



**PROJECT MANAGEMENT UNIT - OHEPEE  
HIGHER EDUCATION DEPARTMENT  
GOVERNMENT OF ODISHA  
TENDER DOCUMENT**

**For**

**SUPPLY, INSTALLATION & COMMISSIONING OF  
“BIOMETRIC DEVICES FOR FINGER PRINT DETECTION SYSTEM”**

**Tender No:** 03/2019/OHEPEE

**Dated:** 10<sup>th</sup> August 2019

**Issued by:**

PMU- OHEPEE

Higher Education Department

2nd Floor, Pustak Bhawan, A-11, Suka Vihar

Bhubaneswar-751022

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## SCHEDULE OF TENDER

<b>Tender No.</b>	03/2019/OHEPEE
<b>Name of the tender issuer</b>	State project Director, OHEPEE, Higher Education Dept.
<b>Scope of Work</b>	<ol style="list-style-type: none"> <li>1. Supply, Installation &amp; Commissioning of “Biometric devices for finger print detection system”.</li> <li>2. Automation of biometric data from the device to centralize system (i.e. Cloud space, IP address or web server)</li> </ol>
<b>Quantity to be supplied</b>	161 devices (Two devices in each 68 College and at least five devices in each of 5 University).
<b>Location</b>	Across all districts of Odisha (List of Colleges & University attached at <b>Annexure IX</b> )
<b>Cost of Tender Documents</b>	<ul style="list-style-type: none"> <li>• Free of Cost</li> <li>• Tender documents can be downloaded by bidders from Government of Odisha, Higher Education Department’s website i.e. <b>www.dheodisha.gov.in</b></li> </ul>
<b>Earnest Money Deposit</b>	<ul style="list-style-type: none"> <li>• Rs. 50,000/- (Rupees Fifty Thousand) only</li> <li>• Earnest Money Deposit shall be in the shape of demand draft payable in favor of <b>“OHEPEE HIGHER EDUCATION DEPARTMENT”</b> payable at Bhubaneswar.</li> </ul>
<b>Date of issue of tender document</b>	10 <sup>th</sup> August 2019
<b>Date of Pre bid clarification meeting</b>	19 <sup>th</sup> August 2019 (01.00 PM)
<b>Last Date for Submission of Bids</b>	11 <sup>th</sup> September 2019 (01:00 PM)
<b>Date of Opening of Technical Bids</b>	11 <sup>th</sup> September 2019 (04:00 PM)
<b>Date of Financial Bid Opening</b>	16 <sup>th</sup> September 2019 (03.00 PM)
<b>Name of Person for Communication</b>	Finance Officer, PMU - OHEPEE, Higher Education Dept.
<b>Contact Number</b>	0674 - 2545484
<b>Address for Communication</b>	2 <sup>nd</sup> Floor, Pustak Bhawan, A-11, Suka Vihar, Bhubaneswar-751022. Email: odishawb.hed@gmail.com

## **TENDER NOTICE**

Higher Education Department (PMU,OHEPEE), Bhubaneswar invites competitive bid for Supply, Installation & Commission of “Biometric devices for finger print detection system” along with automation of biometric data from the device to centralize system (i.e. Cloud space, IP address or web server) from Original Equipment Manufacturers or Authorized representative of OEMs in accordance with the technical specifications mentioned at **Annexure-I**.

Bids received after the due date will be rejected. The tender issuing authority reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever.

## **DEFINITION**

In this contract, the following terms shall be interpreted as indicated:

- ❖ "Goods" or "Products" or "Items" shall mean all of the equipment including their accessories and /or other materials, which the Contractor is required to supply to the Purchaser under the contract.
- ❖ "Purchaser" or 'Buyer' or 'Owner' means Project Management Unit – OHEPEE, Higher Education Department.
- ❖ "Contractor" or "Seller" or "Vendor" means the individual or firm or company on whom the order is placed and shall be deemed to include their approved successors, representatives, heirs executors and administrators as the case may be.
- ❖ "Labour" means the fixing and wiring of networking components (passive or active).
- ❖ "OEM "means Original Equipment Manufacturer.

## **ELIGIBILITY CRITERIA**

The following criteria must strictly be fulfilled by the bidder. The bidder must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their letterhead as per the eligibility criteria the bids received without the documentary evidence will be rejected.

