

# **NATIONAL CENTRE FOR CELL SCIENCE**

**(An Autonomous Institution of the Department of Biotechnology, Govt. of India)  
N.C.C.S. Complex, Ganeshkhind, Pune University Campus, Pune 411007.**

## **TENDER DOCUMENT**

**FOR**

**SUPPLY, INSTALLATION, TESTING AND COMMISSIONING  
OF BIOMETRIC TIME ATTENDANCE, ACCESS  
CONTROL, VISITOR MANAGEMENT AND CCTV (VIDEO)  
SURVEILLANCE SYSTEM AT N.C.C.S., PUNE**

**2013 - 2014**

Tender Cost: ₹500/-

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## NOTICE INVITING TENDER

No. NCCS/ADMIN/BIOMETRIC & ACS/2013-14

Date: 08/08/2013

- 1) National Centre for Cell Science is a Premier Research, an autonomous Institute under Department of Biotechnology, Govt. of India having office at Pune University Campus, Ganeshkhind, Pune 411007. The Director N.C.C.S. Pune invites sealed tender in Two Bid system from interested, inline, experienced, reputed and capable Original Equipment Manufacturers / authorized dealers who fulfills the eligibility criteria of Tender Document and operating their business in Pune and PCMC for **“Supply, Installation, Testing and Commissioning of Biometric Time Attendance, Access Control, Visitor Management and CCTV (Video) Surveillance system at N.C.C.S., Pune”** as per the detail Scope of Work.

Name of the Work	Estimated Amount (₹)	EMD (₹)	Work Completion Period
Supply, Installation and Commissioning of Biometric Time Attendance, Access Control, Visitor Management and CCTV (Video) Surveillance system at N.C.C.S., Pune	₹9,50,000/-	₹19,000/-	Two Months

- 2) The offers should be submitted in two-bid system i.e. Technical Bid and Commercial Bid in two separate sealed envelopes super-scribing **“Supply, Installation, Testing and Commissioning of Biometric Time Attendance, Access Control, Visitor Management and CCTV (Video) Surveillance system at N.C.C.S., Pune”** in the respective envelopes duly addressed to The Director, National Centre for Cell Science, Pune University Campus, Ganeshkhind, Pune-411007.
- 3) The tender document can be downloaded from NCCS’s website [www.nccs.res.in](http://www.nccs.res.in). The interest bidders can download the tender document from website and shall submit along the tender a DD/Pay Order for ₹500/- (**Rupees Five Hundred Only non-refundable**) drawn in favour of The Director, National Centre for Cell Science, Pune. The Tender Document can also be available in person from N.C.C.S., Pune University Campus, Ganeshkhind, Pune-411007, on any working day between 10 hrs to 16 hrs from **8<sup>th</sup> Aug 2013 to 29<sup>th</sup> Aug 2013** on payment in cash ₹500/- (Rupees Five Hundred Only non-refundable) towards cost of the tender document, for which Cash Receipt will be issued and the Bidder should attach a copy of the Cash Receipt while submitting the tender.
- 4) The Tender Documents should be submitted intact in a sealed cover either in person or by post without tampering with any of the folios thereof & duly filled in and duly signed at the bottom

of each folio, by the Bidder or his / their authorized representative and it shall reach at N.C.C.S., Pune University Campus, Ganeshkhind, Pune-411007 on or before **30<sup>th</sup> Aug 2013 before 13 hrs.**

- 5) The Bidder should deposit a DD / Pay order for **₹19,000.00 (Rs. Nineteen Thousand only)** towards the earnest money (EMD) drawn in favour of National Centre for Cell Science, Pune. EMD of all unsuccessful Bidders will be returned after finalization of tender. No interest will be payable on the Earnest Money Deposit.
- 7) The Director, N.C.C.S., Pune reserves the right to award contract for the above work either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document before accepting the tender or to reject any or all the tenders without giving any notice or assigning any reason. The decision of the Director, N.C.C.S., Pune in this regard shall be final and binding on all.

