

No.9-4/14-15/CGHS/MRT/Bio-Metric
GOVERNMENT OF INDIA
CENTRAL GOVERNMENT HEALTH SCHEME
SWASTHYA BHAWAN, S.K. ROAD, MEERUT

Dated: 27-08-2014

NOTICE INVITING TENDER

Sub: **Notice inviting Quotation for Bio-Metric Time Attendance machine for Wellness Centers/Office CGHS Meerut.**

Wax sealed quotation are invited from Govt./Private agencies for supply and installation of Bio-Metric Time Attendance Machine in wellness centres & Office under CGHS Meerut.

BIDDING SCHEDULE

The detailed schedule for the same is as follows:-

1. The Price of blank Bid/Tender Document : Nil
2. Date and time of issue of blank Bid/ Tender Document : 28-08-2014
3. Amount of earnest money deposit per bidder : 15,000/- (Fifteen Thousand)
4. Date, Time & Venue of Pre-Bid meeting : 03-09-2014 (11:00 AM)
: Office of the Additional Director
CGHS, Swasthya Bhawan, S.K. Road,
Meerut
5. Last date of submission of Bid/Tender : 18-9-2014 (11:00 AM)
6. Date, time and venue of Tender opening : 18-09-2014 (11:30 AM) Office of the
Additional Director, CGHS, Swasthya
Bhawan, S.K. Road, Meerut

(Dr. C.M. KOHLI)
ADDITIONAL DIRECTOR
CGHS MEERUT

Biometric Time Attendance Machine of CGHS Wellness Centres/ Office under CGHS Meerut.

INSTRUCTIONS TO BIDDERS

1. Scope/Quantum of Work:-

- A. Installation of 07 Biometric Time Attendance Machines under CGHS Meerut
- B. Providing training to 2-3 members for operating machine at each centre at the time of installation and to 2-3 more members within next 6 months as per requirement of unit in-charge.
- C. Free maintenance support for hardware and software for 12 months from date of installation.
- D. 24 Hours on-line support, complaint should be resolved within 12 working hours by on line/Phone support or by attending the complaint at site.
- E. On the instruction of in-charge of unit, one time shifting of machine from one room to another room with in first three months of installation will be free of cost. This include Hardware and Software also.

SPECIFICATIONS OF BIO-METRIC TIME ATTENDANCE MACHINE:-

Minimum 3000 finger prints & 1,00,000 transaction storage, Rugged Optical Sensor 500 DPI, 1-touch, 1-second user recognition, Reads Fingerprints, Pin and Combination, Identification time<1s, Colored TFT, TCP/IP & RS232, RS485 Connectivity, Multilanguage Support, Free Time Attendance software, Free Software Updation, FAR(False acceptance ratio) < 0.001% and FRR (False rejection ratio) < 0.01%, Free installation charge at Meerut.

Warranty period: 12 months from the date of installation of machine against manufacturing defects and hardware and software are covered under warranty & Provision of AMC after warranty for at least 2 years.

2. ELIGIBILITY

- A. The Agency should be in existence continuously for at least last two years (2011-12 & 2012-13)
- B. The Agency should be situated within the territorial boundary of Meerut
- C. The Agency should have TIN No, PAN No. and Service Tax Number. Copies of supporting documents to be submitted by the Agency along with the Bid.
- D. The Annual Turnover of the bidder should not be less than Rs. 10,00,000/- only (Rupees Ten Lac only). The bidder has to submit income Tax Return for (2011-12 & 2012-13) along with Balance Sheets with Profit and Loss statements of the two financial years in support thereof.
- E. The Agency should not be black listed from any Ministry/Department of Govt of India.
- F. The Agency should have experience of at least two years for installation of Biometric Attendance Machine in Govt. Deptts./PSUs/Banks/Autonomous bodies, etc in Meerut. To provide supporting documents for the same.
- G. Bidders should be authorized distributor/dealer of the manufacturer.