1. If the bidder is an authorized representative / dealer of the OEM then the authorization letter as per **Annexure-V** is to be enclosed in original from the OEM on the name of such Authorized representative dealer. The responsibilities and liabilities of such bidder should be mentioned separately.
2. The Bidder must be a legal entity in India under appropriate laws.
3. The OEM & bidder must submit an undertaking on its letter head that they have not been blacklisted by any State Government/ / Central Govt / PSU Department in India as per **Annexure-VIII**.
- 1) Must have average annual turnover for the last three years i.e. 2016-17, 2017-18, & 2018-19 should not be less than Rs. 20,00,000/- (Rs. Twenty Lakh only). The bidder must submit copy of audited balance sheet and profit & loss account certified by the Chartered Accountant along with the acknowledgement of Income tax return as a proof in the Technical bid.
4. Bidder should have supplied minimum 50 devices (any biometric device) in last three years (30.06.2016 - 30.06.2019). Submit supporting documents with material delivery proof in Technical bid.

## SCOPE OF WORK

The scope of work necessarily, but not exclusively includes the following activities:

1. The successful bidder will be required to deliver & install the Bio Metric devices at various Colleges and Universities as in **Annexure-IX**. The address for delivery will be intimated to the successful bidder.
2. The successful bidder will ensure one time registration of all teaching and non teaching staff of the Institute and train them on various functions of the device, including the addition and deletion of employees. Upon completion of training, vendor has to obtain an **"Installation Certificate"** from the Head of the Institution as per format prescribed at **"Annexure -X"**. Training and demonstration of the equipment must be done at the institution itself.
3. The successful bidder shall carryout a test service to upload the biometric data to centralized system specified by SPD-OHEPEE for a period of 10 days. In case of non availability of internet connection data will be stored in the local server and it will be uploaded to central system as and when get connected to Internet.
4. Pushing of biometric attendance data from the biometric devices to centralized system either to Cloud space or IP address (configured system) on a regular interval of time. Bidder should demonstrate the successful running of cloud service with minimum ten numbers of clients. There should be Login facility at HED and each HEI to retrieve monthly biometric attendance.
5. All the items should be successfully installed at the locations as mentioned at **"Annexure -IX"** within 3 months from the date of placement of order. For effective installation, SPD-OHEPEE will issue an installation schedule in consultation with successful bidder.
6. The successful bidder shall have to supply all necessary accessories along with the device viz. cable, power supply cords/ wires etc. and appropriate licenses, device drivers and documentation, that may be required, for successful acceptance of the quoted product by Project Management Unit (PMU) - OHEPEE. During actual installation, the vendor will assist the HEIs in connecting the device to internet.
7. If more than 20 numbers of biometric devices will be dysfunctional during first two months of installation due to failure of a particular part, then Bidder shall replace such part of **all the systems** onsite on his own cost in one month.
8. **During registration of finger prints, maximum of 3% of failure to register due to poor / not precise finger print is acceptable. Swiping cards will be given for such cases by the firm. However, once registered, all such persons should not try more than once during daily registration. If more than 2% of registered persons have to attempt more than once in giving finger prints during daily use, it will be treated as a device failure and clause 7 above will be applicable.**
9. The bidders are expected to accept all technical / commercial terms & conditions mentioned in the bid document. Any deviations in the terms and conditions

should be clearly mentioned. SPD-OHEPEE however, reserves the right to reject any or all of the offers with deviation.

10. The successful bidder will provide five years onsite warranty support and arrange to repair /replace the defective devices within 72 hour of placing a call & the bidder should indicate the proposed arrangement for providing onsite service.
11. Purchaser reserves the right to vary the quantity within validity of the contract without any change in price or other terms and conditions.



## **BID SUBMISSION**

The three separate envelopes containing EMD, Technical Bid and Financial Bid should be sealed in one envelope and should be addressed as per tender schedule. The envelope should bear the name of bidder, along with the tender number, the date of opening of the tender and the description of the items to be supplied.

The following section outlines the steps to be used for submission and processing of bids:

