

TENDER DOCUMENT

(Tender Notice No. 33/2009-10 dated 29.03.2010)

PROCUREMENT OF SMART CARD & DEVELOPMENT KIT

FOR

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Two-Cover

Techno-Commercial & Price Bid Document System

Pre-bid discussion	: 13.04.2010 at 5.00 pm
Submission of complete bid document (Technical & Price bids)	: 21.04.2010 by 3.00 pm
Opening of Technical bid	: 21.04.2010 at 3.30 pm
Opening of Price bids	: 23.04.2010 at 3.30 pm



INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302



**INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302**

No. IIT/S&P/NWP/SMART CARD/2009-10

Date: March 29, 2010

INVITATION FOR BIDS

Tender Notice No. 33/2009-10 Dated 29.03.2010

Indian Institute of Technology Kharagpur, an Institute of national importance, invites sealed bids for procurement of Smart Card & Development Kit from reputed manufacturers/Indian Agents (on behalf of their foreign principles) or their authorized distributors/ dealers/ agencies, as per details given below.

Sl. No.	Description of item	Quantity required
1.	Blank Smart Card	20,000 Nos.
2.	PVC Card Printer (for printing dynamic content)	4 Nos.
3.	Printer consumables	For 20,000 cards
4.	TCP/IP based Mifare Card Reader	10 Nos.
5.	USB based Mifare Card Reader	10 Nos.
6.	USB based Reader/Writer	4 Nos.

Quotation must include any other item(s), if it is required for complete smart card system

Interested vendors are requested to send their sealed bids, for the complete set of items as per **Technical Specifications** mentioned in **Annexure-III**, Price bid format at **Annexure-IV** and **General Terms & Conditions** as mentioned in **Annexure-V**, with completely filled in Technical Bid Document (as per format **Annexure-I**) and Declaration (as per format **Annexure-II**) under a **Two-Cover System**.

The proposal be sent in a sealed packet, containing two separate sealed envelopes for Technical Bid and Price Bid, duly superscribed with Reference Number and Tender Notice Number, to the Office of the Dean (Planning & Coordination), IIT Kharagpur, P.O. Kharagpur Technology- 721302 **on or before 21.04.2010 by 3:00 pm.**

Tender Fee of Rs. 1,000.00 (to be paid once) and Earnest Money Deposit (EMD) of Rs. 10,000.00 is to be paid by Demand Draft, drawn in favour of Indian Institute of Technology Kharagpur, payable at SBI, IIT Kharagpur (Branch Code : 0202) along with the signed bid documents.

Detail tender document be downloaded from the Institute website www.iitkgp.ac.in [link : tenders and quotations] or collected by hand/post, latest by 20.04.2010.

The Technical bid will be opened on **April 21, 2010 at 3.30 p.m.** and will be evaluated first. The price bids will be opened on **April 23, 2010 at 3.30 p.m** (tentative date) only of those firms, who will be found technically qualified after evaluation of their technical bids.

Phone : 03222-282186, 283826
E-mail : mathur@phy.iitkgp.ernet.in

(B. K. MATHUR)
Dean (Planning & Coordination)
for Director, IIT Kharagpur

SCHEDULE OF EVENTS

Issue of Tender document	: 01.04.2010 to 20.04.2010 (9.00 am to 5.00 pm) (by hand/post or download from institute website)
Release in the Newspaper / Website	: 01.04.2010
Pre-bid discussion with the vendors	: 13.04.2010 at 5.00 pm
Last date for submission of Bids	: 21.04.2010 by 3.00 pm
Opening of Technical bids	: 21.04.2010 at 3.30 pm
Opening of Price bids (tentative)	: 23.04.2010 at 3.30 pm
Issue of Purchase Order (tentative)	: 30.04.2010

