



**GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION DEPARTMENT
DISPUR :: GUWAHATI - 6**

Block - A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in

No. S(E)64/2019/66

Dated Dispur the 06th December, 2019.

// TENDER NOTICE //

Sealed tender affixing court fee stamp of Rs.8.25 (Rupees Eight and Twenty five paisa) only are invited from Authorized Dealers/Suppliers or Original Equipment manufacturers (OEM) for Supply, Installation, Testing and Commissioning and Maintenance of Adhaar enabled Biometric Attendance System with 5 years comprehensive warranty and support for Assam Secretariat, Dispur, Guwahati. There will be two bids, one is Technical Bid & other is Financial Bid. The sealed tenders will be received up-to 2.00 P.M. on 21/12/2019 and will be opened on the same day at 3.30 P.M. in the office chamber of Secretary to the Govt. of Assam, SAD in presence of the intending tenderers or their authorized agents, if any. The tender documents may be obtained from Secretariat Administration (Estt.) Department during office hours.

The Secretary to the Govt. of Assam, Secretariat Administration Department reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Sd/- Md. Majnur Hussain, IAS
Secretary to the Govt. of Assam
Secretariat Administration Department

Memo No. S(E)64/2019/66 -A

Dated Dispur the 06th December, 2019.

Copy forwarded for information and necessary action to:

1. P.S to the Commissioner & Secretary, Secretariat Administration Department for information.
2. The Director, Information and Public Relation, Assam, Dispur. He is requested to publish the Tender Notice in leading daily news papers, both vernacular and English, and to send copies of the same to this Department in which the tender notice is published.
3. The Content Manager, SA(E) Department is requested to upload the Tender Notice in Govt. Website.
4. Office Notice Board, Janata Bhawan.

By order etc.

Shakati
06/12/19
Deputy Secretary to the Govt. of Assam
Secretariat Administration Department

General Terms & Conditions

General System specifications / Requirements

1. **Introduction:** The concept off Adhaar enabled Biometric Attendance System is to monitor and record the attendance of the officials and other staff within the Secretariat. The employees shall authenticate themselves and provide their attendance by entering their ADHAAR Number followed by fingerprint scanning on the TAB device mounted near the entry gate/Department.
2. **Scope of Work:** Scope of Work includes supply, installation, integration, testing, commissioning and post operational comprehensive maintenance of the system up **to five years under warranty / guaranty period**. The AEBAS – Adhaar Enabled Biometric Attendance Software shall be provided and complemented with the devices by the buyer. Also, the Ethernet drop/Wi-Fi for connecting the TAB devices to the central network (NICNET) shall be provided in a nearby location. Also the vendor shall provide sufficient technical manpower to support, maintain, monitor and to do day to day administration and troubleshooting. The vendor has to do the necessary wiring (if any) to connect the devices to the power input at their own cost.

The Adhaar based Biomtric Attendance System provision can be kept at two levels i.e

- (a) **Level I:** Access control based on Adhaar with inserting of ADHAAR NO. followed by Fingerprint scanning on the same device. This setup will be deployed at the common area of all the concerned departments.
- (b) **Level II:** Access control based on Adhaar with inserting of ADHAAR NO. on the user computer followed by Fingerprint scanning on the USB connected FINGERPRINT Scanner. This setup will be deployed at the officer's chambers/rooms of all the high level officers.



Instruction to participating bidders

1) Earnest Money Deposit (EMD) of value Rs.75,000/- only in favor of the Secretary to Government of Assam, Secretariat Administration Department payable at Guwahati in the form of Demand Draft/FDR/NCS from Nationalized or any scheduled bank (but not from co-operative or Gramin Bank) and no interest is payable on EMD by the Department. EMD amount in the form of cash or any other form like online payment shall not be accepted. EMD of unsuccessful bidders shall be refunded except for L-1 bidder after completion of all formalities of bid.

1.1 The EMD amount shall be forfeited in the following events:

1.1.1. If the successful Bidder fails to enter into a contract within 30 calendar days after the receipt of the Purchase/Work Order

1.1.2. If the successful Bidder fails to submit the Performance Bank Guarantee within 60 calendar days after the receipt of the Purchase/Work Order.

