

F.No. 4/CompSec/Biometric/Repair/2016
CUSTOMS, EXCISE AND SERVICE TAX APPELLATE TRIBUNAL
WEST BLOCK-2, R.K.PURAM, NEW DELHI-66

Date 11-12-2019

TENDER NOTICE

Sub: Installation of biometric device for attendance systems (through face detection with web based time attendance software in office of the Registrar, CESTAT, West Block-2, R.K.Puram, New Delhi-110066-regarding.

Sealed quotations are invited from manufactures/authorized vendors for supply/installation of biometric device for attendance system face detection with web based time attendance software in office of the Registrar, Customs, Excise & Service Tax Appellate Tribunal, West Block-2, New Delhi-110066 (As per the specification mentioned in Annexure-A) duly subscribed "Quotation for supply/installation of biometric device for attendance system (through face detection with web based time attendance software latest by 26.12.2019. Quotation received after stipulated date/time shall not be entertained. The quotations will be opened on 27-12-2019 at 3.00 PM. CESTAT West Block-2, R.K.Puram, New Delhi in the presence of the bidders or their representatives who may like to be present.

Following terms and conditions may be kept in view while submitting the bids:-

1. The bid should be furnished in two bid system i.e. technical bid and financial bid.

The 'Technical Bid' envelope should contain the following document as per the term & condition of the tender document. The Tender would be out rightly rejected without any of the following documents.

- a) Proof of Certificates of Incorporation.
 - b) Proof of Service Tax Registration/Central Sales Tax/Certificates of Registration under Delhi Value Added Tax Act/GST.
 - c) Demand Draft for Earnest Money.
 - d) Letter from Manufacturer, in case of authorized vendor for supply and logistic sales after support for a minimum period of one years for hardware and software.
2. The "Financial Bid" envelope should contain the prices as per Annexure-A.
 3. The Technical Bid and Financial Bid should be sealed in separate envelopes and then should further be sealed together in a big envelope super scribing Tender for supply/installation of biometric device for attendance system (through face detection with web based time attendance software in office of the Registrar, Customs, Excise & Service Tax Appellate Tribunal, West Block-2, New Delhi-110066.
 4. The financial bid of only those firms will be considered which qualify the technical bid.
 5. The firm participating in the tender will be required to deposit a bank draft/pay order of Rs.10,000/- (Refundable) as earnest money, in the name of Accounts Officer, CESTAT New Delhi, in the Technical Bid in the prescribed form. Earnest money in any other form

shall not be accepted and quotations would be summarily rejected. The earnest money of unsuccessful bidders will be returned without interest. The earnest money of the successful bidder will be refunded after the successful completion of the contract.

6. Overwriting/Corrections or incomplete (blank) quoting of rates would result in rejection of quotations.
7. No advance payment will be made. Payment shall be made after satisfactory supply, installation/commissioning & acceptance of system.
8. Bidders may please quote their unconditional rates strictly as per items mentioned in Annexure "A".
9. The sealed envelope containing the quotation should be super-scribed for supplying of biometric device for attendance system through face detection with web based time attendance software in office of the Registrar, Customs, Excise & Service Tax Appellate Tribunal, West Block-2, and New Delhi-110066.
10. The office of Registrar, Customs, Excise & Service Tax Appellate Tribunal, West Block-2, New Delhi-110066, reserves the right to accept or reject any/all quotations without assigning any reason, whatsoever.

Annexure- A

SUPPLY AND INSTALLATION OF BIOMETRIC DEVICE FOR ATTENDANCE SYSTEM (THROUGH FACE DETECTION) WITH WEB BASED TIME ATTENDANCE SOFTWARE IN OFFICE OF THE REGISTRAR, CUSTOMS EXCISE & SERVICE TAX APPELLATE TRIBUNAL, WEST BLOCK-2, R.K.PURAM,NEW DELHI-110066

Specification	Qty.	Unit Price	Total Amount
Biometric face reader with metallic body, Inbuilt Battery Backup time attendance machines Users:10000 face enrolment with LCD Display, Records Capacity-5 Lac, USB Port for Data Transfer, Touch Screen, 3D Face Enrolment Algorithm, Night Vision Camera for Low light Vision			
Power back up upto 2.5 hours			
Web Based Attendance software			
Installation, testing and commissioning			

EXPRESSION OF INTEREST FOR SUPPLY AND INSTALLATION OF BIOMETRIC DEVICE FOR ATTENDANCE SYSTEM FACE DETECTION WITH WEB BASED TIME ATTENDANCE SOFTWARE AT OFFICE OF THE REGISTRAR CESTAT, NEW DELHI.

1. The Tender documents can be downloaded from the website of this office www.CESTATNEW.GOV.IN.
2. SUBMISSION OF TENDER DOCUEMTNS: The eligible agencies may submit their tender documents in two separate sealed cover marked "Technical Bid" and Financial Bid" with clear superscription "SELECTION FOR SUPPLY AND INSTALLATION OF BIOMETRIC DEVICE FOR ATTENDANCE SYSTEM FACE DETECTION WITH WEB BASED TIME

ATTENDANCE SOFTWARE AT Registrar, Customs, Excise & Service Tax Appellate Tribunal, West Block-2, R.K.PURAM NEW DELHI" on each envelope on or before the due date i.e. 26-12-2019 at 12 Noon in CESTAT : The Earnest Money Deposit of Rs. 10,000/- has to be submitted along with the tender. Sealed tenders without EMD shall not be considered. The Technical bids shall be opened on 27-12-2019 at 3.00 PM in the presence of bidders or their authorized representatives who may wish to remain present at the time of opening of tenders. The representatives should produce a letter of authority for that purpose. The financial bids of technically qualified bidders after evaluation shall be opened on 27-12-2019.