3. **COST OF BIDDING:-**The prospective bidders shall bear all the costs associated with the preparation and submission of the bids.

4. BIDDING PROCEDURE, SIGNING AND SEALING OF BIDS

The bidder must submit his bid in two parts as mentioned below:

Part 1:- Called "Technical Bid" Containing:-

(A) Earnest Money

The bidders are required to submit an amount of Rs. 15,000/- Through a Demand Draft payable in the name of "**Additional Director, CGHS Meerut**" as Earnest Money.

(B) Documents establishing Bidders eligibility (Technical Bid)

The Annexure III should be completed & attached outside the envelope containing Technical Bid documents.

The following documents should be self attested by the Bidder or the authorized signatory of the bidder/bidders while submitting the documents & tender as mentioned below:

- A. The Agency should have Tin No./Vat No., Pan No. and Service Tax Number along with copies of supporting documents.
- B. Attested copies of Income Tax returns, Service tax clearance certificates latest paid challan of service tax and vat for last two consecutive years are to be submitted along with the Tender Bid. These should also be self attested by the Authorized representative of the Agency.
- C. Bidder/s, as above, shall submit a self certified copy of PAN card issued to the entity by the Income Tax Deptt.
- D. Copies of the balance sheets along with profit & lose statement for the last two financial years (2011-12 & 2012-13) to establish the turnover of the bidder.
- E. Copies of Ownership and control, or, if the Bidder is a partnership firm, joint venture or consortium, full details of ownership and control of each member thereof. In case of the latter, the authorized representative should be duly authorized by all the Owners/Partners/Executive Director in writing this document must be submitted along with the Bid documents.
- F. Declaration of bidder as per Annexure-IV duly signed.
- G. Self attested copy of the Tender document signed by the authorized signatory.
- H. The Bid is liable to be rejected, if the requisite information/documents have not been furnished as asked for in Clause-4 & 5.
- I. Individual signing the Bid and other documents must specify whether s/he sign as:
 - i. A sole proprietor of the firm, or constituted attorney of such proprietor.
 - ii. A partner of the firm, if it is a partnership firm and in this case s/he must have a clear legal authority to sign, answer and admit to refer disputes to arbitration.
 - iii. Constituted Attorney/Authorized Signatory, if it is a company.

Note:

1. In case of (ii) above a copy of the Partnership Deed, General Power of Attorney, duly attested by a notary public and an affidavit to the effect that all the partners admit execution of the partnership and the General Power of Attorney be furnished.
2. In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on any such partner, the Bid and all other related documents must be signed by every partner of the firm.

A person signing the Bid form or any documents forming part of the bid on behalf of another, shall be deemed that he has authority to bind with his acts such other person. If on enquiry, it appears that the person so signing has no authority to do so, Additional Director (MSD), without prejudice to other Civil and Criminal remedies may cancel the contract and hold the signatory responsible for all cost and conveyances arising there from.

Part 2:- Called “Commercial Bid” Which shall contain:-

Rate to be quoted in Performa-Annexure-II

PERIOD OF VALIDITY OF BIDS

The bids shall be valid for acceptance for 90 days after the date of bid opening prescribed in the Tender Documents and shall be further extendable by another 30 days at the request of Additional Director CGHS Meerut.

RIGHT TO ACCEPT/REJECT ANY BID

The Additional Director CGHS Meerut reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time 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.

PERFORMANCE SECURITY GUARANTEE

The successful bidder will have to furnish a performance Guarantee for an amount of Rs. 40,000/- (Forty Thousand only).

FORFEITURE

The Earnest Money will be forfeited if a Bidder withdraws its tender during the period of bid validity or in case of a successful Bidder, if the Bidder fails:

- i. To sign the contract in accordance with the terms and conditions, and
- ii. To furnish Performance security as specified in the terms and conditions.

5. SUBMISSION OF TECHNICAL & PRICE BIDS

The Bidders will submit all the Bid document as prescribed above on or before the 18 September 2014 (11:00 AM), Office of the Additional Director, CGHS, Swasthya Bhawan, S.K. Road, Meerut of Bids. Bids submitted later will not be accepted.

