



NATIONAL INSTITUTE OF DESIGN

(A Statutory Institute under DPIIT, Ministry of Commerce & Industry, Government of India)
Paldi, Ahmedabad 380 007 Ph.: +91 079-2662 9500, 9600, Fax : 079-2662 1167
www.nid.edu

1	NIT Number & Date	NID/AHD/2023-24/05 , Date: 01.11.2023
2	Name of Institute and Location of Work	National Institute of Design, Ahmedabad, Gandhinagar, Bengaluru campuses & Delhi office
3	Nature of Work	Supply, Installation, Testing & Commissioning of Biometric & AMC
4	Value of Work	6,00,000/- (estimated)
5	Earnest Money Deposit (EMD) Rs. The contractors who have Registered under MSME/NSIC are exempted from payment of EMD), If valid documents are attached with Tender.	Rs.5,000/- (Five Thousand only) in the form of Demand Draft/Banker's Cheque/ PO, drawn in favour of "National Institute of Design", payable at Ahmedabad
6	Non-refundable cost of Tender Document (Rs.) The contractors who have Registered under MSME/NSIC are exempted from payment of tender fee, If valid documents are attached with Tender.	Rs.1000 (One Thousand only) Shall be payable in the form of Demand Draft/ Banker's Cheque/PO, drawn in favour of "National Institute of Design", payable at Ahmedabad
7	Date & Time of Pre-bid meeting	07.11.2023 at 16.00 Hrs. at NID, Ahmedabad Campus
8	Last Date and Time of Submission of on-line Tender	21.11.2023 at 16:00 hrs.
9	Last date & Time of submission of signed, hard copy (only Technical bid) of all Tender Documents and all other documents related to this Tender.	21.11.2023 at 16:00 hrs. in the office of : The Chief Administrative Officer NID, Paldi, Ahmedabad 380007
10	Date & Time of Opening of Technical Bid	22.11.2023 at 16.00 Hrs.
11	Financial Bid Opening	After evaluation of Technical Bid. Bidders who qualify technically will only be considered of Financial bid opening.
12	Validity of Offer	At least 90 days from the last date of bid submission.

Tender submitted by:

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1. INTRODUCTION:

The National Institute of Design (NID), Ahmedabad, Gujarat, India, is a statutory premier institution (Government of India declared NID as an Institute of National Importance by NID Act 2014) set up by the Ministry of Commerce & Industry, Government of India, for design education, training, research and consultancy services in various disciplines of design. NID is a grant-in-aid institution under the aegis of the Ministry of Commerce & Industry. It has campuses at Ahmedabad, Gandhinagar & Bengaluru and an office at New Delhi.

2. NOTICE INVITING e-TENDER:

The National Institute of Design (NID), Ahmedabad invites online Tender from reputed, experienced and eligible Agencies, under **"TWO BID SYSTEM"** for selection of an expert agency for the purpose of **Supply, Installation, Testing & Commissioning of Biometric systems and it's AMC at NID**, Ahmedabad, Gandhinagar & Bengaluru Campuses and Delhi office.

Tender notices and Tender documents related to this Tender are available on websites: www.eprocure.gov.in, www.nprocure.com and www.nid.edu & CPPP.

Vendors are requested to submit their RFP on www.nprocure.com only, in addition to submission of hardcopy of Technical Bid only, at Chief Administrative Officer, NID, Paldi, Ahmedabad. Any modification and/or corrigendum to this Tender/ corrigendum, etc. will be available on these websites only.

NID reserve the right to accept or reject any or all Tenderers without assigning any reason.

"TWO BIDS SYSTEM" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in e-Tender. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NID will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

In case of any clarification required relating to this tender, the same can be sought from the below mentioned officer of NID.

Mr.Sanjay Pandit, Sr. Administrative Officer, Mo.9428814995, Email: sanjaypandit@nid.edu

Eligibility Criteria and evaluation process/method for the Technical Bids Evaluation:

The Institute shall evaluate the Technical Bids on following major criteria. **Annexure-B** is to be filled up with full details, copies of the necessary documents, testimonials etc. should be attached, for the evaluation process.