1. The bid shall be submitted in three parts, the EMD, Technical Bid & the Financial Bid.
  - a) Earnest money Deposit (EMD): Bidder has to submit an EMD of Rs. 50,000/- (Rs. Fifty Thousand) in the form of Demand draft in favor of "OHEPEE, Higher Education Department payable at Bhubaneswar". The EMD should be sealed in one envelope marked as "EMD". EMD will be exempted of to those bidders who have NSIC certificate and their name should properly reflect in list published by MSME department in respective section
  - b) The Technical bid sealed in one envelope marked as "Technical Bid" shall contain technical details of the item(s) quoted and also provide full details of deviations, if any from the technical specifications mentioned at "**Annex- I**".
  - c) No alternation / modification in the format shall be permitted. Make/ Model of the equipment quoted should be clearly specified. The bidder should enclose relevant technical brochures for the item(s) quoted in support of the technical specifications quoted.
  - d) In addition, the Technical bid must contain;
    - ANNEX – I: Technical specification & compliance sheet and Format for Monthly Bio-Metric Attendance Report
    - ANNEX – II Details of the Bidder and compliance certificate
    - ANNEX – III Bid form
    - ANNEX- IV Price Schedule
    - ANNEX – V Authority letter from O.E.M
    - ANNEX - VI Performa of Bank Guarantee
    - ANNEX – VII Self declaration for not black listed
    - ANNEX – VIII – Check list of documents to be enclosed
    - Commitment letter for service support from the principal manufacturer.
    - The Technical information of the products being offered along with brochure etc.
    - Any other terms and conditions from bidder (Please, note that the terms may or may not be acceptable to Purchaser).
    - Last three years audited balance sheet / CA certified turnover copy.
    - Copy of successfully supply of minimum 50 Nos. of products in last 3 years.

- Original bid documents with all pages signed.
  - GST Registration certificate copy of bidder.
  - PAN copy of bidder.
  - ISO / BIS certification of the OEM/(s) for the product
- e) The Financial Bid shall be sealed in an envelope and should contain the price bid; Annexure -IV must be duly completed in all respects.
1. The Financial bid of only the technically short listed bidders would be opened.
  2. The language for bid submission is English.
  3. All prices and other information having a bearing on the price shall be written both in figures and words in the prescribed offer form.
  4. No bid can be modified subsequent to the deadline for submission.
  5. The Bidders should note that Prices should not be indicated in the Technical Bid and should be quoted only in the Financial Bid. In case the prices are indicated in the Technical Bid, the tender shall stand rejected.
  6. EMD of unsuccessful bidders will be returned within 7 working days after acceptance of the work order by successful bidder. The EMD of the successful bidder will be returned on submission of the performance bank guarantee.
  7. The Performance Bank Guarantee (PBG) as per **Annexure-VI** will be equal to 5% of the total order value prior to placing of "Purchase Order".
  8. The Performance Bank Guarantee shall be valid for 3 years period from confirmation of order or Letter of Intent and will be extended by another 2 year.

The three separate envelope containing EMD, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule super-scribed as **Supply, Installation & Commissioning of "Biometric devices for finger print detection system"**.

## **INSTRUCTIONS TO BIDDERS**

- 1) Bidder shall prepare the bid and submit it in a sealed envelope addressed to SPD-OHEPEE–cum-Joint Secretary to Govt., Higher Education Department, Govt. of Odisha, Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar-751022 and send it through **Speed Post/Registered Post/Courier only** (no other means will be entertained). Each envelope should bear the name of bidder, along with the tender number. However the authorities shall not be responsible for postal and other delays in receipt of the bids.
- 2) Prospective Bidders are requested to remain updated for any notices /amendments clarifications etc. to the Tender Document through the website **[www.dheodisha.gov.in](http://www.dheodisha.gov.in)** / Notice board of the office address mentioned at Sl.no.1. No separate notifications will be issued for such notices / amendments /clarifications etc. in the print media or individually.
- 3) The Bidders should note that Prices should not be indicated in the Technical bid and should be quoted only in the Price Bid. In case the prices are indicated in the Technical bid, the tender shall stand rejected.
- 4) EMD amount will be returned to unsuccessful bidder within 30 days after opening of Price Bid and EMD of the successful bidder will be returned after the submission of Performance Bank Guarantee (PBG).
- 5) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
- 6) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
- 7) The total figures should be written in figures followed by words.
- 8) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
- 9) A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussion. Clarification sought if any may be provided to them.
- 10) The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
- 11) The bidder quoting the lowest value (L1) of Price Bid will be chosen based on Device price and installation cost.
- 12) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.

