

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY
DIBRUGARH :: ASSAM
PIN: 786 004**



BID DOCUMENT

FOR

NAME OF THE WORK: Attendance Management System for Dibrugarh University

e-TENDER No: DU/DR(Admn.)/NIT-NIQ 2024/02/236 dated: 04/07/2024

CUT-OUT SLIP

Technical Bid

NAME OF THE WORK: Attendance Management System for Dibrugarh University

e-TENDER No: DU/DR(Admn.)/NIT-NIQ 2024/02/236 **dated:** 04/07/2024

SUBMISSION DUE DATE & TIME : 06/08/2024 up-to 05.30 P.M.

FROM:

TO:

NAME & ADDRESS:

THE REGISTRAR
DIBRUGARH UNIVERSITY
DIBRUGARH, ASSAM

(To be pasted on the envelope containing hardcopy of “Technical Bid”)



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

e-Tender No. DU/DR(Admn.)/NIT-NIQ 2024/02/236

Date: 04/07/2024

e-Tender Notice

Open tenders are invited through e-tendering process from Manufacturers of nationally / internationally reputed brand or its authorized dealer / distributor for **Attendance Management System for Dibrugarh University**. For details, please visit the website [https:// assamtenders.gov.in](https://assamtenders.gov.in).

Detailed specification of the items, terms & conditions *etc.* are given as Annexure at Part-B. Last date of submission of Tender as per annexure at Part-B with all relevant papers is **06/08/2024 up-to 05:30 PM** to be submitted at the office of the Registrar, Dibrugarh University, Dibrugarh, Assam.

Availability of Bid papers	From 05/07/2024	
Last date for receipt of Bid	06/08/2024 upto 5:30 P.M.	
Time & Date of opening of Bid	07/08/2024 at 02:30 P.M.	
Place of opening of Bid	Office of the Registrar, DU	
Cost of Tender Document	Rs. 1000/-(Non-refundable)	To be paid online at assamtenders.gov.in
EMD	Rs. 1,00,000/-	

The tender should be separately submitted in 02 (two) parts, *i.e.*, **Part - I TECHNICAL BID** and **Part – II FINANCIAL BID**. The technical bid shall be opened on the above-mentioned date and time and the financial bid of only those bidders who qualify in technical bid shall be opened on the same date or at a later date which shall be intimated to the tenderer whose technical bids are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

The Bidder shall submit both technical and financial bids on-line at assamtenders.gov.in portal. One hard copy of technical bid along with supporting documents and clearly marked as **“HARD COPY of Technical bid”** shall have to be submitted at the office of the Registrar, D.U. **Hard copy of Financial Bid or Cost of Tender Document/EMD as Draft/Cheque etc, will not be sent to Dibrugarh University under any circumstance.** In the event of discrepancy between online & manual technical bid, sending of hard copy of financial bid or sending of Cost of Tender Document/EMD as Draft/Cheque etc the bid will be disqualified.

Sd/-
Registrar
Dibrugarh University

Copy to:

1. The Chairperson, Tender Opening Committee, D.U., for information.
2. The Deputy Registrar (F&A) i/c, D.U. for information.
3. The Programmer, D.U., with a request to upload the e-Tender Notice at D.U. website.
4. Office File

Sd/-
Registrar
Dibrugarh University

PART A - TERMS AND CONDITIONS

A1. General Information

The tender bids duly complete in all respects, along with the necessary documents should be submitted to the Registrar, Dibrugarh University. The Technical Bids so received shall be opened on **07/08/2024 at 02:30 P.M.** in the Office of the Registrar, Dibrugarh University in the presence of the representatives of the bidders. The Financial bids of the Tenderers shall be opened on the same date or at a later date to be intimated to the tenderers whose Technical Bids are found to be valid. Right to reject any or all Tenders, without assigning any reason thereof is reserved by Dibrugarh University.