**Schedule of Tendering Process:**

1	Issue of tender forms	:	08/08/2013 to 29/08/2013
2	Pre-bid Meeting	:	16/08/2013 @ 15.00 hrs
3	Tender Submission due date	:	30/08/2013 @ 13.00 hrs
4	Opening of Technical Bid	:	30/08/2013 @ 15.00 hrs
5	Demonstration for Tender Item for shortlisted Bidders	:	12/09/2013 to 13/09/2013
6	Opening of Commercial Bid	:	17/09/2013@ 11.00 hrs

**Director  
National Centre for Cell Science**

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## **PART I TECHNICAL BID**

# NATIONAL CENTRE FOR CELL SCIENCE

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No. NCCS/ADMIN/BIOMETRIC & ACS/2013-14

Date: 08/08/2013

## **A ELIGIBILITY CRITERIA:** (Please attached self- attested documents)

1. The Bidder should have the minimum experience of five years as on 31/03/2013 in the similar type of work/services. The tenders of those Bidders who lack this experience are liable for rejection.
2. The Bidder should have carried out similar three works, each work not less than ten lakhs and for minimum for Five Hundred employees.
3. Bidder/OEM should have ISO 9001 company.
4. Bidder should submit an undertaking from the Equipment Manufacturer/OEM towards successful performance of contract including Warranty and subsequent maintenance, Spares & Services for the equipments. The undertaking as per attached format "**ANNEXURE VI**" shall be submitted along with the Technical Bid failing which the bid is liable to be rejected.
5. The bidder must visit/examine the site and its surrounding on any working day by prior appointment with the Engg-in-charge for the proper assessment of prospective assignment (scope of works) before submitting their offer. No claims later on shall be entertained. Bidder should submit a **Certificate for the Site Inspection** as per attached format **ANNEXURE-II**.
6. The bidders should have their or service provider office in Pune/PCMC area.
7. The bidder should attach Tender Cost in the form of Cash receipt or DD of **₹500/- (Rs. Five Hundred only)**.
8. The Technical Bid should accompany a DD / Pay Order of **₹19,000/- (Rs. Nineteen Thousand only)** drawn on any nationalized bank in the name of National Centre for Cell Science, Pune payable at Pune towards Earnest Money Deposit (EMD). Tender received without prescribed EMD will be summarily rejected. No exemption will be granted.
9. Bidder should have Average Annual Turn Over should not be less than **₹ 50, 00, 000/- (Rs. Fifty Lakh only)** for last three years.
10. The Bidder is required to submit the bank solvency certificate (as per attached format as **ANNEXURE IV**) of **₹10, 00,000/- (Rs. Ten lakh only)** from any nationalized/scheduled bank.

## B GENERAL TERMS AND CONDITIONS:

1. The contracting party whether it be a Proprietor / Individual, Partnership firm, Company / Corporation, Society, they shall be, for the purpose of this contract, be known as “the Bidder” and the National Centre for Cell Science shall be known as “N.C.C.S.”.
2. The Bidder should submit Technical Bid & Commercial Bid in separate sealed Envelopes super scribing “Technical Bid” and “Commercial Bid” as the case may be as mentioned in the Tender Notice.
3. Bidder should ensure that the documents are attached with Technical Bid as per **Check list** and all pages of Tender and documents are signed and stamped. Failure to do so shall lead to the rejection of bids.
4. The Bidder will give a declaration as per attached format **ANNEXURE I** that he has read and understood the above conditions and the same shall remain binding upon him in case the work is entrusted to him.
5. Bidder should submit their details as per attached format **ANNEXURE III** with self-attested documents.
6. The successful Bidder whose tender is accepted shall, within seven days from issuing / receiving the Letter of Acceptance, be required to submit a Bank Guarantee as per attached format as **ANNEXURE VII** an amount of ₹ 47, 500/- (**Rs. Fourty Seven Thousand Five Hundred only**) of any nationalized bank and execute the Contract Agreement with N.C.C.S. as per the General Conditions / Special conditions enumerated in the tender documents, on a Non-Judicial Stamp Paper of ₹500/- (**Rupees Five Hundred only**). If he / she / they decline/s or fail/s to submit the Bank Guarantee or to execute the contract agreement within the stipulated time, the EMD shall stand forfeited, without prejudice to N.C.C.S.’s right to rescind the contract and other rights and remedies warranted by the law.
7. **Before opening of the financial bid, the bidders should have to arrange demonstration of their product to be offered for NCCS, Pune for technical acceptability to the Committee of NCCS, Pune. The commercial bids of the technically qualified bidder based on the demonstration only will be short listed. The Demonstration will be arranged at the risk and cost of the Bidder. NCCS, pune will not pay any charges for the same.**
8. After receipt of Bank Guarantee from the successful Bidder, EMD will be refunded to all bidders within one week.
9. Bidder/s shall keep his / their offer valid for a period of at least 3 months (90 days) from the date of opening of the Financial Bid/Price Bid. If any Bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his offer, the EMD is liable to be forfeited