DOCUMENTS TO BE SUBMITTED

Intent Letter from the Vendor	: Letter from the interested vendors along with documentary evidence and detail capabilities, confirming to tender requirements, terms and conditions (Annexure – V).
Proposals from the Vendors	:
Technical bid	: Annexure – I [Attach all documents, product literature, declaration (Annexure – II), other details, quality confirmation, competency etc.]
Price bid	: Annexure – IV [Attach documents, cost and details/bill of quantities etc., conforming to the products/items as per Annexure – III]

FEE TO BE DEPOSITED

(ATTACH DEMAND DRAFTS WITH THE BID DOCUMENT)

Tender Fee	: Rs. 1,000.00
E.M.D	: Rs. 10,000.00

Note : The Tender Fee & EMD, Technical and Price Bids be put in separate sealed envelopes and thereafter all envelopes be put in a bigger sealed cover, superscribing “Tender Notice No. 33/2009-10” and “Tender for procurement of Smart Card Development Complete Kit”.

TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE MANUFACTURER/ INDIAN AGENTS (ON BEHALF OF THEIR FOREIGN PRINCIPLES) OR THEIR AUTHORIZED DISTRIBUTORS/ DEALERS/ AGENCIES SUBMITTING TENDER FOR SMART CARD & DEVELOPMENT KIT, IIT KHARAGPUR

1. Name of the Tenderer :
2. Status of the Tenderer :
(attach documents, if registered company/partnership/proprietyship)
3. Whether representing any foreign principle :
(attach copy of certificate/authorization)
4. Details of key top official/authorized official :
(attach details)
5. Details of tie-ups for supply/services, if any :
(attach details, agreements)
6. Income Tax / Service Tax clearance of last/previous assessment year (copy) :
7. Financial status of bidder and/or his associates including Annual Report & Balance Sheet/Statement of Account of past 3 years with Registration of Companies (ROC) receipts duly authenticated by Chartered Accountant :
8. Current list/address of clients where similar material has been supplied / successfully working :
9. Name of Contractor's three largest clients, to whom similar services are extended :
10. Name and address of Contractor's bankers and attach a Solvency Certificate from the Bank for a minimum amount of Rs. 10.00 Lakh. :
11. Income Tax Permanent A/c No. (attach copy) :
12. **Details of EMD/Bank Draft No. & date** :

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated signature & seal of the Contractor

NOTE : This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID", Notice inviting Tender No. 33/2009-10 dated 29.03.2010 and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelope. Price bid of that agency/firm only will be opened which do technically qualify, for further consideration. **Attach all relevant documents duly signed and sealed.**

DECLARATION

1. I, ----- Son /Daughter of Shri -----
----- Proprietor/ Partner/ Director/ Authorised Signatory
of M/s. ----- am competent to sign this declaration
and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and
hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/
fabricated document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.

Signature of the Authorised Person

Date : -----

Full Name : -----

Place : -----

Company Seal : -----

TECHNICAL SPECIFICATIONS

Smart Card Development Complete Kit comprising of following items :

1. Blank Smart Cards

- Technology: Mifare contact less (1K)
- Size and material: PVC, composite cards ISO CR-80
- Operating distance: Upto 100 mm
- Operating frequency: 13.56 MHz
- Optional: Monochrome preprinted on one side with static information

2. PVC Card printer (for printing dynamic content)

- Single side colour printer
- Edge to edge printing
- Windows drivers for XP
- Printing speed: better than 30 sec per card
- 16 MB image memory standard
- At least 300 dpi print resolution
- Smart card Encoding
- Windows bases card printing Software
- Optional: Bar-code printing
- Optional: Both side colour printing

3. Printing consumables

- Should include ribbons, cartridges, cleaners, print heads as may be required during card printing

4. TCP/IP based Mifare Card Reader

- Transponder operation Frequency: 13.56 MHz
- Reading distance: 100 mm
- 3 LED Display: Power-Red, Good-Green, Error-Yellow
- Windows based program
- Type: Wall mounted
- Should be with programming and operating software
- Quotations should include if any controller is required for above

5. USB based Mifare Card Reader

- Power source from USB
- Same as above and should be table top type

6. USB based Reader / Writer

- Power source from USB
- Should be table top type
- Card proximity indicator (LED)