1.1.3. In the event of not accepting the conditions of the contract even after agreeing to do so and not submitting the letter of un-conditional acceptance of terms as per letter in Annexure-II

2) Valid NSIC/MSME registration certificate issued by the Competent Authority, in case of seeking for exemption of EMD by the NSIC/MSME registered firms.

3) Unconditional Acceptance of the Secretary to Government of Assam, Secretariat Administration Department's Tender Conditions (Annexure-II)

4) The OEM shall have ISO 9001: 2015/ ISO 27001:2005/ ISO 20000 Certificates of which needs to be submitted.

5) Proof of execution of work/Supply of work of same type (i.e. Executed at least three ICT projects in supply/providing and maintenance of same BAS Devices where they have supplied minimum 100 hand held devices/ BAS devices in any semi government/ government organization/public sector organization) with **minimum 3 (three) years of experience** in rendering ICT services in purely Central or State Government in India.

6) Balance Sheet along with profit and loss account statement of last three financial years. (2015-2016, 2016-2017, 2017-2018)

7) The bidders shall give clause-by-clause compliance for the technical specification as per format prescribed in Annexure- I Technical Specification of the Devices. The bidders are required to provide documentary evidence such as technical papers, brochures, technical specifications documents, etc. along with their technical proposal to establish compliance to the technical requirements of the hand held devices.

8) The bidder must be a Company registered in India under the Companies Act a partnership registered under the Indian Partnership Act 1932 or a Limited Liability Partnership registered under the Limited Liability Partnership Act, 2008 or Proprietary firm with their registered office in India for the last three years as on 31st March 2018. Copy of valid Certificate of

Registration attested by Company Secretary /Authorized Signatory /certificate of Incorporation.

9) The vendor must have infrastructure support based at Guwahati with minimum 10 service engineers.

10) Bidder should not have been banned by the Govt. of India/ PSU/ State government during last three years and at the time of bid submission: **Self-certificate on the company letter head signed and stamped by authorized signatory of the company**

11) Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

12) All correspondence would be directly with the bidder and correspondence through agents will not be entertained.

Note: The Bidders must provide a copy of necessary supporting documents as proof in respect of the Eligibility Criteria mentioned above. They are to add an index page for the Documentary Evidences as per the format in Annexure-VIII.

Interested and eligible Bidders are required to submit the necessary original documents related to Eligibility Criteria, Technical Bid and Financial Bid in 2 (two) separate sealed envelopes. The Bidders should submit the documents of Eligibility Criteria, Technical Bid and EMD (as specified in this Bid Document) in the **first envelope**. The Financial Bid should be furnished in a **second envelope** and both the envelopes should be put together in a bigger sealed envelope (both the envelopes inside the bigger envelope should be marked as **TECHNICAL BID** and **FINANCIAL BID**, as the case may be) and should be delivered to Secretariat Administration Department, Janata Bhawan, Dispur-6 as per the timeline below:

The envelope containing the Eligibility Criteria & Technical Bid will be opened on the specified date and time in presence of the Bidders or their authorized representatives. In the event of the date specified for Bid receipt and opening being declared as a holiday, the due date for submission and opening of Bids will be the following working day at the specified time.

13) Maintenance support of the system:- The Vendor/System Integrator will provide comprehensive maintenance support (Both Hardware & Software) during initial guarantee/warranty period of five years.

14) Documentation:

- Vendor/system integrator shall provide two Hard and Soft copies of system operation and maintenance manuals. The bidder shall supply complete set of technical manuals as applicable along with the

delivery. The cost of such manuals supplied will be included in the cost of the system.

- Vendor shall arrange for adequate training for the 5 nos. of staff who will be designated as Central Support Staff for implementation of AeBAS in Janata Bhawan.
- The bidder shall also provide training to the designated Support Staff of each department at free of cost at the places where system to be commissioned for smooth operation of the facilities.
- Vendor/system integrator shall provide all the details of the integrated system regarding physical installation, wiring diagram and system interfaces etc. in hard and soft copy.

15) Guarantee / Warranty

- a) Systems shall be guaranteed against all defects and for a satisfactory performance, as per all the listed features, for a period of 5 yrs from the date of supply of the items.
- b) The bidder shall attend at his own expense and get the defect removed in the systems as detected by SAD (GoA) during the period of warranty.
- c) Post warranty the availability of spares will be maintained/secured by the bidder for another 05 years so that on requirement the same may be supplied to the department. For this there may be another tender later.