A2. Terms and Conditions of Supply:

1. All the manufacturers/ authorized dealers should also give a brief profile about their company and the facilities available with them of the quoted items. Their turnover and important firms/ Government Institutes/ P.S.U.s *etc.* to which they are supplying quoted items, should also be mentioned.
2. The last date and time for the submission of the bids is 06/08/2024 up-to 5:30 P.M and the bids shall be valid for 180 days.
3. Technical specifications of the instruments/equipments are given in **Annexure-I** to these papers (Part B) and the required quantities are listed in **Annexure-II**.
4. Supplier should read carefully and understand all the instructions and terms and conditions, *etc.* before participating in the bid.
5. Suppliers shall mandatorily submit the following documents in their '**Technical Bid**':
 - i) **A Brief Profile of the Company/Firm** along with their addresses and contact details of a responsible representative for any query/correspondence.
 - ii) A duly filled and signed **Check-List** as shown in **Annexure-III**
 - iii) VAT/TIN/GST Registration Certificate.
 - iv) PAN Card
 - v) Proof of submission of Tender Fee/EMD at assamtenders.gov.in or Documentary proof justifying its exemption (e.g., MSME/NSIC/SSI/*etc.*).
 - vi) **Detailed Technical Specifications** of each item/service/work offered by the Supplier. The document should be duly superscribed as "**Offered Technical Specifications**" and presented in the format as suggested in **Annexure-IV**
 - vii) Technical compliance sheet in a tabular format as shown in **Annexure-V** and duly superscribed as "**Technical Compliance Sheet.**"
 - viii) **Technical Literature** regarding the offered products including Brochures/Datasheets/ Pictures/Sketch/Diagrams *etc* with a cover page duly superscribed as "**Technical Literature**".
 - ix) Valid Authorization from Original Equipment Manufacturer (OEM) or Declaration in case OEM itself is the bidder.
 - x) All valid documentary proof of eligibility as per '**Bidders Eligibility Criteria**' mentioned in this Tender Document.
6. **Please read carefully** that the Supplier shall submit their '**Financial Bid**' **ONLINE ONLY** in the BoQ format uploaded to the assamtenders.gov.in portal against this particular tender. They **SHOULD NOT** send the hardcopy of price bid to the University under any circumstance. Defying this clause will lead to **DISQUALIFICATION** of their bid. In the Commercial Bid rates should be mentioned as per BoQ. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the unprotected cells with their respective financial quotes, GST as applicable (total GST per item to be inserted in BoQ) and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without

changing the file name. If the BoQ file is found to be illicitly modified by the bidder, the bid will be rejected.

7. The Technical Bid shall be opened, on 07/08/2024 at 02:30 P.M. or on the next working day if the offices of the University remain closed due to any reason.
8. Financial bids of bidders who qualify in the Technical Bid evaluation will be open on the same date or at a later date to be intimated to the bidders. Lowest bidder will be selected on basis of total cost of the work and not item-wise comparison.
9. The bidder selected for award of work order shall have to submit a **Performance Bank Guarantee (PBG)** of the value of 5% of the work order value **within 14 days** of issue of work order. **The PBG shall be valid for a period of 1 year.**
10. The delivery and installation should be completed within 3 month or as specified from placing of the order. No extension shall be granted to the contractors/suppliers for the period of delivery, under any circumstances.
11. If the supplier fails to deliver the article as per the delivery schedule, the University shall be free to procure the balance/undelivered supply, at the risk and cost of the supplier, from other such suppliers.
12. The goods, articles, materials supplied by the supplier shall be accepted after inspection by an officer authorized by the competent authority. No articles/materials which do not conform to the specifications laid down in the terms and conditions or damaged in transit shall be accepted.
13. The bills of the suppliers shall be paid by the University after all the materials/articles/equipments have been received and installed, tested and commissioned along with proper documentation.
14. Vendor must provide an undertaking that any service request will be addressed within three working days. Any delay beyond three days must be compensated by extending the warranty period with equivalent number of days.
15. The tendering firm must provide proof of documents for executing similar works earlier.
16. In the event of any breach of the terms and conditions of the supply, the University may terminate the contract placed with the supplier and forfeit the security deposit of the supplier.
17. Authorization from the respective Original Equipment Manufacturer (OEM) for the quoted products to be provided mentioning the tender enquiry no. and date.
18. Copy of product literature and catalogue, testing report, BEE rating, ISO etc. to be provided.
19. The quantity as mentioned at Part-B (Annexure-II) may be increased or decreased at the time of placing Order as per requirement.
20. Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
21. This tender document is not transferable.
22. **Participation in the tender process implies that the bidder has read and understood this bid document and that the bidder will abide by the rules and regulations of Dibrugarh University.**