10. N.C.C.S. may at any time after opening of the tender depute a team of its' officials to the site / work place / office of the Bidder to get the credentials of the information furnished by the Bidder verified by collecting the spot information as to the status, workmanship & quality of the services rendered by them. If any information furnished by the Bidder is found to be incorrect, the tender of such Bidder shall be liable for rejection.
11. The Original Performance Bank Guarantee will be returned to the Bidder within 60 days of completion of the contract subject to satisfactory performance of the Bidder's obligations under the contract and subject to such deductions as may be necessary for making up N.C.C.S.'s claims against the Bidder. The performance bank guarantee should be valid for entire contract period or for the extended contract period.
12. The Bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of tendering and for entering into a contract and must inspect the site of work and acquaint himself with all local conditions means of access to the work, nature of work and all matters appertaining thereto.
13. Immediately, on receipt of intimation from the N.C.C.S. the acceptance of tender, the successful Bidder will execute the work as per the instructions of Engineer in Charge and the written acceptance of the tender will constitute a binding contract between N.C.C.S. and the Bidder so tendering. It will be the responsibility of the Bidder to thoroughly examine the site in all respects.
14. In the event of refusal to carry out work by the successful Bidder on any grounds, its earnest money / performance bank guarantee shall be forfeited.
15. It shall be the responsibility of the Bidder to meet transportation, food, medical and any other requirements in respect of the workers engaged by it (Bidder) at N.C.C.S. Pune and N.C.C.S. shall have no liabilities in this regard.
16. The N.C.C.S. will not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by service providing Bidder in the course of their performing the functions / duties, or for payment towards any compensation.
17. The Bidder should obtain the requisite license for running the establishment from authorities such as Municipality, Local Authority, State / Central Departments etc., at its' own cost. The N.C.C.S. shall not be responsible in any way for any breach of these rules and regulations by the Bidder.
18. The Bidder shall carry out all work with utmost care, giving due consideration to safety which shall not be compromised under any circumstance. It will be responsibility of the Bidder to promote an electrically safe workplace free from unauthorized exposure to electrical hazards for all its employees and outsourced personnel so as to prevent accidents to themselves, the public (community) and the N.C.C.S.'s property.



19. The quality of work at all stages should be as per the standards laid down and explained to the Bidder by N.C.C.S., Pune. It is made clear that there cannot be any compromise in the material quality and workmanship of work. It shall be the responsibility of the Bidder to ensure that the standards laid down from time to time are strictly maintained.
20. During tenure of warranty and AMC period, the Contractor should provide immediate support or repairs within 6 hrs from the receipt of complaint. In case it requires more time for repairing in such case the contractor should provide alternative /replacement of equipment/s at his own cost and risk.

## C SPECIFICATIONS:

### A. Biometric Time Attendance System:

#### Bio Metric Attendance Device:

Required Certificate	: ISO 9001 Certification.
Operating Mode	: Fingerprint and Smart Card.
Authentication	: For both Finger print and smart card only (1:N)
User Capacity	: 3000 Nos.
Authentication/Verification Time	: Less than 2 seconds for 1: N Mode (for 3000 Users).
Processor	: 32 Bit
Card reader	: Mifare
Access Control Interface	: Electric lock, door sensor, exit button, alarm, Door Bell
Standard Function	: Work code, DLST, Anti-Pass Back
Algorithm Version	: Finger v9.0
Language	: English
FAR	: < 0.001%
FRR	: <0.01%
Image Quality	: High Quality image (NFIQ<=2) in dry, wet and dirt conditions.
Template	: Template Standard and Raw Image 8 Bit Raw image ISO 19794-2 for finger print minutiae template; template size less than 390 Bytes, compression is desirable Memory.
Data Storage Capacity	: Minimum 100000 transactions.
Memory	: To be indicated by the bidder.
Sensor Resolution	: Sensor resolution min of 500 DPI.
Sensor area	: Thumb size of an adult human.
Device Output	: LED Indicator/Beep sound.
Sensor type	: 500 dpi Optical Sensor.
Light source	: Red Led.
Connectivity port	: LAN.
Operating Environment Temp	: 0-45°C
Humidity	: 40°C at 90% RH.
Power supply	: Battery backup up minimum 4 Hrs (internal or external).
Format	: Biometric Data Interchange Format ISO 19794-2.