3. **EARNEST MONEY DEPOSIT (EMD) :** The Technical bid should be accompanied with Earnest Money of Rs. 10,000/- in the form of Pay Order/Demand Draft drawn in favour of Accounts Officer, CESTAT, New Delhi .Earnest Money in any other form will not be accepted. Tenders without Earnest money will be summarily rejected. The EMD of the unsuccessful bidders will be returned within 2 months from the date of opening the technical bids. The EMD deposited by the successful bidder shall be held back towards the security deposit as stipulated in the terms & conditions. No interest would be paid to the EMD deposited / held back.
4. **DURATION OF CONTRACT** The installation and maintenance of contract awarded will be valid for a duration of 12 months (1 year) at the sole discretion of Office of the Registrar, CESTATS, New Delhi. The contract may be extended or curtailed based on the performance of the agency at the sole discretion of this office.
5. **BACKGROUND:** The Office of the Registrar, CESTAT, New Delhi has been functioning at R.K.Puram, West Block-2. There are about 100 officers/staff working in the office for which attendance systems is required to be installed and maintained. There are five working days in a week the office remain closed on all Gazetted holidays and National Holidays. The office timings are from 9:30 AM to 6:00 PM. The office intends to maintain attendance of officers and staff of this office through electronic attendance system by installing biometric attendance machine, capable of handling attendance through face detection.
6. **OBJECTIVE & REQUIREMENT OF THE SYSTEM:** face recognition and battery backup Should have sufficient user capacity so as to store approx 200 (for the whole year) face templates. Permanent availability of data base. Attendance software to generate attendance reports of the officers/staff on daily/weekly/monthly and yearly basis. The contract includes providing the machine and maintenance of the same for one year. technical person should visit at the site to attend any repair / assist for operating the system till the system live. Charges for comprehensive Annual Maintenance Contract (AMC) will be applicable only after the expiry of the period of warranty.

The attendance system should include the:

1. Provision of attendance machine and installation
2. Software suitable for PC connectivity for generating reports.
3. User defined formats for printing reports(As per given web based time office demo).
4. Any other items as deemed necessary to achieve the objective interested firms may please

send their bids using separate envelopes for the technical bids as well as financial bids. The word technical bid/financial bid for procurement/ installation of biometrics based Attendance system shall prominently be marked on the top of each envelope. Sealed quotations, duly prescribed quotation for biometrics face based Attendance Systems should reach the office on or before ~~26~~-12-2019 at 12.00 Noon. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof. The Committee in order to satisfy itself may conduct an enquiry from the representative of the firm to verify the soundness, effectiveness and liability or any other details relating to the bid.

5. **SELECTION CRITERIA:** The contract will be awarded to those tenderer, who fulfils the eligibility technical criteria and whose rates will be the lowest one.
6. **ELIGIBILITY CRITERION:**
- (i) The tenderer must be registered/ incorporated under Indian Companies Act,1956 and should have a base in India for at least three years.
 - (ii) The tenderer should have a service network in Delhi where Biometric Attendance Systems are envisaged to be installed. The tenderer shall provide addresses of their service network.
 - (iii) The tenderer should have experience with Bio-Metric devices, Smart cards and relevant software for a period of not less than 5 years.
 - (iv) The tenderer should be a manufacturer of above equipment for a minimum period of 5 years.
 - (v) The tenderer has to provide the list of their clients in India with their contact number to whom similar system has been supplied / installed.
 - (vi) The tenderer has to submit satisfactory performance certificates from minimum two users to whom similar type & make of Bio-metric Attendance System (being offered) is under operation during the last 1 years ending 31.3.2019.
 - (vii) The tenderer should have OEM certified manpower with adequate experience to undertake AMC of Biometric Attendance System.
 - (viii) The tenderer must possess a valid PAN issued by Income Tax Authority in India. The bidder must have valid GST No.

11. SCOPE OF WORK

- a. Complete supply, installation, commissioning and maintenance of face recognition systems Biometric Attendance System at Office of the Registrar, Customs Excise & Service Tax Appellate Tribunal, West Block-2. R.K.Puram, New Delhi-110066
- b. Any other items as deemed necessary to achieve the objective

12. **INDEMNITY** The selected agency/organization shall indemnify and hold it harmless from all claims, demands, damages, actions, costs and charges to which the Office of the Registrar, Customs, Excise & Service Tax Appellate Tribunal, West Block-2, R.K.Puram, New Delhi-110066 may become subject, or which it may have to pay or be held liable therefore, by reason of any injury to persons, reputation or property suffered or sustained by any agency or employee of CESTAT or arising out of any activity or negligence or omission of the agency/organization.

13. LIMITATION OF LIABILITY

The Office of CESTAT shall not be liable for any special or consequential damages that result from the use of, or the inability of use, the materials on the site or the performance of the products.

Breach of Contract: The failure of the agency to fulfil any of its obligations under the contract shall not be considered to be a breach of or default under this contract in so far as such inability arises from an event of Force Majeure, provided that the agency affected by such an event(a) has taken all precautions, due care and reasonable alternativemeasures in order to carry out the terms and conditions of the contract, and (b) has informed the other party as soon as possible about the occurrence of such event.

U.S. Verma
11/12/19

(U.S.Verma)

Assistant Registrar

Copy to: All reputed firms, Website, Notice board