7. Quotations must include any other item, if it is required for complete smart card system.

PRICE BID DOCUMENT

FORMAT TO BE FILLED BY THE MANUFACTURER/ INDIAN AGENTS (ON BEHALF OF THEIR FOREIGN PRINCIPLES) OR THEIR AUTHORIZED DISTRIBUTORS/ DEALERS/ AGENCIES SUBMITTING TENDER

1. Tender No. : **33/2009-10 dated 29.03.2010**
2. Order/Work : **Procurement of Smart Card Development Complete Kit**
3. Name of the Firm/ Bidder : _____
4. Address : _____
5. Phone/ Fax/ Mobile : _____
6. E-mail : _____
7. Rates quoted : Rates be quoted separately for each item (as per the classification and reference number indicated in the tender notice and technical specifications) along with product literature

Sl. No.	Description	Quantity required	Item Rate (in Rupees)	Total Amount (in Rupees)
1.	Blank Smart Card	20,000 Nos.		
2.	PVC Card Printer (for printing dynamic content)	4 Nos.		
3.	Printer consumables	For 20,000 cards		
4.	TCP/IP based Mifare Card Reader	10 Nos.		
5.	USB based Mifare Card Reader	10 Nos.		
6.	USB based Reader/Writer	4 Nos.		
Quotation must include any other item(s), if it is required for complete smart card system				

Seal of the Firm _____

Signature of the Authorized Signatory

Place / Date _____

Note : The price bid be submitted in a format, as per illustration given above. The rate/amount be mentioned on per item basis as per quantity mentioned, consolidating into total consignment value. A separate sheet of paper may be attached, if required. Each sheet should be duly signed. **This must be submitted in a separate sealed envelope.**

GENERAL TERMS & CONDITIONS

1. IIT Kharagpur would like to procure **Smart Card Development Complete Kit** (as per details given in the tender/specifications) from reputed vendors, having their own manufacturing base, backed by sound technical infrastructure and financial capability with a proven record of supply and services. The Indian Agent (on behalf of their foreign principles) or authorized distributors/dealers/agencies, representing and in business partnership with the manufacturer's/OEM's, having capability and experience, can also participate in the tender.
2. The following date and time schedule shall be adhered to for the Tender for **Smart Card & Development Kit**, IIT Kharagpur

Pre-bid discussions with the vendors	: 13.04.2010 at 5.00 pm
Submission of Technical & Price bids	: 21.04.2010 by 3.00 pm
Opening of Technical bid	: 21.04.2010 at 3.30 pm
Opening of Price bids (tentative)	: 23.04.2010 at 3.30 pm

In case, the due date happens to be holiday, the tender will be accepted and opened on the next working day. The timing will however remain unchanged. The Institute remains closed during Saturdays and Sundays.

3. **Payment Terms:** 90% payment will be made after supply of the store items/services in good order and condition and tested thereon followed by commissioning and integration of the system duly certified by the **Dean (P&C)**. Remaining 10% payment may be released against submission of Performance Bank Guarantee to the tune of 10% amount of total purchase order value. The Performance Bank Guarantee should be issued by any Nationalized Bank of India and the validity of the Performance Bank Guarantee will be for minimum 39 months from the date of issue of that Performance Bank Guarantee.

OR

100% payment will be made after supply of the store items/services in good order and condition and tested thereon followed by commissioning and integration of the system duly certified by the **Dean (P&C)** against 20% performance bank guarantee for a period of 39 months, to be issued through any nationalized bank. Any defective store items (if found) during the entire warranty/guarantee period should be replaced within 48 hours from the date and time of receipt of complaint, failure to which, Institute may take necessary action as deemed fit, which will be binding on the vendor. Proportionate amount will be deducted from this Performance Bank Guarantee/Security Deposit (20% of total order value), for non-functioning of the system/store item/services etc.