A3. Bidder's Eligibility Criteria:

- 1) The Bidder should be in IT Business in Assam for the last 7 Years. The firm also must have a permanent Registered or Branch office in Assam for the last 7 years.(Relevant valid Govt. documentary evidence like trade license, GST certificate etc. from respective Govt. agency should be submitted). **Delegation or Representation by any third-party firm other than the bidder itself shall not be considered for fulfilling this criterion.**
- 2) Bidders should have net positive worth and an average Turnover of min. 80 Lakh in the last three financial years. Documentary evidence in this regard should be enclosed along with Technical Bid.
- 3) The Bidder should have valid ISO/IEC 27001 and ISO 9001 Certificate. Copy of ISO certificates wherein their certificate number is clearly visible/legible must be enclosed along with the technical bid.

- 4) The Bidder shall submit at least **3** number of **Attendance Management System/Solution Order Copy** from any Central Govt. Organization / Institutes of National Importance / Universities / State Govt. organization / Educational Institutes recognized by UGC/AICTE/etc or PSUs in last four years.
- 5) The Bidder & OEM should not have been blacklisted in anywhere in India or abroad. A self – declaration letter by the Bidder, on the bidders letter head should be submitted along with technical bid

Note:

- a) Tenderers are advised to read carefully the Terms and Conditions of supply before recording the rates in this Schedule.
- b) No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
- c) The University reserves the right to:
 - I. Accept/reject any/all tenders without assigning any reason thereof.
 - II. Revise the quantities at the time of placing the order without change in the rate quoted by the bidder.
 - III. Add/modify/relax or waive any of the conditions stipulated in the tender document whenever deemed necessary to ensure greater competition.
 - IV. Award the contract to one or more tenderers for the items covered by the tender.
 - V. Reject any work done by the supplier if found to be of low quality/not conforming to industry standard practices and norms or any other justifiable reason.

Appellate Authority:

First Appellate Authority	Second Appellate Authority
The Registrar Dibrugarh University Dibrugarh-786004, Assam Phone No. 0373- 2370231	Secretary to the Govt. of Assam, Finance Department Address: 2 nd Floor, F-Block, Finance Department, Janata Bhawan, Dispur, Assam-06 Phone no 0361-2237455

Technical Specifications

Sl. No.	Item	Specifications
1	Single Motor Flap Barrier	Passage Direction: Bi-directional Barrier Material: Acrylic Barrier Movement: Retracting Cabinet Material: SUS304 Stainless Steel, thickness ~1.2 mm Lid Material: SUS304 Stainless Steel, thickness ~1.5 mm Dimension (L*W*H): ~1200*300*980(mm) Lane Width: ~570(mm) Emergency Mode: Supported LED Indicator: Supported Max. Speed of Throughput: 30 people per minute Opening Noise: ≤ 30Db Opening Time: < 1 sec. Normal Life Span: 3 million times. Power Requirement: AC ~ 240V, 50Hz Security Level: Medium Working Environment: Indoor/Outdoor (sheltered) Working Humidity: 5%~80% (non – condensing) Working Temperature: 0°C ~ 60°C
2	Double Motor Flap Barrier	Passage Direction: Bi-directional Barrier Material: Acrylic Barrier Movement: Retracting Cabinet Material: SUS304 Stainless Steel, thickness ~1.2 mm Lid Material: SUS304 Stainless Steel, thickness ~1.5 mm Dimension (L*W*H): ~1200*300*980(mm) Lane Width: ~570(mm) Emergency Mode: Supported LED Indicator: Supported Max. Speed of Throughput: 30 people per minute Opening Noise: ≤ 30Db Opening Time: < 1 sec. Normal Life Span: 3 million times. Power Requirement: AC ~ 240V, 50Hz Security Level: Medium Working Environment: Indoor/Outdoor (sheltered) Working Humidity: 5%~80% (non – condensing) Working Temperature: 0°C ~ 60°C
3	AI based Face Detection & Smart Card Attendance System	Display: 4-inch Touch Screen Face Capacity:1000 Card Capacity:1000 Transactions: 150000 Operation System: Linux Standard Functions: ID Card, 13.56MHz IC Card, ADMS, T9 Input, DST, Camera, 9-digit User ID, Access Levels, Groups, Holidays, Anti-passback, Record Query, Tamper Switch Alarm, Multiple Verification Methods Hardware: 900MHZ Dual Core CPU, Memory 512MB RAM / 512 MB ROM, 2MP Binocular Camera, Adjustable LED Communication: TCP/IP, WiFi (Optional), Wiegand Input/Output, RS485 Access Control Interface: 3rd-party Electric Lock, Door Sensor, Exit Button, Alarm Output Optional Functions: Wi-Fi Face Recognition Speed ~1s Biometrics Algorithms Face VX5.8 Power Supply 12V 3A