## **GENERAL TERMS AND CONDITIONS OF THE BID**

- ❖ **THE BIDDER IS EXPECTED TO EXAMINE ALL INSTRUCTIONS**, forms, terms, and specifications in the bidding documents. Failure to furnish all information required in the bidding documents or submitting a Bid not substantially responsive to the bidding documents in any respect may result in the rejection of the Bid.
- ❖ **THE BIDDER SHALL BEAR ALL THE COSTS** associated with the preparation and submission of its bid, and purchaser in no case will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.
- ❖ **PROFESSIONAL EXCELLENCE AND ETHICS**. All Bidders participating in this Bid must adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract.
- ❖ **CURRENCY OF FINANCIAL PROPOSAL** shall be made in Indian Rupees only.
- ❖ **FAILURE OF THE SUCCESSFUL BIDDER** to comply with all the requirements shall constitute sufficient grounds for the annulment of the award, in which event the Purchaser may make the award to the next lowest evaluated bidder or call for new bids.
- ❖ **AMENDMENT/CANCELLATION**. The Tendering Authority reserves the right to cancel this Tender at any time without any obligation to the Bidders. The Tendering Authority at any time, prior to the deadline for submission of Proposals, may amend the Tender by issuing an addendum in writing or by standard electronic means. The addendum will be binding on all the Bidders. Bidders shall acknowledge receipt of all amendments. To give Bidders reasonable time in which to take an amendment into account in their Proposals, the Tendering Authority may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- ❖ **RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**: The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
- ❖ **PERIOD OF VALIDITY**.

Bids shall remain valid for **90** days after last date for bid submission prescribed by the purchaser which may be extended with mutual consent.
- ❖ **LATE BIDS**. Any bid received by the Tendering Authority after the deadline for submission of bids will be rejected and will not to be considered.
- ❖ **NOTIFICATION OF AWARD**. Prior to the expiration of the period of the bid validity, the purchaser will notify the successful bidder in writing that its bid has been accepted.

❖ **ANY MATTER WHICH HAS NOT BEEN COVERED UNDER THESE PROVISIONS** shall be governed as per the provisions of Odisha State Government Rules.

❖ **DELIVERY SCHEDULE**

- a) The items shall be supplied at the destination site as mentioned under scope of work, within 3 months time from the date of placement of order.
- b) In case of end of life of the quoted model, the equivalent or better machine shall be supplied at the same cost.

❖ **PROPRIETARY RIGHTS**

The supplier shall indemnify the Purchase against all third party claims of infringement of patent, copy right, trademark, license or industrial design rights, software piracy arising from use of goods or any part thereof in the Purchaser's country.

❖ **PENALTY**

All the items should be delivered and installed within 3 months time from the date of placement of order, delay beyond 3 months will attract penalty @ 1 % for 15 days of value of balance item subject to maximum of 5 % of contract value. The penalty will be waived if the committee satisfies that the reason if delay is not in the part of the bidder.

❖ **PROFORMA OF BANK GUARANTEE (PBG)**

The selected bidder shall deposit an unconditional and irrevocable Performance Bank Guarantee (PBG) in the form of Demand draft/ Fixed deposit from a commercial bank within 15 days of notice of notice as per **Annexure VI**, in favor of *“OHEPEE, Higher Education Department, payable at Bhubaneswar”*., and which will be equal to 5 % of the total order value prior to issue of “Purchase Order”, within Ten (10) working days of the date of notice of selection.

❖ **LIQUIDATED DAMAGES**

If the supplier fails to deliver any or all the goods or perform the services within the time period specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, (Not by way of penalty) a sum equivalent to **5%** of the undelivered contract price. The purchaser reserves the right to cancel the order in case the delay exceeds **12 weeks**.

❖ **TERMINATION FOR DEFAULT**

If the supplier, does not rectify / remedy its failure within a period of 15 days (or such longer period as the purchaser may authorize in writing) after receipt of the default notice from the purchaser then the purchaser may terminate the order in whole or in part. The purchaser may procure, upon such terms and in such manner as it deems appropriate; goods similar to those undelivered.

### ❖ **FORCE MAJEURE**

- For purposes of this clause, “Force Majeure” means an event beyond the control of the supplier and not foreseeable events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes and other acts of God.
- If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligation as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- If the force majeure condition(s) mentioned above be in force for a period of 30 days or more at any times, the purchaser shall have the option to terminate the purchase order on expiry of 30 days of commencement of such force majeure by giving 14 days notice to the supplier in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.

### **BID PRICE**

- a) The price schedule should include, the price of goods at the site including all duties, GST and other levies if any.
- b) Deviations from the specifications should be clearly brought out in the bid under technical specifications.
- c) All prices should be in Indian Rupee.

### ❖ **CLARIFICATION OF BIDS**

- a) To assist the examination, evaluation and comparison of bids the purchaser may at its discretion, ask the bidder for clarification of its bid.
- b) 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.

### ❖ **EVALUATION OF BIDS**

The purchaser may examine the bids to determine whether:

- a) They are complete.
- b) They are free from computational errors.
- c) Required sureties have been furnished.
- d) The documents have been properly signed.
- e) Arithmetic errors will be rectified on the following basis:
  1. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the supplier does not accept the correction of errors, its bid will be rejected.