4. **Warranty and Guarantee:** On site Comprehensive Warranty/Guarantee for 3 (three) years.
5. **Supply of the store item:** The store items/services should be supplied within 30 days from the date of issue of the Purchase Order.

6. **Liquidated damages:** The stores should be delivered/dispatched to destination (Office of the Dean–P&C, IIT Kharagpur) and ready for operation/use, not later than the delivery date specified in the Purchase Order (PO). If the supplier fails to deliver any or all the stores/items/parts or perform the service/assembly/ installation by the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted from the contract price, subject to a maximum of 5%, at the discretion of the Competent Authority. Alternately, the order shall be cancelled and the undelivered stores purchased from elsewhere at the risk and expenses of supplier.
7. **On Site Skill Support:** For mechanical, electrical or electronic product (including computer controlled/microprocessor based), the vendor should arrange to provide on site skill support for the system/store item(s)/services for the entire warranty period of 3 years. Any defective item should be replaced immediately, but not later than 48 hours from the date and time of receipt of complaint. Institute will not be responsible for any untoward incidents, if any, for the Service Engineer of the selected vendor.
8. **Tender Fee:** An amount of Rs. 1,000.00 (Rupees one thousand only) as tender fee is to be paid (non refundable, paid only once).
 - (a) The payment may be made by Demand Draft from any Nationalized Bank in favour of “Indian Institute of Technology Kharagpur”, payable at “Kharagpur”, preferably at SBI, IIT Kharagpur (Branch Code : 0202).
 - (b) **Without Tender Fee, quotation will not be accepted.**
 - (c) **Tender fee should be enclosed with the Technical Bid document.**
9. **Earnest Money Deposit (EMD):** An EMD of Rs. 10,000.00 (Rupees Ten Thousand Only) be submitted **separately for each classification of items as per reference number**, in the form of Demand Draft, from any Nationalized Bank and enclosed along with the bid.
 - (a) The EMD shall be in favour of “Indian Institute of Technology Kharagpur”, payable at “Kharagpur” preferably at SBI, IIT Kharagpur (Branch Code : 0202).
 - (b) The validity of the EMD should be 6 (six) months from the date of issue.
 - (c) **Any bid without EMD will not be considered.**
 - (d) The EMD will be returned to the vendor after successful completion of the supply, installation and operation of the items/supplies/services.
 - (e) No interest is payable on refund of EMD.
 - (f) **The EMD should be enclosed with the Technical Bid document.**
10. **Price:** Price shall be **quoted only in Indian Rupees** on free delivery at site showing clearly the following break up. Taxes as applicable shall be clearly mentioned.
 - (a) Ex-works Price
 - (b) Packing & Forwarding

- (c) Freight & Insurance
 - (d) Incidentals
 - (e) Taxes payable by the Institute.
 - Institute doesn't provide 'C' or 'D' form. However subject to availability Way Bill may be issued.
 - The Custom Duty Exemption Certificate/Excise Duty Exemption Certificate will be issued to the selected bidder, as mentioned in the Purchase Order.
 - In case of import (on FOB basis) or High Sea Sales purchase, CDEC and other authorization letter as per rules, shall be provided.
11. **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. The Tender Fee and EMD should be enclosed with the Technical Bid documents. This be submitted in the Company's/Firm's Letterhead neatly printed/typed, duly signed by authorized person with the seal of the bidders. **It is advisable to provide a sample of the product quoted (or to display on the date of opening of technical bid) in order to help bring more clarity in making a fair choice of the items.**
 12. **Patent Rights:** The supplier shall indemnify the Purchase against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.
 13. **Insurance:** The goods supplied under the contract shall be fully insured (in a freely convertible currency, viz., in case of import) against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery upto IIT Kharagpur. The beneficiary of the claim shall be IIT Kharagpur. Where delivery of the goods is required by the Purchaser on a CIF basis, the supplier shall arrange and pay for Marine Insurance (naming the Purchaser as the beneficiary) upto the Port of Loading/Unloading. The supplier shall provide a copy of the insurance policy along with invoice to the Purchaser who will make arrangements to extend the validity of the policy, if necessary. In cases of loss or otherwise, the supplier shall initiate and pursue claim till settlement, and promptly make arrangements for repair and/or replacement of any damaged item(s) or fresh replacements, irrespective of settlement of claim by the underwriters.
 14. **Conditional Offer** will not be accepted.
 15. **Period of Validity:** Bids shall remain valid for acceptance for a period of 90 days from the date of opening of the price bid.
 16. **OEM will be given preference.** However authorized distributors/ dealers/ agencies should enclose the authorization letter for verification of credentials.
 17. Past Performance of the Vendors will be judged at the time of Technical Evaluation.
 18. The Institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Evaluation Committee of the Institute.