- a. The bidder should submit copy of valid Trade License, PAN and GST Registration No. with the Technical bid of Tender documents.
- b. The bidder should submit the Income Tax return for last three previous Financial Year ending **31st March 2022** with the Technical bid of Tender documents. (FY 21-22, 20-21,19-20).
- c. The annual turnover in the business of Supply, Installation, Commissioning, Testing and Maintenance of Biometric Attendance System of the bidder should be minimum Rs.5,00,000/- (Five Lakhs only) each year during the last 3 years. The details to be furnished by the bidder in the technical bid giving the audited profit & loss account and balance sheet for last three years ending **31st March 2022**. It should be duly attested by Chartered Accountant.
- d. The Bidder should have successfully implemented similar orders / work of Supply, Installation, Commissioning, Testing and Maintenance of Biometric Attendance System as listed below during the last 3 years period from **(FY 2019-20 to 2021-22)**:

One similar work in last three years period from **(FY 2019-20 to 2021-22)** costing not less than 80% of the present estimated cost this tender and also the strength not less than **500** students/staff in Universities/Institutes/Colleges/PSU/Corporate Sector

OR

Two similar works in last three years period from **(FY 2019-20 to 2021-22)** costing not less than 60% of the present estimated cost this tender and also the strength not less than **300** students/staff in Universities/Institutes/Colleges/PSU/Corporate Sector

OR

Three similar works in last three years period from **(FY 2019-20 to 2021-22)** costing not less than 60% of the present estimated cost this tender and also the strength not less than **300** students/staff in Universities/Institutes/Colleges/PSU/ Corporate Sector

[Mode of proof: Copy of Purchase Order/Contract for providing 'Award of Work'. Copy of Completion Certificate'/Final Invoice/Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work' should be furnished for each of the said projects, along with your bid.

- The Main office or full fledged working branch office of the Vendor should be in Gujarat else the bid will be summarily rejected.
- Vendors to have present clients based in Ahmedabad/Gandhinagar.
- Earnest Money Deposit (E.M.D): Rs. 5,000/- (Rupees Five Thousand Only) by way of D.D./ P.O in favour of National Institute of Design payable at Ahmedabad to be submitted.
- The Institute reserves the right to inspect one or more sites of the bidder and interact with the principle employer's authorized official, before short listing of the bidders, for opening of the financial bids.
- Decision of the Institute in respect of short listing qualified contractors shall be final, in the evaluation of the Technical/Financial Bids.

METHOD OF EVALUATION (PART-I) OF TECHNICAL BIDS

The evaluation shall be done on the scale of 50 points with the following details for marking process for suitability as under

	Maximum
a) Year of Incorporation/Experience in relevant Business (Client incorporated earlier will get more marks)	: 10 Marks
b) Turnover from the relevant business and Financial capabilities of the bidding agency	: 10 Marks
c) Relevant and reputed clients.(Preference for Edu.Inst./INI/Govt./PSU):	10 marks
d) Quality of work (as ascertained from work completion Report, etc.	: 10 marks
e) Present clients in Ahmedabad/Gandhinagar	: 10 marks

(Only those bidder will be shortlisted for opening of Financial Bid who shall score 35 and above marks out of total 50 marks.)

The Institute reserves its right for deciding evaluation criteria, its interpretation, assigning weightages, evaluation committee formation, site-visits, interaction with the clients of the bidders, etc. for the process of technical evaluation and its findings and its decision shall be final for selection/shortlisting of bidders, in the interests of the Institute. In case of any dispute, the decision of the Director-NID shall be final.

METHOD OF EVALUATION OF FINANCIAL BIDS

To decide the successful bidder, the Technical Bid marks shall have a weightage at 60% in the overall evaluation of the bid and financial bid shall have a weightage at 40% in the overall evaluation. Formula of Normalisation of Technical Bid for each vendor $T_n = (T_b / T_{max}) \times 100$ Where T_b is the bidder's Technical score and T_{max} is the Highest Technical score. Formula for Normalisation of Financial Bid for each vendor $F_n = (F_{min} / F_b) \times 100$ where F_b is the Bidder's Financial Bid Value and F_{min} is the Lowest Bid Value. Further 60% of T_n and 40% F_n will be taken. (individual Bidder's T_n and F_n will be added to reach the final value). The winner will be the highest of $(T_n \times 60 / 100 + F_n \times 40 / 100)$. In case the combined score of technical bid and financial bid get tie, the contract shall be awarded to the bidder having more similar experience in running a contract in educational institute.