2. If there is a discrepancy between words and figures, the amount in word will prevail.
- a. Purchaser may waive off any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such a waiving does not prejudice or affect the relative ranking of any bidder.
- b. The comparison shall be of price of the goods offered inclusive of all duties, axes and expenses.

❖ **TERMINATION FOR INSOLVENCY**

- The purchaser may at any time cancel the order by giving written notice to the supplier, if the supplier becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

❖ **TERMINATION FOR CONVENIENCE**

- The purchaser, may by written notice sent to the supplier, terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the purchaser's convenience and the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.

❖ **RESOLUTION OF DISPUTES**

- The purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
- If, after 30 days from the commencement of such informal negotiations the purchaser and the supplier have been unable to resolve the dispute, then the dispute may be referred for Bhubaneswar jurisdiction.

❖ **NOTICES**

- Any notice given by one party to the other pursuant shall be sent in writing to "*The State Project Director, Project Management Unit – OHEPEE*", 2<sup>nd</sup> Floor, Pustak Bhawan, A-11, Suka Vihar, Bhubaneswar-751022. A notice shall be effective when delivered or on the notice's effective date whichever is later.

❖ **TAXES & DUTIES**

- The supplier shall be entirely responsible for all taxes, duties, license fee etc. All taxes payable on components, raw materials and any other items used for their consumption or dispatched directly to the Purchaser from their Sub-Supplier shall deemed to be included and any such taxes, duties and levies additionally payable will be to supplier's account and no separate claim on this behalf will be entertained by the purchaser.

❖ **PROGRESS REPORT**

During the various stages of the work, the supplier shall at his own cost submit periodic progress report in every week or as may be required by the Purchaser.

#### ❖ **INSPECTION & TESTS**

- The purchase or its representative shall have the right to inspect and / or to test the goods.
- All the equipment and components will be tested/ inspected and certified by purchaser or its Authorized representative at the destination. The inspection and test will be conducted in the presence of the supplier or its sub contractor at point of delivery.
- The purchaser reserves the right to inspect and where necessary, reject the goods after the goods arrival at destination.

#### ❖ **WARRANTY**

- All the equipments will be covered **five years** comprehensive onsite warranty from date of installation completion at prescribed locations.

#### ❖ **INDEMNITY**

- Supplier shall indemnify and will be responsible for any defects in the items supplied that may arise out of faulty material ,design or workmanship in the equipment/ material and shall remedy such defects entirely at his own cost & expenses when called upon to do so by the purchaser.
- If any defects are not remedied within reasonable time, the Purchaser may proceed to do the work at supplier's risk and expense, but without prejudice to any other rights which the purchaser may have against the supplier in respect of such defects. At the time of installation any defect found in the equipment by the purchaser has to be rectified by the supplier.

#### ❖ **PAYMENT TERMS**

- 80% of the total value will be paid within 30 days on submission of invoice along with the "**Installation Certificate**" obtained from head of the institute and successful uploading of test data to the central system.
- Rest 20% of the invoice value will be made after successful displaying, uploading and retrieving of attendance reports as per the format in Annexure 1 for all the HEIs. Authority reserves the right to ask for information in additional formats for a maximum of two times.
- TDS will be deducted as per the rules.

*Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.*



**Technical Specification & Compliance Sheet****ITEM NAME:****MAKE:****MODEL:**

Description	Specification required	Compliance (Yes/No)	Deviation(s) if any
Resolution	500 dpi minimum		
Sensing Area	Standard Size		
Interfaces	USB Port ( Bulk Mode)		
Operating Systems support	LINUX/Windows		
Type of Scanner	Optical Fingerprint Scanner		
Security	128 bit symmetric algorithms – non repeatable key		
Fingerprint matching speed	< 1 Second		
Power	12V DC, 400mA Compatible with Indian electrical fittings		
Data Communication Mode	Online Push Data to Server over LAN and Wi-Fi OR LAN and GPRS using TCP/IP Protocol, with "Store & Forward" implementation.		
Server IP	Data can be pushed to a Single Server asynchronously /simultaneously from all the sites.		
Battery backup	Rechargeable battery backup. Device should be operable on battery for at least 3-4 hours in case of power failure.		
Registration	Minimum three finger prints of each person need to be registered in the device for identification.		
Color LED	Visual Indication for Acceptance and Rejection.		
User Capacity	Minimum 300 entries.		
Transaction Storage Capacity	Minimum 3000 entries per 10 days		
Operation & Maintenance	5 years of free warranty onsite service.		