Audio/Visual Indication	: A/V indication either at device level or at application level for indicating various events like Indication for capturing fingerprint and End of capturing.
Security features	: Download Security using single server IP Address Active directory integration. : Display finger print score on Device.
Platen area	: To be indicated by bidders.
Device Enclosure	: IP 65 (for external).
Communications	: RS232 ,RS485, TCP/IP ,USB
Certifications for fingerprint sensor	: FCC, CE, ROHS.
Integration System	: Seamlessly integrated with HR/ERP system for sharing the Time & Attendance Data, Employee tables, access levels etc. language Voice ENGLISH.
Keypad	: Minimum 12 keys (with Function key or IN & OUT facility).
LCD Display	: Min.16 x 2.
PC download	: Real time downloading should be supported.
Fingerprint update	: Real time auto update of finger impression. : Access control Potential free Relay output for Magnetic Latch, Turnstile, etc
Support	: Windows 7 or higher.

**USB Finger print and Smart Card Reader:**

Functions	: Smart card and fingerprint Reader
Read Range	: Upto 5cm and 500 DPI, Optical Sensor for finger print
Fingerprint scanning window size	: As per Mfg. Standard.
Operating Frequency	: 13.56 MHz
Operating Current and Voltage	USB Powered up
Read	Card Serial Number Only
Image resolution	: 480 x 320 pixel, 500 DPI
Raw fingerprint image file size	: 150K byte
Communication	: USB 2.0 compatible interface, plug and play device : Comes with a 2mtr standard USB cable
ISO Standard Support	: 14443A
Small size	: 66 x 66 x 29 mm
Thickness of glass	: As per Mfg. Standard
Weight	: As per Mfg. Standard
Operation temperature	: -10 to +55 °C

Operating Systems : Windows Vista/2008, 32 bit.  
 Windows 7, 32 bit.  
 Linux with kernel 2.4 or after (for both x86 and ARM9)  
 Windows CE 5.0 and 6.0 (for both x86 and ARM9)  
 MAC OS (version 10.5, 10.6 and 10.7, Intel CPU).  
 Android OS (Arm Based).

**Smart /Mifare Card:**

Thickness : Meet ISO standards of thickness for use.  
 Operating Frequency : 13.56 MHz  
 Operating Distance : 2 cm to 10 cm  
 Card Dimensions : 85.5 x 54 x 0.8mm.

**Memory**

EEPROM size : 4096 byte (4K)  
 Write Endurance : 100 000 cycles  
 Data Retention : 10 years  
 Organization : 32 sectors at 64 byte each and 8 sectors at 256 byte each

**RF Interface**

: According to 14443A, up to layer 3  
 RF Frequency : 13.56MHz  
 Baud Rate : 106kbit  
 Operating Distance : Up to 10cm

**Security**

Unique Serial Number : 4 byte  
 Random Number Generator : Yes  
 Access Keys : 2 keys per sector  
 Access Conditions : Per sector

**Support**

: Mifare ® Classic Security  
 Purse Functionality : Value block format  
 Secure Transport Transaction : 512 byte read 128 byte write  
 Transaction Time [ms] : 140

**Computer Set:**

Processor : Intel Core i3-2120 Processor (3.30 GHz., 3MB, w/Intel HD Graphics 2000)  
 Motherboard : Intel (R ) H75 Express Chipset or higher  
 Operating System : Window 7 Professional, 32- bit  
 PC Type : Server/ Workstation  
 System Memory (RAM) : 8 GB Non-ECC DDR3 RAM 1333MHz. SDRAM  
 CD and DVD Drive : DVD R/W

Graphics	: Integrated (on board) / Compatible Graphic Chipset
Hard Drives	: Capacity-1 TB SATA Hard Drive
USB Connection	: Software: Windows Operating System, Microsoft Office Software
Network Connection	: 3.0- 2 USB Front Ports and 2.0 - 4 USB Back Ports
Video Resolution	: Integrated on board (2 nos )10/100/1000 controller with WOL, ASF 2.0 & PXE
Audio	: 1024 X 768 Pixels,24 bit colour or higher
Monitor	: Integrated (on board) Audio Controller with Internal speaker
Accessories	: 18.5" LED Monitor
	: USB Keyboard and Laser Mouse

**Web Base Time Attendance Software integrate with leave management and upgradable:**

Validity and support Requirement	: Life time. Automatic data downloading facility from attendance machine Authorization hierarchy Unlimited Shift schedules and assignment facility. Track team attendance and work hours Leave type creation. Leave accounting period. Leave accumulation rules. Leave application and approvals. On duty application and approvals. Miss punches application and approvals. Shift change application and approvals. Late / early out policy and approvals. Over time policy. Absenteeism policy Compensatory off policy. Leave balance carry forward / lapse policy. Organization / branch wise leave policy. Organization/branch wise holiday's policy. Pop Up and Emails alerts on various events. Automatic Attendance report sending facility to HOD, HR and employees. Employee working and non-working facility. Employee Transfer facility. Integration facility with ERP, SAP and payroll Multiple branches facility Automatic database backup facility Import / export data facility. Various types of attendance report.
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Able to generate the following reports on daily, weekly, monthly, quarterly and annual basis.