A. INSTRUCTIONS TO THE BIDDERS:

1. General Information:

Sealed Tenders are invited by the Chief Administrative Officer, National Institute of Design, Paldi, Ahmedabad 380007, for and on behalf of National Institute of Design, Ahmedabad for **SUPPLY, INSTALLATION, COMMISSIONING, TESTING AND MAINTENANCE OF BIOMETRIC ATTENDANCE SYSTEM NATIONAL INSTITUTE OF DESIGN, AHMEDABAD, GANDHINAGAR, BENGALURU CAMPUSES & DELHI OFFICE**

1. A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by this office prior to deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
2. The technical bid of the tender shall be opened by a committee nominated by the National Institute of Design, Ahmedabad Campus in the presence of the authorised representatives of the bidders, if present, at **16.00 hrs.** on **/2023** in the Board Room of General Administration, NID, Ahmedabad.
3. The technical bids, which do not contain full information and documents called for, may be rejected. The financial bids of only those bidders shall be opened, whose technical bids are qualified. NID may ask for clarifications and /or historical documents if these existed as on last date of bid submission.
4. The financial bids of the tender shall be opened online.
5. The bidders shall submit all details, documents etc. as required in the tender document duly signed on each page. In case bidder fails to do so, NID, Ahmedabad reserves the right to reject the tender without seeking any further clarification. All the pages of tender document including the documents enclosed with it should be serially numbered. The total number of pages should be mentioned in the forwarding letter.
6. The bidder shall submit the copy of the tender document and addenda thereto, if any, with each page signed and stamped to confirm the acceptance of the entire terms and Conditions of the tender.
7. All communications with regard to this tender to be addressed to National Institute of Design, Ahmedabad, at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in National Institute of Design, Ahmedabad, Ahmedabad Campus website and all bidders are requested to visit the website for latest updates.
8. National Institute of Design, Ahmedabad, reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.
9. National Institute of Design, Ahmedabad, reserves the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.
10. National Institute of Design, Ahmedabad, shall notify the successful bidder through E-mail or in person confirming that their offer has been accepted. National Institute of Design, Ahmedabad, will issue the Award letter to the successful bidder. This award letter shall indicate the details of services be supplied by the bidder and the amount which National Institute of Design, Ahmedabad, shall pay to the successful bidder in consideration of the execution of the contract by them.
11. Upon receipt of the Purchase Order by the Contractor, he shall prepare two sets of the Agreement as per **Annexure-'E'** of the tender documents at the earliest without any

delay and complete all the formalities and submit the same to NID, Ahmedabad Campus duly executed on stamp paper for value of Rs.300/- (Rupees Three Hundred only) within 07 days from the date of receipt of Purchase Order. The agreement should be submitted by the contractor along with the required security deposit. One set of the agreement will be returned to the Contractor after the signature of authorized signatory of National Institute of Design, Ahmedabad.

12. At any time prior to the deadline for submission of tenders, National Institute of Design, Ahmedabad, may for any reason, suo-motu or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda/corrigenda etc.). The bidders should keep on checking National Institute of Design, website and these mentioned at page 2.
13. Any amendment to the tender issued will be hosted on ibid websites up to Two days prior to the last date i.e. ****.**. 2023** as specified for submission of the bids. All the bidders shall verify if any such amendments(s) have been issued by National Institute of Design, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the bidder. No separate notice/ intimation of amendments will be sent to the bidders.
14. Tender opening, Bidder Participation, stages of Evaluation (Technical)
 - a. Tenders will be opened at the General Administration, National Institute of Design, Ahmedabad at 1600 hours on ****.**.2023**.
 - b. Any bidder who are willing to observe the tender opening, may, in person or through his authorized representative, be present at the venue and witness the tender opening. **In case of authorized representative**, bidder should send a letter of authorization containing the specimen signature of their representative who is deputed to be present at the time of opening of tender. Representatives without carrying the letter of authorization will not be permitted to witness the opening of the tender. The maximum number of representatives that a bidder can depute to witness the opening of the tender will be limited to one.
 - c. The bidder or his authorized representative who are present shall sign a register evidencing their attendance. In the event of the specified date of tender opening being declared as a holiday for the National Institute of Design, Ahmedabad, the tender shall be opened at the specified time on the next working day.
 - d. The tenders will be opened in the presence of the committee members and authorized representative of bidders, if available.
 - e. The information furnished by the bidder in Cover the prescribed format supplied by the NID, Ahmedabad will form the basis for the evaluation. In exceptional cases
 - f. National Institute of Design, Ahmedabad or his representative reserves the right to obtain the additional documents /clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the National Institute of Design, Ahmedabad, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the National Institute of Design, Ahmedabad.
 - g. In case the financial bid/technical bid score of more than one bidder is same as L-1, then National Institute of Design, Ahmedabad, Ahmedabad may decide L1 on the basis of turnover of bidder for last three years average.
 - h. The estimated cost of this tender is approximately Rs.5 lakh (Rupees Five Lakhs only).

