



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान

तेजपुर: असम: पिन: 784001

LGB REGIONAL INSTITUTE OF MENTAL HEALTH

(An Autonomous body under Ministry of Health and Family Welfare, Govt. of India)

Website: [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in), e - Mail: [mail@lgbrimh.gov.in](mailto:mail@lgbrimh.gov.in)

Post Box No. 15:: FAX No. (03712) 233623

TEZPUR:: 784001 :: ASSAM

LGB/IT/4152/2022/8048

Date: 02/11/ 2022

### **NOTICE INVITING QUOTATION**

Sealed Quotations are invited for Supply, Installation, Testing and Commissioning of Biometric Attendance Device Along With Cloud Based Attendance Dashboard at LGBRIMH, Tezpur as per the scope of work and on the terms and conditions mentioned in the enclosed document.

The technical and financial quotations should be submitted in the separate sealed envelopes. No quotations would be accepted by e-mail and only hard copies will be considered. Subject line and Tender Reference should be written on the Top of the envelope. Bidder can submit query at [lgbetender@gmail.com](mailto:lgbetender@gmail.com) latest within 7 days from the date of publication of the quotation.

The quotations may be submitted to the Office of the undersigned within 15 days from the date of issue of notification addressed to the Director, LGBRIMH, Tezpur, Sonitpur, Assam 784001. The rate should be quoted both in figure and words. Any corrections made should be authenticated. Use of whitener is strictly unacceptable. The quotation should be submitted in the sealed cover super scribed "Supply, Installation, Testing and Commissioning of Biometric Attendance Device Along With Cloud Based Attendance Dashboard at LGBRIMH, Tezpur" and addressed to: - The Director, LGBRIMH, Tezpur, Sonitpur, Assam-784001.

Sealed Quotations should reach on or before 15 days from the date of publication of the quotation.

Director  
LGBRIMH, Tezpur

### **A. Technical Quotation:**

The following documents have to be provided along with the technical quotation:

- i. Provide Profile of Firm/Company along with the Year of establishment. Declaration by the proprietor of the firm, in case, the firm is proprietorship *on non –judicial stamp paper of worth Rs. 100.00 – duly attested by Notary Public*. In case of partnership firm, a scanned copy of partnership deed duly registered by the Register of Firms. Incorporation certificate in case of company should be submitted.
- ii. EMD of Rs. 1600.00 in the form of DD/FDR/BG in the favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption should be submitted.
- iii. Annual turnover of the bidder for the last 3 Years from Chartered Accountants should be submitted.
- iv. Names & addresses of similar projects in Govt/ Semi-govt./Govt. Autonomous academic institution along with the telephone numbers of the contact persons of the clients to whom similar services provided by your company. Documentary evidence to be provided for the same.
- v. Recent non-conviction/ non-blacklisting certificate *on non –judicial stamp paper of worth Rs. 100.00 – duly attested by Notary Public* (As per annexure II) should be submitted.
- vi. Updated Income Tax return documents should be submitted.
- vii. PAN Card and GST registration certificate should be submitted.
- viii. Valid Trade License or Incorporation certificate should be submitted.
- ix. Duly filled annexure I, III, IV and V should be submitted.
- x. Vendor should be OEM or Authorized Business Partner of the product quoted as per details in the Technical quotation. Attach the relevant and valid document of OEM in support of authorization.
- xi. Datasheet of the software product to be quoted by the bidder about its various features, functioning, backend specifications, etc. has to be submitted.

### **B. General Terms & Conditions:**

- i. Technical and Financial quotation should be submitted on company letter head and should be submitted duly signed by the authorized person.
- ii. The payment will be made after the successful supply, installation, testing and commissioning of the product quoted and on receipt of bill for the same.
- iii. Institute reserves the right to terminate the contract by giving one month notice in writing without assigning any reason whatsoever.

- iv. The quoted price shall be valid for 5 years after the submission of the agreement. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
- v. Financial quotation of only those firms will be opened, whose Technical Quotations are eligible after Technical evaluation.
- vi. Sub-letting/Sub-contract of project and services is not allowed.
- vii. LGBRIMH, Tezpur reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- viii. In case of any dispute the same shall be mitigated as per provision of the tender and territorial jurisdiction shall be within the limit of the Tezpur District Court.
- ix. 99% uptime should have to be maintained during the contract period. If the breakdown is not attended within 12 hours of call then 0.5% of total contract value per day delay will be deducted.
- x. Bidder should quote the CMC price in the financial bid.
- xi. The L1 bidder will be selected based on the Total cost of hardware and software including the CMC price.