**Report Formats****1. Monthly bio-metric report**

Name of the College:

Reporting Month:

Sl. No.	Registration No.	Employee type	Name	No of days present	Total hours present	Average hours present	<u>No of days for which biometric entry is less than 'x' hours</u>

Note – 'x' in last column will be intimated from time to time

**2. Monthly bio-metric attendance report**

<u>Monthly Attendance Report With (In/Out) time for period of &lt; xxyyzz &gt; Of &lt; Name of HEI &gt;</u>								
Sl No	Emp Code	Emp Name	1 InTime OutTime	2 InTime OutTime	3 InTime OutTime	4 InTime OutTime	5 InTime OutTime	.....
1	123	xyz	10:34 16:57					

**3. Monthly consolidated report**

SL_NO	Name of the HEI	Total no of registered faculty	No of days present during which at least 90% faculty used biometric	Average hours clocked in reference to total regd. faculty

SL_NO	Name of the HEI	Total no of registered non teaching staff	No of days present during which at least 90% of them used biometric	Average hours clocked in reference to total regd. non teaching staff

**DETAILS OF THE TENDERER**

<b>Sl. No</b>	<b>Particular</b>	<b>Details</b>
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 ) Bidder has to submit proof.	
5	Date of Establishment and Experience in business (In number of years)	
6	G.S.T. Registration No.	
7	PAN No.	
8	Details of Earnest Money Deposit (D.D. NO. and bank details )	
9	Name of the company of which the bidder is a authorized dealer  (copy of authorization letter from original equipment manufacturer must be enclosed )	

Date:

Place:

Signature &amp; Seal of the Bidder

**BID FORM**

To,

The State Project Director,  
OHEPEE,  
Higher Education Department,  
2<sup>nd</sup> Floor, Pustak Bhawan,  
A-11, Suka Vihar,  
Bhubaneswar-751022

**Ref:** Tender no. ----- Dated: -----

**Sir,**

Having examined the bidding documents, we undersigned, offer to supply and deliver (description of goods and services) in conformity with the said bidding documents as per the prices given in the price schedule.

We undertake, if our bid is accepted, to commence delivery within 1 month and to complete delivery of all the items specified in the contract within 3 months calculated from the date of receipt of your notification of award.

We agree to abide by this bid for a period of 90 days from the date fixed for bid opening in instructions to bidders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

This bid, together with your written acceptance thereof, shall constitute a binding contract between us.

Date:

Place:

Signature & Seal of the Bidder

**PRICE SCHEDULE**

To,

The State Project Director,  
OHEPEE,  
Higher Education Department,  
2<sup>nd</sup> Floor, Pustak Bhawan,  
A-11, Suka Vihar,  
Bhubaneswar-751022

Ref: Tender no. ----- Dated -----

Sir,

We ----- hereby offer to supply the following items at the prices and within the period indicated below:

Sl. No	Item	Description	Qty	Unit	Unit price	Taxes	Total price Inclusive of Taxes
1	Biometric Finger Print Scanner	As per (Annex – I) of the tender document.					
2.	Installation charges	Each Biometric Finger Print Scanner needs to be installed in Specified location(Annex-IX)					
3.	System requirement and Data Base software or Cloud space and Software as a Service for 5year	Storing and retrieval of biometric data on minimum monthly basis.					
Total Amount in Figure							
Total Amount in Words							

1. It is herewith certified that we have understood the instruction to bidders and also the general and special conditions of the bid and have thoroughly examined specifications/ drawings are thoroughly aware of the nature of goods required and our offer is to supply goods strictly in accordance with the requirements and according to the terms mentioned in the bid.
2. We hereby offer to supply the goods detailed above or such portion, thereof as you specify in the 'Notification of Award' at the price quoted and agree to hold this offer open for acceptance for a period of 90 days from the date of opening

of bid. We shall be bound by the communication of acceptance dispatched within the prescribed time.

3. Above rates are inclusive of taxes and we are aware that the quantities are tentative and may be changed and payment will be made as per payment terms of tender document.

Date:

Place:

Signature & Seal of the Bidder

**AUTHORITY LETTER FROM O.E.M**

Ref No.....

Date: .....