**Shifts:** Shifts are user definable. Grace Time, both at the Start and End of the shift can be defined for individual shifts.

**On line maintenance of leave balances:** Leave balances are immediately updated whenever the leaves are sanctioned. At any point of time the final leave balance of an employee can be viewed.

**Compensatory OFF:** System has a facility to generate Comp. OFF for weekly off days and holidays falling on same day or any other case. System has inbuilt validity checks for claims made and the date against which the claim is made so that there is never a possibility of an employee claiming more than what is sanctioned. Multiple Comp. OFFs can also be sanctioned against one day.

**Overtime:** Overtime hours are calculated by the system based on thumb timings. The said overtime hours are transferred to payroll only after the departmental head has sanctioned it. The system allows the user to specify which employee or a set of employees is eligible for overtime.

- Support : Software supports should Windows 7 Professional
- Software update : Should maintain complete database of employees with photo option.
- : Should maintain organizational structure such as Departments, Sections etc.
- : Should have facility of adjusting holiday with working day.
- : Should support online transaction monitoring.
- : ODBC Complaint supporting various RDBMS database such as MS-SQL 2000 / 2005.
- : Should support RAW as well as Process Data Export facility.
- : Easily upgradable.

## **B. Access Control System:**

### **Multi door Network Controller for Reader:**

- CPU : 32 bit MIPS CPU
- RAM : 32 M-bits
- Flash Memory : 256 M bits
- User Capacity : 30000
- Event Buffer : 1,00,000
- Reader Port : 26 bit Weigand

Communication : RS 485, TCP IP  
Baud Rate : 38400 bps  
Input Port : Exit button 1 -4, Door sensors-1-4, Auxiliary 1-4.  
Output Port : 0 Relay i-4  
Indication : LED indicator for communication, power, status and punch card.  
Certification : CE and FCC.

**Single door Network MIFARE Weigand Reader:**

Operating Frequency : 13.56 MHz  
Operating Distance : Upto 10 CM  
LED Indicator : Red and Green  
Hardware for Exit : Request to Exit can be push button metallic type used at the indoor side of the door to open the door.

**Electromagnetic Lock with potential free contact and inbuilt magnetic sensor with buzzer:**

Capacity : 600 lbs. Magnetic Lock.  
Dimensions Magnet : As per mfg. standards.  
Armature Plate : As per mfg. standards.  
Mounting Type : Surface  
Sensors : Internal Door Sensors  
Spike Suppressor : Inbuilt  
Type : Indoor type.  
Certifications : UL 294, CE.  
Indication : LED indication with magnetic sensors and buzzers.

**Software** : Access Control integrates with time attendance and upgradable. The facility of modifying access control settings/granting of access privileges to new personnel/modify the privileges of existing personnel should be possible at our end.

**C. CCTV (Video Surveillance) System:**

**Indoor Camera:**

Device : 1/3" SONY EFFIO Super HAD CCD.  
Quality : Superior picture resolution and helps give a much better picture quality  
Mode : Auto Day and Night  
Light illumination : Work in low illumination.  
Function : Monitoring invisible views for day and night CDS delay control, avoid IR : turn on/off repeatedly Shock-resistant shield, unbreakable housing,

Resolution : Horizontal Resolution- 700 TV lines.  
 Operation : Electronic shutter up to 1/100,000 secl.  
 IR Distance : IR Distance: 15 -20 Meters,  
 Lens : 3.6 mm Lens and OSD MENU.  
 Control : Smart IR on/off control  
 Life : IR LED (up to 10,000 hours)  
 IR LED Qty : Minimum 74 IR LED.