### **C. EMD/ PERFORMANCE SECURITY**

- a) Bidder should submit EMD of Rs. 1600.00 in the form of DD/FDR/BG drawn in favor of Director, LGBRIMH, Tezpur, Assam, payable at Tezpur, Sonitpur, Assam failing which the tender shall not be considered for acceptance and will be summarily rejected. Cash, cheque or any other mode of payment will not be accepted at all. The EMD deposited against previous tender cannot be adjusted or considered for this tender. No interest will be payable on the EMD/QUOTATION security. The EMD of the approved bidder will be released only after the concerned firm deposits necessary performance security. **The DD/FDR/BG of EMD should reach LGBRIMH before the last date of opening of technical quotation.** EMD of unsuccessful bidders will be returned in due time.
- b) **PERFORMANCE SECURITY:-** Performance Security, equivalent to 3% of the total cost of the items approved shall have to be deposited by the successful bidder in the form of DD/FDR drawn in favor of Director LGBRIMH, payable at Tezpur. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof.

#### **D. Scope of Work:**

1. The bidder shall provide comprehensive on-site warranty for trouble free operation of hardware for a minimum period of three years after commissioning and successful testing and taking over. During this period, it will be the responsibility of the bidder to maintain and support the hardware fully and ensure availability of the same. The bidder shall be responsible for providing, free of cost, all supplies, spares and services necessary for maintenance during warranty.
2. The bidder shall arrange for standby equipment, if the faulty equipment is not rectified within two working days or machines/accessories are taken out of customer premises for servicing/ repair.
3. The bidder will provide single point of contact detail with escalation matrix.
4. The Bidder shall provide periodic preventive maintenance, twice in a year during the warranty including cleaning or periodic inspection. The detailed scope of services/preventive maintenance schedule recommended shall be furnished by the Bidder and shall be finalized in consultation with the competent authority of the Institute.
5. The bidder has to provide detailed project reports with all document including warranty cards, licenses hardcopies, etc.
6. Any desired Software including SDK etc. to run hardware, application & database on centralized servers.
7. The solution should be an online, real-time collaboration.
8. The solution should have Instant access from any browser and PC and even from outside campus.
9. The solution should be either end to end encrypted or have SSL encryption.
10. The solution should have polling attendee status & all other various reports. e.g. attendance, leaves, first in last out etc.
11. The solution should have feature of administrator controls. Administrator shall be able to add, remove & manage users.
12. Platform shall have provision of exporting registration and attendance data to any database.
13. There should be communication of LAN /Ethernet--10/100/1000 Mbps full duplex.
14. Must support IPv4 and IPv6.
15. Supply, Installation & Support of Bio Metric Reader (Hardware) and Software (sdk, application, etc.) All Documentation & Training should be provided to the Institute Staff & Real time support by the bidder.
16. The software application for the biometric device should be cloud based and should customizable as per the requirement of the Institute.
17. The software should be hosted in secure location. Any security issue regarding the application will be sole responsibility of the supplier.
18. On non-functioning of the biometric device due to any issue the successful bidder has to provide a backup device in place of the original device that needs to be repaired. The backup device has to be reconfigured by the successful bidder as per existing terms and conditions. The backup device specification has to be at par of the original device. Any cost regarding this has to be borne by the successful bidder including the courier charges.
19. Warranty for the Biometric Attendance Device Along With Cloud Based Attendance Dashboard is for 5 years. This will include all the costs relating to cloud charges for online attendance dashboard, biometric device and its accessories, etc.

## **Specification of Biometric Device**

Face Recognition Technology	Yes
Type of Face Recognition Biometric Attendance System	Android Based
Face Storage Capacity	1000 or more
If Yes, Fingerprint Storage Capacity	500 or more
Screen Resolution	1024 X 600 or more
LCD	Alphanumeric
Processor Speed (GHz)	1.5 or more
RAM	2048 megabyte or more
Storage	16384 megabyte or more
Identify Mode	Face and FP and Card and PIN (All Combination)
Enrolment Time	2 second
Power Source	12 V/1.5 A
Mobile Device Management (MDM) License and Support	Yes
Mobile Device Management Hosting (MDM)	Cloud Based
On Site OEM Warranty (Year)	5
Micro SD Card Support	Yes
If Yes, Storage Expandability (through Micro SD Card)	16 GB
Number of USB Ports	1
Number of Micro USB Ports	1
Front Camera (Megapixel)	5
Network Connectivity	LAN + Wi-Fi
Audio Output Voice Interface	Yes
No of fingers that can be enrolled in the machine per employee	More than 2 fingers
Night Vision Camera for Low light Vision	Yes
Power backup	Up to 2.5 hours

**E. Purchasers Rights :-**

- a. Institute reserves the right to accept/reject any or all the Quotations in whole or in part and annul the quotation process without assigning any reason whatsoever.
- b. Institute reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
- c. Institute reserves the right to black list a bidder for a suitable period in case the firm fails to honor its quotation without sufficient grounds.
- d. If a firm after award of the contract violates any of the terms and conditions, it shall be blacklisted and its performance guarantee shall be forfeited.
- e. It shall in no way be binding on the Institute to purchase the exact number of quantities as indicated in the Tender Document. The actual quantities that may be purchased by the Institute may vary in each case.
- f. The Institute reserves the right to cancel the contract at any point of time during the contract period.