6. PRICING

The prices quoted should be inclusive of the service charge & VAT/Service Tax as applicable.

7. OPENING OF BIDS

Technical Bid shall be opened on the date & time stipulated in the bidding schedule above. Price Bids of only those bidders will be opened who qualify in the Technical Evaluation.

8. MISCELLANEOUS

The Successful Bidder’s Earnest Money will be discharged upon the Bidder executing the Contract and furnishing the Performance Security within a week of the receipt of Offer. Unsuccessful Bidder’s Earnest Money will be discharged /returned within 30 days after the expiration of the period of tender offer validity prescribed by the CGHS.

TERMS & CONDITIONS

1. The tender will have to be submitted in a two Bid/Two Packet System containing Technical And Commercial Bids separately.
2. Bid completed in all respect should reach office of the Additional Director CGHS, Swasthya Bhawan, S.K. Road, Meerut on or before 18 September 2014 (11:00 AM) . The tender box is kept in Additional Director CGHS Meerut.
3. Opening of Bids: Technical Bids shall be opened on 18 September 2014 (11:30 AM) in presence of authorized representatives of the bidder who are interested to be present.
4. Bidders/persons authorized for conduct of the business by the owner/proprietors/partners shall sign on all the pages of the tender form. Tenders not so signed are liable to be rejected.
5. If the last day of receipt of tender is declared a holiday, the tender shall be opened on the next working day at the same time. The Bidders/their authorized representatives may be present at the time of opening of the Tender.
6. Tenders received after the closing time or without EMD or incomplete in any respect are liable to be rejected.
7. The Bidders can contact this office for any kind of clarification before the due date of submission. No alteration/modification will be permitted to the bids after its submission by the agency. No. cutting /overwriting will be permitted.
8. The Agency should not be black listed from any Ministry/Department of Govt of India.
9. The Agency should have experience of at least two years in the field of providing contract Bio-Metric Time Attendance Machine to Govt. Deptts/PSUs/Banks/Autonomous bodies, etc in Delhi NCR region. Copies of the work order from such Govt. Deptts/PSUs/Banks/Autonomous bodies in last 2 years to be enclosed with the Tender Document to be submitted.
10. An undertaking as per Annexure I & the Price Bid as per Annexure-II is to be furnished by the Bidder.
11. Successful L1 bidders will be required to give their acceptance of the Offer within a week. They will also be required to furnish a Performance Security for Rs. 40,000/-(Forty Thousand only), with Acceptance of the Offer of the Tender. The EMD/Bid security from the successful bidder shall be returned after receipt of the Performance Security. The Bank Guarantee may be in the form of a Bank Guaranty/Draft or pay order. The Demand draft/Pay Order should be in the name of "Additional Director CGHS Meerut" The performance security shall be in the name of Addl. Director CGHS Meerut & valid for a period of six months beyond the completion of the contractual obligations by the Agency.
12. The bidders should write the name of the Agency/Firm at the back of the EMD Demand Draft/ Pay Order. The EMD/ Performance security (i.e. DD/Pay Order) submitted shall be deposited in the Bank Account of the "Additional Director CGHS Meerut."
13. No interest will be payable on the EMD/Bid Security or the performance security.
14. If the Agency fails to perform or neglect any of its obligations under the contract, it shall be lawful for the deptt. to forfeit the Performance Security furnished by the Agency.
15. Any change in the ownership pattern of the contracting agency will not nullify the provisions of the Contract. The contract will devolve on the successor owners.
16. The unsuccessful Bidders can claim refund of their EMD/Bid Security once the Tender Process is over.
17. The Contract will be valid for a period of one year from the date of finalization of the rates. However it can be extended on mutual agreement of Employer and Agency provided the Agency delivers satisfactory performance.