19. **Bidders should enclose the following documents along with the technical bid:**
- (a) Legal status [(i.e., Proprietor/HUF/AOP/Firm//Company etc.); {an established manufacturer or its Indian Agent (on behalf of foreign principle) or their authorized distributor/dealer/agency, having capability and experience, as per mandate/scope of the firm}].
 - (b) Proof of bulk supply of similar stores, either by manufacturing/ supply or retailing/ partnership; experience in its installation, service and maintenance; ISO Certification, BVQs and applicable quality check/assurance.
 - (c) Whether registered with NSIC, KB, NCCF, MSMED etc., to claim Tender Fee and EMD exemption.
 - (d) Current Income Tax & Sales Tax return (LFY) or clearance certificate
 - (d) PAN and TIN Number. CST/VAT, Excise & Service Tax Registration No.
 - (e) Proof as regards financial capability from any Nationalized Bank.
 - (f) Summary of Audited Statement of Accounts for the last three years and financial highlights, especially the key performance during the last quarter, as per following format :

Company's Key Performance

Description	January to March	April to June	July to September
Gross Revenue			
Profit Before Tax			
Profit After Tax			
Return on Invested Capital (ROIC)			

- (g) Customer satisfaction certificate from **at least three** such organizations (Educational Institutions/Universities/Central Universities/IITs, IISERs, NISERs, NITs /Government or Semi-Government Organizations/ Scientific and Autonomous Organization/Public Sector Undertakings/Overseas Institutions etc.) to be attached with the technical bid.
20. **Bidders should** invariably enclose the manufacturer's price list, catalogue or technical leaflet, with their proposals. Institute at its discretion reserves the right to verify information submitted and inspect the manufacturer's/suppliers facilities if required to confirm their capabilities.
21. **All tenders are to** be submitted and handed over to the office of the **Dean (P & C), IIT Kharagpur, P.O. Kharagpur Technology-721302 (W.B)** and a acknowledgement to be obtained.
22. **The person/officer signing** the tender/bid documents should be delegated with an appropriate Power of Attorney (essentially endorsed by a Notary Public) by the Chief Executive Office/MD of the Company to sign such documents.
23. The Declaration sheet (refer **Annexure-II**) be essentially signed and submitted with the technical bid.

24. **Opening of Price Bids** : The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened.
25. Tenderer or his/her authorized representative may choose to be present at the time of opening of Technical Bids and Price Bids, with proper authorization letter.
26. Institute reserves the right to change the quantity upward, to be tendered and vendor must have the ability to supply any additional quantity, within the validity of the quotation period as per the original or revised purchase order.
27. **IMPORTANT**
- (a) Director may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
- (b) In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
- (c) For any technical query, pertaining to this bid document or clarification on specifications, item quantity etc., the Vendors may please contact :
- (i) Professor B. K. Mathur
Dean (P & C)
Ph. No: 03222-282186, 283826
Fax : 03222-282185, 255303
E-mail : mathur@phy.iitkgp.ernet.in
- (ii) Dr. B. Hemalatha
Principal System Manager
Ph. No: 03222-282184, 282180
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(B. K. MATHUR)
Dean (Planning & Coordination)
for Director, IIT Kharagpur