach a separate sheet) with price break-up

** Department shall have the option to modify the quantities as per requirement

#The Basic AMC rate for one year duration shall be valid for Two years from the date of AMC agreement. Statutory increase/ decrease of Taxes and duties will be adjusted.

Signature of the Contractor

Section 6a

Affidavit Certificate

I
_____ (Name, Designation and
Address) hereby declare that my firm/Company has not been debarred/black-listed
by any of the Govt. Department/Govt. Agencies where I had supplied the goods
during the last _____ years and no arbitration case pending
in NSC office

. Name _____
Designation _____
Name of the Firm/Company _____
Full address _____

Rubber stamp

Section 6b

Affidavit Certificate

_____ (Name, Designation and Address) hereby declare that the price charged for quoted item/items under this contract, our firm has under no circumstance exceeded lowest price of identical goods given to government and semi government organizations.

Name _____ Designation _____ Name of the Firm/Company _____ Full address _____

_____ Rubber stamp _____ Place: _____
_____ Dated: _____

Section-7

Check list of enclosures for Technical & Commercial Bids:

1. EMD.
2. Certificate of registration of the firm.
3. Partnership Deed if Partnership firm.
4. Authorization /Resolution for signing of bid if it is limited company or partnership firm.
5. An affidavit of ownership if proprietary firm/sole traders.
6. A copy of PAN No & Income-tax Return for the current year & previous year.
7. Copy of VAT/TIN & CST Registration No.
8. Business performance certificate from customers for quality and timely supply preferably from Govt. Organization.
9. If representative participating, letter of authorization to participate in the tender opening/negotiation of rate.
10. Sample of items
11. Affidavit certificate that not blacklisted and no arbitration case pending in this office.
12. MSME registered with NSIC, Other Authorities Certificate with proper validity for quoted item.
13. Other document if any in support of the tender.
14. Each and every concerned pages of tender document should be signed with stamp of authorized signatory of tenderer.
15. Affidavit no circumstances exceeded lowest price of identical goods to Govt. / Sami Govt. Organizations.
16. Balance Sheet for last Three years.
17. Annual Turn Over of the firm should not be less than Three times of quoted value of the Offer.
18. Evidence of access to financial resources. Note: - In absence of any above document, tender may be consider for rejection. To be submitted to NSC in the envelope marked "Technical & Commercial Bid" All the documents should be properly tagged. -----

Section -8

AGREEMENT

This Agreement is made on this _____ between the National Seeds Corporation Ltd., A Govt. of India Company, incorporated under the Companies Act, 1956 and having its registered office at Beej Bhavan, Pusa Complex, New Delhi-12(hereinafter called "Corporation") which expression shall unless excluded by or repugnant to the context, be deemed to include its successors and assigns) of the first part and

M/s. _____
_____ (herein after called the "supplier" which expression shall include unless excluded by or repugnant to the context, be deemed to include its successors and assigns) of the second part. WHEREAS the "Corporation" with the intention of installing Biometric Attendance system floated tender No. _____ AND WHEREAS the supplier submitting their tender No. _____ and upon consideration of the tender and after due deliberation, the Corporation placed Purchase order

_____ dated _____ with supplier for the installation of the Biometric attendance system and No. mentioned in Purchase Order No. _____ dated _____ which shall form part of this agreement. Amendment made in the P.O., if any, shall also form part of this agreement. AND WHEREAS the Corporation and the supplier have agreed to all the terms and conditions as contained in Section-II of Part-B of tender document, for Tender No. _____ which shall form part of this agreement. SETTLEMENT OF DISPUTES All disputes or differences in relation to the tender, the contract or the interpretation of any of their terms or implementation there-of or arising out of or concerned directly or indirectly with the contract shall be referred to the arbitration or a single arbitrator to be appointed by the Managing Director of the Corporation and in the absence of MD, the highest Executive Officer of the Corporation shall make such appointment. The venue of arbitration shall be at New Delhi. The arbitrator shall have powers to enlarge time for making & publishing the award with the consent of the parties. The parties will have no objection to the appointment of the arbitrator on the ground that such arbitrator had dealt with the matter of any earlier stage. In case the supplier is a Public Sector Undertaking, the above clause shall not be applicable and in that event the following clause shall apply. In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party to the sole arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Govt. of India, Incharge of the Bureau of Public Enterprises. The Arbitration & conciliation Act 1996 shall not be applicable to the arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided however; any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal and Affairs, Ministry of Law and Justice, Govt. of India. Upon such reference, the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary when so authorized by the Law Secretary whose decision shall bind the parties 36

finally and conclusively. The parties to the disputes will share equally the cost of arbitration as intimated by the Arbitrator.

No amendment or modifications in the terms of this agreement shall be considered valid unless it is in writing and duly signed by both the parties.

IN WITNESS WHEREOF both the parties have here to subscribe their signature on the date and year herein above written through authorized representatives.

For and on behalf of the supplier

for and on behalf of the National Seeds
Corporation

Section-9

Place of Destination/Installation

Prior to installing the Biometric attendance system in the below given places at Suratgarh , an intimation is to be given to Director one week before prior to it.

1. Administrative Block, Central State farm , Suratgarh
2. Block –I Office , CSF at RangMahal, Suratgarh
3. Block –II Office CSF at Central Colony, Airforce station road, Suratgarh
4. Block –III office , CSF, Near Bhagwansar, Suratgarh