18. Satisfactory service certificate at least from two organizations in favor of firm/agency should be submitted.
19. No price should be mentioned in Technical Bid otherwise the bid is liable to be rejected.
20. Any legal dispute arising out of or in respect of the contract will be dealt under Meerut legal Jurisdiction.
21. The Agency will not engage sub contractor or transfer the contract. In case the firm/company is taken over the another company the contract will be honored to successor company.
22. Tender documents submitted incomplete in any respect or without EMD is liable to be summarily rejected.
23. The Deptt. reserves the right to withdraw the tender at any time before its finalization without assigning any reason.
24. Conditional tenders/non-compliance of any conditions set in tender document shall render the bid to be summarily rejected.
25. As undertakings of compliance, as per Annexure-I, stating that all details contained in the tender has been clearly understood any would be complied with.
26. The tender document submitted should be signed by the authorized signatory of the organization on each page of the documents which should be serially numbered (both technical and commercial bid). Failure to do so will be treated as non-fulfillment of the tender conditions and the bid shall be liable for rejection.
27. **Validity of Performance Guarantee:** The performance Bank Guarantee should remain valid up to six months beyond the validity of the contract.

(Dr. C.M. KOHLI)
Additional Director
CGHS Meerut

UNDERTAKING

I/we _____, Proprietor/Partner/Director of M/s _____ hereby declare that the information given in this Tender form is true & correct to the best of my/our knowledge & belief.

I/we agree to all the Terms & Conditions of the contract and to abide by them for one year after finalization of the contract & during its currency.

Signature/s: _____

Name of the Bidder/S: _____

Designation: _____

Address: _____

Tel no. (Office): _____

Mobile No. _____

Email: _____

Dated: _____

BID FOR BIO-METRIC ATTENDANCE MACHINE FOR CGHS MEERUT

| | |
|--|--------------------------------|
| Bid for Bio-metric time attendance machine | Rate per unit (Inclusive all): |
| EMD Details: Amount, Bank Name, DD No., Date | |

Signature: _____

Name: _____

Address: _____

Date: _____

Annexure-III

Check List

(To be submitted with Tender Envelope, not inside the envelope. Please mention the page no. of each document submitted)

1. Name, address & Tele No. of the firm :

E-mail :
2. Name of authorized person :
3. Registration No. of Agency :
4. PAN No. :
5. Service Tax No./VAT No. :
6. Experience (enclosed certificates) :
(Copies of the work orders in last 2 years)
7. Details of Bid Security :
8. Undertaking :
9. Annexure IV duly signed :
10. Copy of the Ownership type of the :
Agency (Sole/Partnership/Coy)
11. Copies of the Income tax Returns of :
The entity (2011-12 & 2012-13)
12. Copies of Service tax Clearance :
Certificates (for last two years) or latest
service Tax Paid challan
13. Authorization from all the owners/ :
Partners/directors in case the tender
signed by another person of their
behalf (if applicable)

Certified that each & every page of the tender/attached document are serially numbered & signed by me.

Signature: _____

Name of the Bidder/s: _____

Designation: _____

Address: _____

Declaration of Bidder

From:

Complete address of the bidder
With Phone/Fax, Mobile No. & E-mail Address

To:

The Additional Director
CGHS, Swasthya Bhawan,
S.K. Road, Meerut

Dear Sir,

1. I/we hereby accept Bid at the rate given in Price Bid attached and agree to hold this offer open till _____ . I/We shall be bound by a communication of acceptance dispatched within the prescribed time.
2. I/We have understood the Instructions to the Bidders and Conditions of Contract and fully accept them.
3. My/Our firm has not been convicted by any Ministry of Government Department and no case is pending with any such department or the Court of law.

Signature of Witness

Name:

Address:

Date.....

Signature of Bidder

Name:

Address:

Date.....

PERFORMANCE SECURITY FORM (PSF) (For an amount equivalent to 10% of the expected business)

To,
The President of India
Through Additional Director (MSD)
Gole Market, New Delhi.