16) Substitution & Wrong Supplies

Unauthorized materials delivered in error of wrong description or quality shall be returned to the successful bidder at his cost and risk.

17) Change of Model

No change of model after the placement of order shall be entertained unless the alternate model offered are equivalent or higher in specifications and approval of the competent authority has been obtained in writing for such a change of model before the delivery of the product. Delivery of the alternate product without such an approval shall not be accepted and shall not be responsible for any delay in delivery schedule on this account.

18) Sample Testing

The Buyer may demand a sample product at any stage of tendering for evaluation. The department reserves the right to reject a Bid at any stage of processing and shall forfeit the EMD if the sample product is found to be substandard and / or fails to meet the NIT specifications and the bidder shall have no further claims in the tender.

The department shall not bear any cost with regard to transportation



of the equipment for testing and all such cost with regard to the testing shall have to be borne by the Bidder.

20) Payment terms

No mobilization advance shall be paid. The payments shall be released to the Contractor on submission of documents as below after total material delivery at site. 80% of quoted price will be paid after delivery of the materials at site. Rest amount i.e. 20% will be held and will be released after successful installation and commissioning of with ADHAAR integration and submission of -

- 1) Delivery challan copy duly signed by the consignee or his/her representative.
- 2) Invoice copy in triplicate.
- 3) All payments shall be released after adjust in any compensation for delay which firm might have rendered themselves liable as per provisions mention in tender.
- 4) For payment, completion certificate from the consignee on completion of the system installation.

20) Language and Currency

The bidder shall quote the rates in English language and international numerals. The rates shall be in whole numbers. The rates shall be written in both figures as well as in words. In case of disparity in figures & words, the rate in words will be considered. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided for under this contract will be English. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.

21) Testing and Inspection

The testing and inspection of the equipment / components procured shall be carried out in two stages as follows.

Factory Inspection / Acceptance Testing

The Buyer or his representative shall have the right to conduct pre-dispatch inspection of the Hardware and Accessories for their conformity to the specifications. Where the Buyer decides to conduct such tests on the premises of the Original Equipment Manufacturer (OEM) or Supplier of the OEM or its subcontractor(s), all reasonable facilities and assistance like Testing Instruments and other test gadgets including access to drawings and production data shall be furnished to the inspectors at no charge to the Buyer. The schedule & procedure of testing shall be intimated to the bidder after the placement of the Work order / purchase order. The successfully inspected/accepted items shall be sealed in the presence of the Inspectors and signed by the inspectors accordingly.

Should any inspected or tested Items fail to conform to the Specifications the Buyer may reject them and the Contractor shall either replace the rejected items or make all



alterations necessary to meet Specification requirements free of cost to the Buyer.

Notwithstanding the pre-supply tests and inspections, the Items on receipt in the Buyer's premises will also be tested after receipt and if found defective, or the seal found to be tampered these items shall be replaced free of cost to the Buyer

22) Standards

- i) All designs, codes, developing platforms, developing techniques and workmanship shall be in accordance with the highest accepted international standards for this type of work.
- ii) The bidder shall also state, where applicable, the National or other International standard(s) to which the whole, or any specific part of the system or training complies.
- iii) The requirements given in this document are firm and no deviation of any kind is acceptable.

23) Jurisdiction of Court

The courts at Guwahati, Kamrup (Metro) shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

24) Packaging

The supplier shall ensure that the Goods/Equipment are securely and adequately packed to ensure safe arrival at the destinations fully withstanding all hazards such as rough handling etc. during transit.

26) Replacement of Defective Equipment

If any equipment or any part thereof, is found defective or fails to meet the requirements of the contract before it is accepted, Secretariat Administration Department shall give the Supplier a notice setting forth details of such defects or failures and the Supplier shall forthwith arrange to set right the defective **equipment** or replace the same by a good one to make it comply with the requirements of the contract. This in any case shall be completed within a period not exceeding one week from the date of the initial report pointing out the defects. The replacement or rectification shall be made at site by the Supplier free of cost. Should the Supplier fail to do the needful within this stipulated time frame, the purchaser reserves the right to reject the equipment in full or in part and get it replaced at the cost of the Supplier. The cost of any such replacement made by the Purchaser shall be deducted from the amount payable to the Supplier against this purchase order.