2. E.M.D, Guarantee and Damages

- I. **Earnest Money Deposit (E.M.D)**: Rs.5,000/- (Rupees Five Thousand Only) by way of D.D./ P.O in favour of National Institute of Design, payable at Ahmedabad to be submitted

to Chief Administrative Officer Ahmedabad Campus along with Technical Bid. The bids of the bidder, who fail to submit E.M.D, shall be summarily rejected. The EMD of the bidders, who are not qualified under the technical bid, shall be returned after finalization of tender.

Note: No interest will be allowed on the Earnest Money Deposit from the date of its receipt until it is refunded. The EMD will be forfeited in the following cases: –

- a) In case the bidder withdraws his tender once submitted after opening tender document.
- b) If the successful bidder fails to start the project to install the Biometric Attendance System as specified in the tender document within 10 (Ten) Calendar days from the date of receipt of Purchase Order.
- c) Violation of tender terms.

II. Security Deposit:

The amount of Security Deposit will be 10% of the tender value to be deposited by way of Demand Draft / Pay Order in favour of National Institute of Design, payable at Ahmedabad. The security deposit amount of 10% of the contract value so deposited, will be refunded within 30 (thirty) days from the date of completion of contract as per tender document, without any INTEREST.

Purchase clause: (Bio Matric Attendance Device unit shall be considered as a whole for this clause) and cost quoted at Sr. No. A (1) for quantity 1 of the financial bid shall be considered.

In the event of failure to Supply within the stipulated date/period in accordance with the specification, National Institute of Design, Ahmedabad, reserves its right, for all or any options below:-

- a. To cancel the order.
- b. To forfeit the EMD and security deposit
- c. Levy Liquidated damage @0.5% of the value of non-supplied items, per week or Part there of upto a maximum of 10% of it's cost.
- d. To avail Services from next bidders at the vendors risk, responsibility and cost. Any extra cost incurred in the procurement of the material from the alternative source will be recovered from EMD and Security Deposit as referred to earlier and if the value of the materials under risk purchase exceeds, the amount of Security Deposit, same may be recovered, if necessary, by due legal process.

3. Time Period:

Within 30 working days from the issue of Purchase Order, the Contractor shall as specified in the tender documents, complete the supply, Installation, Testing and Commissioning.

4. Settlement of Disputes:

The Bidder shall make request in writing to the Director, National Institute of Design, Ahmedabad, for settlement of any dispute within 30 (thirty) days of arising of the cause of dispute, failing which no disputes/claims shall be entertained by the National Institute of Design. The decision of the Director, National Institute of Design, Ahmedabad will be final and binding on the parties. The language of communication between Vendor and NID shall be English.

5. Jurisdiction: The Court of Ahmedabad, in the State of Gujarat only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.

6. Payment Terms:

- I. 40% of the payment will be done after successful supply of the main devices / machines. (Sl.No.A(1) of financial bid refer)
- II. Remaining payment will be made after successful installation, commissioning and testing of Biometric Attendance System and acceptance by NID.