### Technical Quotation

Quotation for Supply, Installation, Testing and Commissioning of Biometric Attendance Device Along With Cloud Based Attendance Dashboard at LGBRIMH, Tezpur

Sl. No.	Description	Company Response	Remarks
1.	Profile of firm/company Year of establishment Number of employees a. Technical b. Non Technical Annual turnover for the last 3 Years. (Provide details & relevant documents.) Attached separate sheet.		
2.	Names & addresses of similar projects in Govt/ Semi-govt./Govt. Autonomous academic institution along with the telephone numbers of the contact persons of the clients to whom similar services provided by your company. Documentary evidences to be provided.		
3.	Contact details of the authorized person of the company. Name : Office Tel No. : Mobile no. : Official E-mail id :		
4.	Resolution time to rectify problem.		
5.	Authorized Business partner of the device, attached the valid certificate.	Yes/No	
6.	Training for Administrator (Technical)	Yes/No	
7.	Name of the product quoted		
8.	Any other Information from the Vendor		
9.	Escalation matrix for troubleshooting		
10.	Deviation of specifications (if any)		

Date :

(Signature)

**CRIMINAL LIABILITY UNDERTAKING**

**(To be executed on Rs.100/-Non-judicial Stamp Paper duly attested by Public Notary)**

I.....S/o.....  
..... Resident of

.....  
.....

..... Do solemnly pledge and affirm:

1. That I am the proprietor /partner/authorized signatory of

M/s. ....  
.....

1. No police case is pending against the Proprietor / partner of the Company (Agency).  
Indicate any convictions if any against the Company/firm/partner.
2. I/We have not quoted the price higher than previously supplied to any Government  
Institute / Organisation / reputed Private Organisation in recent past.
3. (Proprietor/firm) has never blacklisted by any organization.

**Name & Signature**  
**Seal of the participating Bidder Company**  
**Affirmation/Verification**

**UNDERTAKING**

**The Director,  
LGBRIMH, Tezpur**

**Sir,**

1. The undersigned certify that I/we have gone through the entire tender documents including terms and conditions mentioned in the tender document and undertake to comply with them. I/we have no objection for any of the content of the tender document and I/we undertake not to submit any complaint/ representation against the tender document after submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of tender.
2. I/ We enclose herewith the bank DD/FDR/BG No. Dated.....For Rs. .... (For Rupees.....) drawn in favor of the Director LGBRIMH, Tezpur towards EMD.
3. I/We undersigned hereby bind myself/ourselves to LGB Regional Institute of Mental Health, Tezpur, Assam -784001 to supply the approved product in the approved prices to **LGBRIMH, Tezpur**. The product shall be of the best quality and of the kind as per the requirement of the institution. The decision of the Director, **LGBRIMH, Tezpur**, India (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me/us.
4. I/we undertake to arrange for a demonstration of the product, if required. Failure to arrange for a demonstration on the given date may lead to cancellation of the quotation. Cost of such demonstration shall be borne by me/ us.
5. Performance security 3% of the cost of the product approved shall be deposited by me/us in the form of DD/FDR/Bank Guarantee in the name of Director, **LGBRIMH, Tezpur** on award of the contract from a Nationalised / Commercial Bank and shall remain in the custody of the Director **LGBRIMH, Tezpur** till the validity of the Contract period plus two months.
6. I/We declare that no legal/financial irregularities are pending against the proprietor Partner of the tendering firm or manufacturer.
7. I/We undertake that the product supplied are as per Make/Model /Catalogue/ technical literature description.
8. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of India/Govt. Hospitals/Medical Institutions/PSUs. I/we also offer to supply the product at the prices and rates not exceeding those mentioned in the Financial Quotation.
9. I pledge and solemnly affirm that the information submitted in quotation documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period, the Director, **LGBRIMH, Tezpur** (India) will have full authority to take appropriate action as he/she may deem fit.

**Signature of bidder**  
With seal of firm (**Name of bidder**)

Place .....

Date.....

## Organization's contact details

NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent	
Phone	
Fax	
E-mail	
Contact Person Name	
Mobile Number	
TIN Number	
PAN Number	
GST Number	
Bank details	
EMD Details	

**Financial Quotation**

Supply, Installation, Testing and Commissioning of Biometric Attendance Device Along With Cloud Based Attendance Dashboard at LGBRIMH, Tezpur

## Format of Financial Quotation

Sl. No.	Description	Details of Make/ Model of the item quoted	Rate without GST (inclusive of Installation, Testing and Commissioning charges)	GST	Total Cost with GST
1	Biometric Attendance Device Along With Cloud Based Attendance Dashboard				
2	Recurring amount per year( if any)				
3	CMC for 1 <sup>st</sup> year after warranty				
4	CMC for 2 <sup>nd</sup> year after warranty				
5	CMC for 3 <sup>rd</sup> year after warranty				
6	CMC for 4 <sup>th</sup> year after warranty				
7	CMC for 5 <sup>th</sup> year after warranty				
8	Grand Total				

Date :

(Signature)  
Name of Vendor