		Working Humidity 10%-90% Working Temperature -10 °C- 45 °C
4	Web Based Attendance Management Software	Web-based Software Supported Devices Standalone Device with Attendance PUSH Protocol: Green Label Series Authentication Options Fingerprint/Face/Palm/Rfid/Pin Max. Supported Devices 500 Devices. Database PostgreSQL (Default), MSSQL Server 2005/2008/2012/2014/2016/2017/2019, MySQL 5.0/5.6/5.7 Oracle 12c/19c Supported OS (64-bit only) Windows 7/8/8.1/10/11, Windows Server /2008/2008 R2/2012/2012 R2/2016/2019 Suggested Browser Chrome 33+ /IE 11+ /Firefox 27+)
5	Dual Side Smart Card Printer	Color sublimation directly on the card and resin thermal transfer Rewritable card printing Single or double-sided print module Print resolution: -In color and monochrome: 300x300 dpi & 300x600 dpi -In monochrome: 300x1200 dpi Print optimization via colour profile User interface: LED panel or LCD touch screen Single-sided (YMCKO): up to 280 cards/hour Double-sided (YMCKOK): 170 cards/hour Feeder capacity: 100 cards (0.76 mm – 30 mil) Hopper capacity: 100 cards (0.76 mm – 30 mil) Card types: PVC cards, composite PVC cards, PET cards, ABS cards, and rewritable card Connectivity: USB (cable supplied), Ethernet, Wireless connection 802.11b/g
6	RFID Smart Cards	Suitable for 13.56MHz card reader and reading distance is 0-10cm Chip: UID Type: Active RFID Frequency: 13.56 MHz Read and rewrite key tags Read/write Times: 100000 times Material: PVC Color: White Shape: Rectangular Dimension: 86 x 54 x 0.8 mm Temperature: -10 to +50 Deg Weight: .8 gm+/-0.5 gm Finishing: Glossy/Matt
7	24-Port Gigabit Network Switch	The LAN switch shall be rack mountable with 24 Nos. 10/100/1000 Base-T ports with 4 Nos. 1Gig SFP Ports populated with 2 No. Single Mode LX Transceiver (LC Type). Supports: -IEEE 802.1Q VLAN encapsulation - Spanning Tree -SNMPv3 -DHCP snooping -IEEE 802.1w, IEEE 802.1q, IEEE 802.1p, IEEE 802.1x, IEEE 802.3ad, IEEE 802.3x, IEEE 802.1d, IEEE 802.1s, IEEE 802.3i, IEEE 802.3u, IEEE 802.3ab Standards and Protocols
8	CAT 6 UTP (305 mtr. Roll)	Category 6 UTP cables shall Supports Gigabit Ethernet (1000 base-T) standard and operates at bandwidth of 250MHz RoHS Compliant, UL Listed/Certified The cable shall well exceeds the requirements of ANSI/TIA-568-C.2 and ISO/IEC 11801 Class E. Construction: 4 twisted pairs separated by internal PE Cross Separator, Full separator with Rip Cord.