7. Penalty for Late Installation/Maintenance (Without Prejudice to other remedies like Cancellation of PO, forfeiture of SD/EMD:

Sr. No. of Days	Amount (in Rs.)
1. 1-2 days -	500/- per day
2. 3-10 days -	1000/- per day
3. 11-15 days -	1500/- per day
4. 15 and above -	2000/- per day

For AMC the day will be reckoned from reporting the fault to this vendor telephonically/e-mail/Post (as applicable).

Fault reported to vendor Telephonically/e-mail/in person/post shall be rectified and system made serviceable by vendor within 48 Hrs. Failing which penalty as above shall be charged.

8. Place of Delivery

Items pertaining to respective campuses are to be delivered at respective campuses and installed accordingly.

Conditional/Part Tender will not be entertained by NID and such tenders are liable to be rejected.

C. SCOPE OF WORK:

Primarily the scope of work includes,

- A) supply and installation of approximately Total 7 Nos. biometric attendance devices, with faces detection employee's enrolment, software customization and implementation for maintaining a record of employee's attendance at National Institute of Design, Ahmedabad, Gandhinagar, Bengaluru Campuses & Delhi Office.
- B) Installation at 3 places at Ahmedabad, 2 Places at at Gandhinagar, one each Bengaluru & Delhi.
- C) Maintenance of system for three years.

i. Specification of the software and customization including but not limited to the following:

- a. The attendance software for employees to be in open source / free software; however vendors with proprietary solutions may also apply. The details of the Operating System, database server, web application framework that will be used should be clearly mentioned in the 'Technical Bid'.

Note: All softwares mentioned in the bid which is not free softwares and additional softwares required to run the system along with the anti-viruses needed will be bought, installed and maintained by the supplier for the term of the contract. The campus will only provide the server and network connection.

- b. Support configuration based on multi-classrooms, multi sections, multi department, multi login with different rights, and Addition and Deletion of employee as per requirement.
- c. Department wise attendance report generation indicating employee's present in specific department.
- d. The web-based user-authenticated interface to be provided for generating at least 4 customized reports portable in excel and PDF as mentioned below as per the requirement of National Institute of Design, Ahmedabad:
- e. Daily attendance, Weekly attendance, Monthly attendance, Semester attendance facility to generate reports.
- f. Back-up of attendance record to be done at least weekly
- g. In case of server crash Re-installation, within 2 hours positively.

ii. Specification of the Biometric Attendance Device (07 nos.) including but not limited to the following:

iii. Hardware Specification

Device Hardware	Requirement	Offer by Vendor
Device Brand	Reputed Brand	
Device Display	Minimum 5" to maximum 10"	
User Capacity	10,000 Nos. to 50,000 Nos.	
Maximum Distance of Face Recognition	4 feet or more	
Mass Detection	Yes or NO	
Accuracy	>99%	
Capacity of Recorded Data	50,000 to 1,00,000	
Speed of Face Recognition	Less than one Second	
Compatibility in Sunlight,	Yes	

Wind, Rainy season, Humidity, fog, etc.	If yes please give details	
Speaker in built	Yes (buzzer/ beep sound)	
Sensor	With Dual Camera	
Device Camera	Reputed Brand	
Screen Resolution	1280x920 or 600 dpi atleast	
Camera's Viewing Angel	>25 degree both side	
System	Windows, I3,i5,i7, 2 GB ROM, 8GB RAM,	
Interface	Wifi, LAN port, TCP/IP, USB, RS485, RS232	

iii. The Comprehensive AMC is on “as is where is basis” will include

- a. Annual maintenance (comprehensive) including repairs and servicing in warranty period.
- b. The charges for annual maintenance the next three years after expiry of warranty to be quoted in the financial bid.**
- c. Schedule preventive maintenance at least once **every** month.
- d. Services with on-site support (on call).
- e. New entry/deletion.
- f. Generation of BAS report.
- g. Taking back-up of attendance.
- h. Re-installing software if the server crashes or whenever required.
- i. Keeping a stand-by machine and making it functional in case required.
- j. Re-solving any technical issue for enabling smooth functioning of Biometric Attendance System.
- k. Servicing of the Biometric Attendance System and device.
- l. On-site engineer to be deployed as per the requirement, and this is to be recorded in the service register
- m. Scheduled preventive maintenance once every month of all items which will include cleaning of the equipments, checking individual and complete performance of the equipments of the complete BAS.
- n. Service calls to be attended within 2 hours during working hours Monday to Friday and if required on weekends. Penalty of Rs.1,000/- per hour thereafter all rectifications of fault shall be charged without prejudice to other remedies available at NID.