If any equipment or part thereof is lost or rendered defective during transit, pending settlement of the insurance claim, fresh order shall be placed on the Supplier for such loss or defective equipment and the Supplier shall arrange to supply the same within three months of such order at the same prices and on the same general terms and conditions as mentioned in this purchase order.



Technical Specification of the Devices

1. Casing

- 1.1. The rugged casing should be inflexible, durable and any other tough material of at least 5mm thickness with black and the like colors to withstand daily usage.
- 1.2. The casing should not suffer any damage or disfiguration on being dropped from a height of up to 2 meters. Display screen can be vertically/horizontally oriented in the casing.
- 1.3. The casing should be designed to cover/hide android taskbar of the tablet, to prevent misuse of any other functionality.
- 1.4. The casing should have provision to access the power/reset button of the tablet. The access should be easy but controlled. The Vendor should make arrangements to provide an external tool to perform the power on/off and/or reset function of the tablet through the casing.
- 1.5. The fingerprint scanner should be ergonomically placed to support ease of usage for biometric attendance in standing posture of the users.
- 1.6. Inbuilt replaceable battery with min. battery backup of up to 120 minutes.
Charging/operation on AC 100-240 volt range with inbuilt surge protection.

2. Connectivity

- 2.1. Mandatory Edge/3G/4G mobile data support.
- 2.2. Wi-Fi IEEE 802.11b/g/n and LAN (Ethernet) interface or both.

3. Operating system

- 3.1. Should be un-rooted and Safety Net passed.(As per UIDAI Guidelines)
- 3.2. Or Android 4.4 OS or above (1.0 GHz Processor or above) for Tablets
- 3.3. Or Linux OS 4.4.12 or above (800 Mhz ARM Cortex A8 Processor or above) for Tablets
- 3.4. Or Windows 7.0 and above (for Desktop Devices)

4. Software

- 4.1. Full featured Web Browser
- 4.2. STQC certified Single Finger-print biometric device for Aadhaar Authentication with driver, in-built template extractor software/SDK (mandatorily with license, if required)
- 4.3. API/SDK for Android (4.4.2 or above)platform.
- 4.4. Should be a plug & play device needless for any additional license deployment.
- 4.5. The device should have integrated micro USB or standard USB type connector.



5. Tablets / Wall mount devices

- 5.1. RAM 1GB or above with Built-in Storage 4GB or above
- 5.2. Integrated STQC Certified finger print scanner
- 5.3. Expandable storage through micro SD, minimum 8 GB in Android/4 GB in Linux
- 5.4. USB Port- Minimum one Micro USB port and an optional additional USB Port
- 5.5. Front facing Camera with VGA resolution (if any)
- 5.6. Built-in Speakers, Mic Earphone 3.5 mm jack
- 5.7. 3.5" or above TFT LCD for Android with Capacitive touch screen, 1024X600. For Linux 3.5" or above
- 5.8. Ethernet LAN Port with RJ45 for wired LAN802.3
- 5.9. Wi-Fi wireless LAN 802.11b/g/n
- 5.10. GSM 3G/ 4G Data SIM card slot/GPRS Dongle/GPS
- 5.11. SAR (radiation values) within acceptable range
- 5.12. Battery 3000 mAh (120 mins)/External UPS/POE (Power Over Ethernet)
- 5.13. Separate charging non-USB port with AC adapter 200-240 volt range
- 5.14. Wall mount rugged attractive casing with ABS

6. Desktop Devices

- 6.1. STQC certified single finger-print biometric device for Aadhaar Authentication and extractor software/SDK (STQC Certificate must be submitted).
- 6.2. API/SDK for Windows (7.0 and above) platform.
- 6.3. Device should be plug & play with any Windows (7.0 and above) without need of any additional license to be deployed.
- 6.4. The device should have integrated USB 2.0 type connector.
- 6.5. Device must come with connector cables to allow connection of the device to Micro USB and Standard USB ports

7. Iris Devices

- 7.1. STQC certified single finger-print biometric device for Aadhaar Authentication and extractor software/SDK (STQC Certificate must be submitted).
- 7.2. API/SDK for Windows (7.0 and above) platform.
- 7.3. Device should be plug & play with any Windows (7.0 and above) without need of any additional license to be deployed.
- 7.4. The device should have integrated USB 2.0 type connector.
- 7.5. Device must come with connector cables to allow connection of the device to Micro USB and Standard USB ports.