To,

The State Project Director,  
OHEPEE,  
Higher Education Department,  
2<sup>nd</sup> Floor, Pustak Bhawan,  
A-11, Suka Vihar,  
Bhubaneswar-751022

Ref: Tender no. ----- Dated -----

Sir,

I/We..... [Manufacturer] hereby certify that M/s..... [Tenderer] is an authorized..... [Relationship] of ..... [Manufacturer] and they are authorized to represent ..... [Manufacturer] in submitting their bid for..... [Product & services] and conclude the contract with you.

We..... [Manufacturer] are confident of M/s [tenderer's] ability to represent us and provide full support in making your project successful.

We..... [Manufacturer] have authorized ..... to quote for this tender.

Signature.....

Name.....

Designation.....

Date:

Place:

Signature & Seal of the Organization

**PERFORMA OF BANK GUARANTEE**

To,

The Governor of Odisha

WHEREAS.....  
(Name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no..... dated ..... to supply.....  
..... (Description of goods and services) (Herein after called “the Contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee; NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed the render or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

Our \_\_\_\_\_ branch at \_\_\_\_\_ \*

(Name & Address of the \_\_\_\_\_ \* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our \_\_\_\_\_ \* branch a written claim or demand and received by us at our \_\_\_\_\_ \* branch on or before Dt. \_\_\_\_\_ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)  
Name and designation of the officer  
Seal, name & address of the Bank and  
address of the Branch



**SELF DECLARATION FOR NOT BLACK LISTED**

To,

The State Project Director,  
OHEPEE,  
Higher Education Department,  
2<sup>nd</sup> Floor, Pustak Bhawan,  
A-11, Suka Vihar,  
Bhubaneswar-751022

**Ref:** Tender no. ----- Dated -----

**Madam,**

I/ We ..... hereby confirm that our firm has not been banned or blacklisted by any Government organization/Financial institution/Court /Public sector Unit /Central Government.

**Date:**

**Signature of Bidder.....**

**Place:**

**Name.....**

**Designation.....**

**Seal**

**Annexure– VIII**

**CHECK LIST OF DOCUMENTS TO BE ENCLOSED**

<b>SL. NO</b>	<b>DESCRIPTION</b>	<b>ENCLOSED (YES / NO)</b>
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	List of clients	
5	3 years CA audited balance sheet (In support of turnover)	
6	Self certificate that the bidder has never been black listed by any of Government Departments or any other agency/establishment	
7	DDs towards cost of tender and earnest money deposit (EMD)	
8	ISO/BIS certification of the OEM/(s) for the product offered in the BID provided.	
9	Printed Literature of the product quoted	
10	Authorization letter from OEM / or Certificate of authorized dealership/distributorship/ partnership/channel partner	
11	Certificate for after sale services and support of minimum 3 years and later it can be extended to another two years.	
12	Certificate in support of automation of bio-metric data to IP server or cloud service for storing and retrieval of bio-metric data.	

Date:

Signature of Bidder.....

Place:

Name.....

**LIST OF COLLEGES**

SI No	District	College
1	Angul	Government (Autonomous) College, Angul
2	Balasore	Rural (Degree) Institute of Higher Studies, Bhogarai
3		Upendra Nath (Degree) College, Soro
4	Baragarh	Panchayat (Degree) College, Bargarh
5		Barpali College, Barpali
6	Bolangir	D.A.V. (Autonomous) College, Titilagarh
7		Panchayat Samiti (Degree) College, Deogaon
8		Kantabanji Vocational (Degree) College, Kantabanji
9	Boudh	Boudh Panchayat (Degree) College, Boudh
10		Bhairabi Degree (Degree) College, Purunakatak
11	Cuttack	Christ (Degree) College, Cuttack
12		Choudwar (Degree) College, Choudwar
13	Deogarh	Panchayat Samiti (Degree) College, Budhapal
14		Panchayat (Degree) College, Kalla
15	Dhenkanal	Dhenkanal (Autonomous) College, Dhenkanal
16	Ganjam	Khallikote (Autonomous) College, Berhampur
17		Mahamaye Mahila (Degree) Mahavidyalaya, Gandhinagar
18		Kabi Samrat Upendra Bhanja (Degree) College, Bhanjanagar
19		Aska Science (Degree) College, Aska
20		Government Science (Degree) College, Chhatrapur
21	Jagatsinghpur	Swami Vivekananda Memorial (Autonomous) College, Jagatsinghpur
22		Balikuda (Degree) College, Balikuda
23	Jajpur	Chitalo (Degree) Mahavidyalaya, Chitalo
24		Narasingh Choudhury (Autonomous) College, Jajpur
25		Regional (Degree) College, Rambag
26	Jharsuguda	Brajarajnar (Degree) College, Brajarajnar
27		Women's (Degree) College, Jharsuguda
28	Kalahandi	Sarbamangala (Degree) College, Golamunda
29		Kesinga (Degree) Mahavidyalaya, Kesinga
30		Indrabati (Degree) Mahavidyalay, Jaipatna
31		Priyadarshini Indira (Degree) Mahavidyalaya, Junagarh
32	Kandhamal	Kalinga (Degree) Mahavidyalaya, G. Udayagiri
33	Kendrapara	Sailendra Narayan (Degree) College, Rajkanika
34	Keonjhar	Anchalika (Degree) Mahavidyalaya, Swampatna
35		Patita Paban (Degree) College, Sainkula