- o. This will also include the troubleshooting of any network issues arising in the Complete Biometric Attendance System.
- p. The responsibility of backup and retrieval of data during maintenance and service of the equipment will be with the firm.
- q. This will also include the upgradation of the existing software.
- r. This will include repairs, replacement of defective components with the new one to ensure trouble free and efficient service of equipment during the contract period. Any problem arising due to hardware defect, software problem will be covered in the maintenance. In case an equipment or part thereof is taken for repair, responsibility of corruption in the back-up data will be borne by the firm. Losses if any will be compensated by the firm.

TENDERERS PARTICULARS FOR TENDER NO:

Chief Administrative Officer
National Institute of Design, Ahmedabad

Sir,

Being duly authorized to represent and act on behalf of _____
hereinafter called "The Tenderer" and having visited the site and examined the Scope of
work,

Conditions of Contract, Specifications, Schedules and Bill of Quantities for the work of
**"TENDER FOR SUPPLY, INSTALLATION, COMMISSIONING, TESTING AND
MAINTENANCE OF BIOMETRIC ATTENDANCE SYSTEM AT NATIONAL INSTITUTE OF
DESIGN, AHMEDABAD, GANDHINAGAR, BENGALURU CAMPUSES & DELHI OFFICE.**

1. I/ we here by submit my/our offer as follows:
 - a. Technical Bid-(in sealed cover along with EMD of Rs.5,000/- & other documents)
 - b. Financial Bid– **part of the tender document submitted by online.**
2. I hereby undertake to abide by various terms and conditions contained in your **TENDER No: NID/AHD/2023-24/05** (Copy, duly signed, enclosed).
3. We understand that NID, Ahmedabad reserves the right to:
 - a) Amend the scope of tender
 - b) Reject or accept any tender including the lowest, cancel the tender process and reject all tender.
 - c) We agree that the NID, Ahmedabad will not be liable for any such action and will be under no obligation to inform the Tenderer of the grounds for such action.
 - d) I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.
 - e) This bid contains pages from _____ to _____ and all pages are serially numbered, signed and stamped.
4. I also express my willingness to sign the contract incorporating the Standard terms and special conditions of the contract as contained in the Tender.
5. Our GST no. is _____.
6. Our PAN no. is _____.

Yours Sincerely,

(Signature of the Owner/ Bidder/ Authorized signatory and please indicate capacity which signed Viz. on own behalf or as Power of Attorney or Authorized signatory of the owner. Please also include the contact No. and address in the Place)

Note: -

Please put this offer letter in Cover containing Technical Bid, along with other required documents.

**Format for Eligibility Criteria Evaluation
(To be filled by bidder)**

Sr,	Criteria	Complied (Y/N) If no give Reasons for Non- Compliance	Supporting Document attached at page number
1.	The bidder should submit copy of valid Trade License, PAN and GST Registration No. with the Technical bid of Tender documents.		
2.	The bidder should submit the Income Tax return for last three previous years ending 31 st March 2022 with the Technical bid of Tender documents.		
3.	The annual turnover in the business of Supply, Installation, Commissioning, Testing and Maintenance of Biometric Attendance System of the bidder shall be Rs.3,00,000/- (Three Lakhs only) each year during the last 3 years. The details to be furnished by the bidder in the technical bid giving the audited profit & loss account and balance sheet for last three years ending 31 st March 2022. It should be duly attested by the bidder's Chartered Accountant.		
4.	The Bidder should have successfully implemented similar orders/work of Supply, Installation, Commissioning, Testing and Maintenance of Biometric Attendance System during the last 3 years period from (FY 2019-20 to 2021-22) : as per Page No.4 para (d).		
5.	E.M.D of Rs.5,000/-, Tender Fee Rs.1,000/-		

Signature:

Date:

Seal:

Name of Authorised Representative:

Place:

Details Regarding Similar Orders

Sr. No.	Name of the Client	Nature of job (enclosed purchase orders)	Value of Purchase order	Date of Commencement	Date of Completion

[**Mode of proof:** Copy of Purchase Order/Contract for providing 'Award of Work' and Copy of Completion Certificate'/Final Invoice/Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work'. Should be furnished for each of the Projects.]