		<p>Conductor: Solid bare Copper, Outer jacket sheath: FRPVC with UL approved CM/CMR rated cable.</p> <p>Insulation Material: High Density Polyethylene (HDPE) with Insulation Diameter: 0.89 ± 0.01 mm</p> <p>Jacket color: Grey</p> <p>Printed sequential Length Counter of each meter on Outer Jacket.</p> <p>Cable Length: ~ 305 meter per box/roll.</p>
9	6U Rack	Standard ISI Mark 6U Height Rack. Rack should have a fan and min. 4 Socket PDU, Lock and Key.
10	6KVA Online UPS	<p>6 KVA IGBT based On-Line UPS with inbuilt Isolation Transformer for Galvanic Isolation.</p> <p>AC Input Voltage Range: 160-280 V AC, 1 Phase @100% load</p> <p>Input Frequency: $50\text{Hz} \pm 10\%$ (Suitable for Generators)</p> <p>AC Output Voltage: 230 V AC, 1-phase $\pm 1\%$ (Sine Wave Output)</p> <p>Output Frequency: $50\text{ Hz} \pm 0.05\text{ Hz}$</p> <p>Overload Capacity: 110% for 05 minutes, 125% for 01 minute</p> <p>Harmonic Distortion: 2% for Linear Loads and <5% for non-linear loads</p> <p>Crest Factor: 3:1 or better</p> <p>Isolation Transformer: UPS output should be fully isolated by double conversion and inbuilt isolation transformer within the UPS cabinet itself. External transformer shall not be considered.</p> <p>Indications & Audible Alarms: Mains On, Inverter On, Overload, Load On Mains, Load On Battery, Battery Low</p> <p>Digital Metering: LCD display for measurement of AC Voltage, Battery voltage, Battery Current, Load Current, Output frequency.</p> <p>Battery Back-up & Other Details: The system must be capable of providing requisite battery back-up time of 60 Minutes using 12V, VRLA Sealed Maintenance Free Batteries. Battery rack and interlink cables to be provided.</p> <p>Certification: BIS Certification</p> <p>CE Certification (IEC 62040-1 & IEC 62040-2 Standards)</p> <p>ISO 9001, ISO 14001, ISO 45001, ISO 50001 certified.</p> <p>RoHS Compliance</p>
11	3 KVA Online UPS	<p>3 KVA IGBT based On-Line UPS with inbuilt Isolation Transformer for Galvanic Isolation.</p> <p>AC Input Voltage Range: 160-280 V AC, 1 Phase @100% load</p> <p>Input Frequency: $50\text{Hz} \pm 10\%$ (Suitable for Generators)</p> <p>AC Output Voltage: 230 V AC, 1-phase $\pm 1\%$ (Sine Wave Output)</p> <p>Output Frequency: $50\text{ Hz} \pm 0.05\text{ Hz}$</p> <p>Overload Capacity: 110% for 05 minutes, 125% for 01 minute</p> <p>Harmonic Distortion: 2% for Linear Loads and <5% for non-linear loads</p> <p>Crest Factor: 3:1 or better</p> <p>Isolation Transformer: UPS output should be fully isolated by double conversion and inbuilt isolation transformer within the UPS cabinet itself. External transformer shall not be considered.</p> <p>Indications & Audible Alarms: Mains On, Inverter On, Overload, Load On Mains, Load On Battery, Battery Low</p> <p>Digital Metering: LCD display for measurement of AC Voltage, Battery voltage, Battery Current, Load Current, Output frequency.</p> <p>Battery Back-up & Other Details: The system must be capable of providing requisite battery back-up time of 60 Minutes using 12V, VRLA Sealed Maintenance Free Batteries. Battery rack and interlink cables to be provided.</p> <p>Certification: BIS Certification</p> <p>CE Certification (IEC 62040-1 & IEC 62040-2 Standards)</p> <p>ISO 9001, ISO 14001, ISO 45001, ISO 50001 certified.</p> <p>RoHS Compliance</p>
12	1 year Server Hosting and Maintenance	1 year Server Hosting and Maintenance for Web based Attendance Management Software of dedicated hosting server.