36		Government Women's (Degree) College, Keonjhar
37		Kushaleswar Anchalik (Degree) Mahavidyalaya, Rekutia
38	Khurda	Kshetrabasi Dayananda Anglovedic (Degree) College, Nirakarpur
39		Godavarish (Degree) Mahavidyalaya, Banapur
40	Koraput	Government Women's (Degree) College, Jeypore
41	Malkanagiri	Balimela (Degree) College of Technology, Niladrinagar
42		Gopabandhu Anchalika (Degree) Mahavidyalaya, Kalimela
43		Biju Patnaik (Degree) College of Education, Govindapali
44	Mayurbhanj	Angarpada Panchayat (Degree) College, Raruan
45		Seemanta (Degree) Mahavidyalaya, Jharpokharia
46		Rairangpur (Degree) College, Rairangpur
47		Panchayat Samiti (Degree) College, Suliapada
48		Luipa (Degree) Mahavidyalaya, Radho
49	Nawarangpur	Nabarangpur (Degree) College, Nabarangpur
50		Pendrani (Degree) Mahavidyalaya, Umerkote
51		Nabarangpur Women's (Degree) College, Nabarangpur
52	Nayagarh	Ranapur (Degree) College, Ranpur
53		Pathani Samanta (Degree) College, Khandapara
54		Rajasunakhala (Degree) College, Rajasunakhala
55	Nuapada	Sinapali (Degree) College, Sinapali
56		National (Degree) College, Nuapada
57	Puri	Nimapada (Autonomous) College, Nimapada
58		Samanta Chandra Sekhar (Autonomous) College, Puri
59		Government Women's (Degree) College, Puri
60		Mangala (Degree) Mahavidyalaya, Kakatpur
61	Rayagada	Women's (Degree) College, Rayagada
62	Sambalpur	Basudev Godabari (Degree) College, Kesaibahal
63		Kuchinda (Degree) College, Kuchinda
64	Subarnapur	Shreeram (Degree) College, S. Rampur
65	Sundargarh	Dalmia (Degree) College, Jharbeda
66		Government (Degree) College, Sundergarh
67		Sarbati Devi Women's (Degree) College, Rajgangpur
68		Government Women's (Degree) College, Sundergarh

### **LIST OF UNIVERSITY**

SI.No	District	University Name	Location
1	Mayurbhanj	North Odsiha university	Baripada
2	Khurda	Ramadevi University	Bhubaneswar
3	Ganjam	Khallikote university	Berhampur
4	Puri	Sri jagannath sanskrit University	puri
5	Sambalpur	Gangadhara Meher university	Sambalpur

(On Letter head of the College/University)

**INSTALLATION CERTIFICATE**

No.....

Dated.....

To,

The State Project Director,  
OHEPEE,  
Higher Education Department,  
2<sup>nd</sup> Floor, Pustak Bhawan,  
A-11, Suka Vihar,  
Bhubaneswar-751022

**Biometric installation certificate**

**Ref:** PMU – OHEPEE Order no: \_\_\_\_\_

This is to certify that \_\_\_\_\_ nos of Biometric devices supplied by M/s-----  
has been installed and made functional for recording of teaching & non teaching  
staffs attendance on daily basis in the college premise.

- 1) The demonstration and training of biometric device has also been carried out
- 2) ----- no of finger print registration made in the device.
- 3) The Biometric device is of Make:-----,and Serial no----- & -----
- 4) The Biometric device is connected to data server through LAN/ Wi-Fi/ GPRS  
for uploading of daily attendance data.
- 5) During registration of finger prints due to failure in registration \_\_\_\_\_  
numbers of Swiping cards was given to us.

All the above work has been done under my supervision.

Yours Sincerely

Registrar/Principal's signature with seal

Memo No. \_\_\_\_\_ dated

Copy forwarded to Regional Director of Education \_\_\_\_\_ for kind  
information.