Signature:

Name of Authorized Representative:

Date:

Place:

Seal:

ANNUAL TURNOVER

Sr,	Financial Year	Financial Annual Turnover (In Rupees Lakhs)
1	2019-2020	
2	2020-2021	
3	2021-2022	

Copies of the Audited Balance Sheet and Profit and Loss Account for the last three Financial Years **2019-2020, 2020-2021 and 2021-2022** should be attached

Place:

Date :

Signature of the Tenderer with seal

FORMAT OF AGREEMENT

(To be submitted on stamp paper of Rs.300/-)

IT IS THIS ____ day of ____ 2023 MUTUALLY AGREED between the National Institute of Design, Ahmedabad, hereinafter referred to as "The Institute" (which expression shall mean and include their assigns and successors) on the one part

AND

M/sa company/incorporated under the companies Act, 1956..... having its Registered office at herein after referred to as "the Contractor" (which expression shall mean and include their permitted assigns and successors) on the other part: WHEREAS the Institute is desirous that certain Goods and Services should be provided and certain Works be executed as per tender documents No._____hereinafter called „The Works" and has accepted a Tender by the Contractor for the execution, completion and guarantee of such works.

NOW THIS AGREEMENT WITNESSES as follows: -

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,
 - a. Technical and Financial bids (Online)
 - b. Instructions to the Bidders
 - c. Terms and Conditions of contract
 - d. The work specified in the tender documents
 - e. The Annexures (duly filled)
 - f. The Purchase Order
 - g. Bank Guarantee
2. In consideration of the payment to be made by the Contractee to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Contractee to execute, complete and guarantee the Works in conformity in all respects with the provisions of the contract.
3. The Contractee hereby covenants to pay the Contractor in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Contract.
4. The contract shall be governed by all the conditions as described in the terms and conditions of contract, work mentioned in the tender documents and any other conditions given in the tender documents.
5. This is agreement shall be governed by the laws of India and shall be subject to the Jurisdiction of the Court in Ahmedabad.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

SIGNED AND DELIVERED

On behalf of the Contractor

Signature

Name

Address

Official Seal

Place

Date

On behalf of the Contractor

Witness:

i) Signature

Name:

Address:

Place

Date

ii) Signature

Name:

Address

Place

Date

On behalf of Employer

Signature

Name

Address

Official Seal

Place

Date

On behalf of the Employer

Witness:

i) Signature

Name:

Address:

Place

Date

ii) Signature

Name:

Address

Place

Date

TENDER FOR SUPPLY, INSTALLATION, COMMISSIONING, TESTING AND MAINTENANCE OF BIOMETRIC ATTENDANCE SYSTEM AT NATIONAL INSTITUTE OF DESIGN, AHMEDABAD, GANDHINGAR, BENGALURU CAMPUSES & DELHI OFFICE.

TENDER No: NID/AHD/2023-24/05

Issue Date: 01/11/2023

FINANCIAL BID

(A)

Sr.	Item	Quantity	Rate
1	Biometric Attendance device unit (Rate to be quoted for per unit)	07	
2	Installation, Commissioning, Testing and customization of software for attendance as per the scope of work (if applicable)		
	Taxes & other charges		
Grand Total (In words)			
Grand Total (In numbers)			

(B)

AMC CHARGES (after completing of 12 months of warranty)

1	Annual Maintenance Charges for first year		
2	Annual Maintenance Charges for second year		
3	Annual Maintenance Charges for third year		
	Taxes & other charges		
Grand Total (In words)			
Grand Total (In numbers)			

Place: _____

Signature: _____

Date: _____

Name: _____

Official Seal

*The rates quoted above should be only the unit price (i.e. inclusive of basic price, packing, transportation and any other charges) and **exclusive** of applicable GST and any cess on GST. L1 bidder will be decided on the basis of unit price only.

* From technically qualified bidders L-1, shall be decided based on L-1 rates at both A&B above, put together. Page 5 also refers.