Quantities Required

1. Consolidated List of Items Required:

Sl. No.	Particulars	Quantity
1	Single Motor Flap Barrier	4
2	Double Motor Flap Barrier	3
3	AI based Face Detection & Smart Card Attendance System	10
4	Web Based Attendance Management Software	1
5	Dual Side Smart Card Printer	1
6	RFID Smart Cards	1500
7	24-Port Gigabit Network Switch	1
8	CAT 6 UTP (305 mtr. Roll)	1
9	6 U Rack	1
10	6 KVA Online UPS	1
11	3 KVA Online UPS	1
12	1 year Server Hosting and Maintenance	1
13	Supply, Installation(<i>including installation of equipments, casing, capping, crimping, laying, trenching, electrical fixtures, arrangement of temporary structures/ladders/etc. or any other job required to complete the work</i>), Testing, Commissioning, Training and Documentation.	1 Job

ANNEXURE-III**CHECK-LIST***(For documents to be mandatorily submitted)*

Sl. No.	Particulars	SUBMITTED Please respond in YES/NO/Remark(if any)
1	Brief profile of the Company/Firm with contact details.	
2	Annexure III (copy of this check-list itself, duly filled-in and signed with company seal)	
3	Copy of PAN Card	
4	Copy of GST Registration Certificate	
5	Proof of submission of Tender Fee/EMD at assamtenders.gov.in or Documentary proof justifying its exemption (e.g., MSME/NSIC/SSI/etc.).	
6	Offered Technical Specifications in tabular format against each item in Annexure I	
7	Technical Compliance Sheet as in Annexure IV	
8	Technical Literature of each offered items.	
9	OEM Authorization/Declaration etc.	
10	Proof of Permanent Establishment in Assam as an IT Solution Provider for last 7 years.	
11	Copy of the audited Profit & Loss Statement & Balance Sheet of the firm and Certificate from the Chartered accountant clearly stating the turnover for last three financial years.	
	The following ISO Certificates: 1) ISO 9001 (Quality Management) 2) ISO 27001 (Information Security)	1) 2)
12	Previous Attendance Management System/Solution order copy (3 nos.)	
13	Declaration regarding Non-Blacklist of Bidder/OEM anywhere in India or abroad.	
14	All other Documents to establish eligibility of the Bidder as per ' Bidder Eligibility Criteria ' mentioned in Part A of this Tender Document, viz. Provident Fund Registration, ESIC Registration, etc.	

Offered Technical Specifications

Sl. No.	Particulars	Detailed Technical Specifications
1	Single Motor Flap Barrier	
2	Double Motor Flap Barrier	
3	AI based Face Detection & Smart Card Attendance System	
4	Web Based Attendance Management Software	
5	Dual Side Smart Card Printer	
6	RFID Smart Cards	
7	24-Port Gigabit Network Switch	
8	CAT 6 UTP (305 mtr. Roll)	
9	6 U Rack	
10	6 KVA Online UPS	
11	3 KVA Online UPS	
12	1 year Server Hosting and Maintenance	

Technical Compliance Sheet

Sl. No.	Particulars	Compliance <i>Please respond in YES/NO/Remarks (if any)</i>
1	Single Motor Flap Barrier	
2	Double Motor Flap Barrier	
3	AI based Face Detection & Smart Card Attendance System	
4	Web Based Attendance Management Software	
5	Dual Side Smart Card Printer	
6	RFID Smart Cards	
7	24-Port Gigabit Network Switch	
8	CAT 6 UTP (305 mtr. Roll)	
9	6 U Rack	
10	6 KVA Online UPS	
11	3 KVA Online UPS	
12	1 year Server Hosting and Maintenance	

All responses regarding Technical Compliance of above-mentioned items are true and hides no underlying condition/information/etc.

Signature & Seal of Bidder