Note: The vendor must provide all necessary technical support for integration of device drivers with attendance software and associated UIDAI applications



Annexure-I

ACCEPTANCE LETTER

(To be uploaded in the technical Bid Folder)

To,

**The Secretary to the Government of Assam
SAD, DISPUR**

Sub : Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. The tender document for the works mentioned above have been sold to me/us by ... and I / we hereby certify that I / we have read the entire terms and conditions of the tender document made available to me /us in the office of the,which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
2. I / We hereby unconditionally accept the tender conditions of ...'s tender document in its entirety for the above works.
3. It is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the tender enclosed in the Technical & Financial Bid and the same has been followed in the present case. In case any provisions of this tender are found violated after opening the Technical & Financial Bid. I / we agree that the tender shall be rejected and ... shall without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.

Yours faithfully,

(Signature of the Tenderer)
with rubberstamp

Date: _____

Mail

ID

Mob:



Bill of Quantity

Sl. No.	Item	Unit	Qty
1	Aadhaar enabled Attendance TAB with Fingerprint Scanner (Wall Mounted)	Nos.	150
2	Adhaar enabled Fingerprint Device USB (PC) Based Reader	Nos.	100

Completion Certificate

Date:

Ref.no.

Name of ...:-----

Supply Order No:-----

Sub:-----

We hereby confirm that, -----has been completed successfully as per tender terms and conditions. Certified that, all deliverables, received:

Handed over by:	Received by:
Signature with Seal Name: Designation: Date: For	Signature with Seal Name: Designation: Date: For ...



List of Make and Models Offered

PART- A						
Sl. No.	Item Description	Make/Model	Qty	Unit	Compliance as per tender's specifications (Yes/No)*	Deviations (if any)
1	Adhaar enabled Attendance TAB with Fingerprint Scanner (Wall Mounted)		150	Nos.		
2	Adhaar enabled Fingerprint Device USB (PC) Based Reader		100	Nos.		

***Data Sheets to be attached as a proof of compliance**



		Item Rate				
Tender Inviting Authority:						
Name of Work:						
Tender No.:						
Name of the Bidder/ Bidding Firm						
PRICE SCHEDULE						
(This template must not be modified/replaced by the bidder and the same should be mentioned after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and values only)						
NUMBER	TEXT	NUMBER	TEXT	NUMBER	TEXT	NUMBER
SL. No.	Item Description	Quantity	Units	RATE (Including GST In Figures To be entered by the Bidder Rs.	TOTAL AMOUNT	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
1	Aadhaar enabled Attendance TAB with Fingerprint Scanner (Wall Mounted)	150	Nos.			
2	Aadhaar enabled Fingerprint Device USB (PC) Based Reader	100	Nos.			
Total in Figures(A)						
Quoted Rate in Words						



Undertaking

(To be furnished in the Technical Bid)

This undertaking need to be get signed from the OEM of the make/model offered

Details of Make/Models Offered against the Tender

Name of Work:

Tender No.:

Sub: Undertaking of Authenticity for "*Adhaar Enabled Biometric Attendance System for Assam Secretariat, Dispur, Guwahati*".

Ref: 1. Your Tender No. Dated-----
2. Our Invoice No./Quotation No: Dated-----

With reference to the Tender No. cited above all the Material being supplied /quoted to you vide our bid dated against Tender No. cited above.

We hereby undertake that all the components/parts/assembly/software used in the all items as per BOM of Tender no cited above shall be original, new components/parts/assembly only, from respective OEM of the products and that no refurbished/duplicate/second hand components/parts/assembly are being used or shall be used.

"We (System OEM Name) also take full responsibility of both parts & Service SLA as per the content, even if there is any defect, by our authorized Service center/ Reseller/SI etc."

Authorized Signatory:

Name:

Designation:

Place:

Date:



Documentary Evidences Submitted

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