WHEREAS _____ (Name of successful bidder) hereinafter called "Successful Bidder" has undertaken, service Contract No. _____ dated, _____ 2013 to _____ (Description of Services) hereinafter called "the Contract" in pursuance of Tender Document dated _____ issued by _____.

AND WHEREAS it is one of the terms of the tender document that the successful bidder has to submit a performance bank guarantee by a scheduled bank for entering into a contract.

AND WHEREAS it has been stipulated by you in the said contract that the successful bidder shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for the compliance with the successful bidder's performance obligations in accordance with the contract.

AND WHEREAS we have agreed to give guarantee for the successful bidder.

THEREFORE WE hereby affirm that we are guarantors and responsible to you up to a total sum of Rs. _____ (Rupees _____ only) and we undertake to immediately pay you, upon your first written demand declaring the successful bidder to be in default under the contract and without demur cavil or argument, any sum or sums within the amount as aforesaid, without your needing to prove or to show the grounds or reasons for your demand or the sum specified therein.

A letter from your office that the successful bidder has committed default in the due and faithful performance of all or any of its obligations under and in accordance with the contract shall be conclusive, final and binding on us. We further agree that you shall be the sole judge as to whether the successful bidder is in default in due and faithful performance of its obligations under the contract and your decision that he is in default shall be final and binding on us, notwithstanding any differences between you and successful bidder or any disputes between you and him pending before an Arbitrator or any other court or tribunal or authority.

In order to give effect to this guarantee you shall be entitled to act as if we are the principal debtor and any change in our constitution or that of successful bidder shall not, in any way, or manner affect our liability or obligation under this guarantee.

You shall have liberty, without affecting in any manner our liability under this guarantee, to vary at any time, the terms and conditions of the contract or to extend the time or period for compliance or to postpone for any time the exercise of any of your rights or enforce or forebear from enforcing any of the terms and conditions of the contract and we shall not be released from our liability or obligation under this

guarantee by any exercise of such liberty by you or other forbearance, indulgence, act or omission on your part.

We undertake not to revoke this guarantee during its currency.

Any notice by way of request, demand or otherwise hereunder may be sent by post addressed to us at above referred branch, which shall be deemed to have been duly authorized to receive such notice, when given by post, it shall be sufficient to prove that the envelope was so posted shall be conclusive.

This guarantee shall come into force with immediate effect and shall remain in force and effect for a period of six months beyond the validity of the contract or until it is released by you pursuant to the provisions of the contract.

Signed and sealed this day of 2014 at

SIGNED, SEALED AND DELIVERED

For and on behalf of (Name of the bank)

By:

(Signature)

(Name:) (Designation:)
(Address:)

No.9-4/14-CGHS/MRT/ESTT
GOVERNMENT OF INDIA
CENTRAL GOVERNMENT HEALTH SCHEME
SWASTHYA BHAWAN, S.K. ROAD, MEERUT

Dated: 27-08-2014

To, ADM (CE) /
The NIC In charge,
Government of India
Ministry of Communication & Information Technology
National Informatics Centre,
Meerut

Sub: Publication regarding Notice inviting Quotation for Bio-Metric Time Attendance machine for Wellness Centers/Office CGHS Meerut.

Wax sealed quotation are invited from Govt./Private agencies for supply and installation of Bio-Metric Time Attendance Machine in wellness centers & Office under CGHS Meerut.

Sir,

On the above noted subject I am to enclose herewith Notice inviting Tender. You are kindly requested to get the matter on the Website of Procurement of Notice inviting Tender so there is a healthy competition in procurement for Bio-Metric Time Attendance machine for Wellness Centers/Office CGHS Meerut.

Thanks,

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DIO NIC
एडि. निदेशक
अपर जिला मजिस्ट्रेट (प्रशासन)
मेरठ।
29/8/14

C.M.
(Dr. C.M. KOHLI)
ADDITIONAL DIRECTOR
CGHS MEERUT
अपर निदेशक के.सं.स्वा.यो, मेरठ
Addl. Director C.G.H.S., Meerut