**Outdoor Camera:**

Device : 1/3" SONY EFFIO Super HAD CCD.  
 Quality : Built-in Digital Noise Reduction color CCD camera.  
 IR Distance : 50 Meters and above.  
 Lens : 16 mm Lens and OSD MENU.  
 Life : IR LED (up to 10,000 hours).  
 Control : Smart IR on/off control.  
 Enclosure : IP66 Weatherproof housing with mounting stand.  
 IR LED Qty : Minimum 74 IR LED.  
 Filters : Built-in Removable IR Cut filters (Option).

**DVR+NVR ( 16 channel):**

Channel : Sixteen channel ANALOG and IP Camera Connection.  
 Recording Capability : DVR 480(400) fps at D1 resolution recording capability in built with 2 TB HDD.  
 Operation : Pentaplex operation (Playback / Recording / Ethernet / Backup / Live).  
 Playback : Concurrent Multi-Channel Playback 16CH all channels at same time.  
 Audio : Two- Way audio.  
 Connectivity. : USB2.0, TCP IP, RS485, HDMI  
 Output : VGA output (for LCD Monitor).  
 Camera Control : Easy camera control.  
 Support : Support Network Time Server without static IP.  
 : Support Central Monitoring System ((128 Channels support CMS).  
 Hardware : Operate by front panel, mouse and remote controller

**DVR+NVR (4 channel):**

Channel : Four channel ANALOG and IP Camera Connection.  
 Recording Capability : Four channel DVR 120(100) fps recording capability in built with 1 TB HDD.  
 Audio : Two- Way audio.  
 Operation : Pentaplex operation (Playback / Recording / Ethernet / Backup / Live).  
 Language : Multi Language OSD.



Operation mode	: IR Remote Controller.
Output	: VGA output (for LCD Monitor). : USB (Device) port for firmware upgrade.
Connectivity	: USB2.0, TCP IP, RS485, HDMI for connectivity.
Camera Control	: Easy camera control.
Support	: Support Network Time Server without static IP. : Support Central Monitoring System (128 Channels support CMS).
Hardware	: Operate by front panel, mouse and remote controller.

#### **D. Visitor Management System:**

Description	: Visitor Management KIOSK System Desktop based with powder coated metallic enclosure includes Camera, Thermal Printer, Visitor card scanner, Thumb option (optional) and desktop with LED touch screen monitor integrates with software having following features.
Features	: Appointment, Approval & Rejections : Today's appointments and expected Visitors: Screens for employees and reception desk for better planning and management : Icon Online requests for appointment: Visitors seeking appointments with the employees can request for appointments online and emails are triggered to the employees for approval : Business card reader integration for speedy registrations : Visitors self-sign-in using touch screen kiosks : Automatic notification to employees on visitor's arrival. : Visitor badge / pass printing Integration with Access Control systems provides excellent security management : SMS / Email Alert Facility : Easily upgradable.

#### **D. SCOPE OF WORK:**

- Supply, installation, Testing and Commissioning of a Biometric based Smart Card Attendance System at NCCS, Pune having features of access control which can be integrated with suitable gates at a later stage.
- This is totally a turnkey project and it is the responsibility of the bidder to design the system, supply, install, commission and prove out of the system for satisfactory functioning.
- The system should be designed and looped in such a way that an employee can **LOG IN /OUT** from any of the access points inside the NCCS Campus.
- Provide a user friendly GUI (Graphical User Interface) based Access Control & Time and attendance software as per the specifications.
- Creation of database and PIN for each employee (approx. 1000).
- It is the responsibility of the bidder to scan the employees' fingers and take photographs to generate data for the system.
- The minimum specifications of the components/equipments are as mentioned in the Specifications.
- Carry out electrical work for installing the readers at various entry/exit gates.
- Minimum 24 hours battery (rechargeable) backup should be available for the readers.
- Acceptance/Rejection: Acceptance/Rejection should be done by Green/Red indicators along with LCD display of Employee Name and ID. The voice guide message should be available.
- The firm shall make modifications of software as per the requirement of NCCS.
- The system shall provide MIS Reports/Data to the administrator as and when required including employee-wise, Department-wise, Gate-wise, period-wise, in and out reports, attendance sheet, absent report, early going, late coming etc. No scope for any data loss.
- The firm shall provide the scope for future integration of the system to any other systems like in-built GPRS Module, ERP, UID (AADHAR) for future communication etc., if needed.
- All cable enclosures including conduits, cable trays, ducts, wall boxes, termination panels and the like that are required to facilitate the work and complete the installation shall be supplied and installed by the vendor.
- Vendor should lay separate cables to connect Biometric Smart Card Readers/ Controllers to the computer/server. Only computer/server which hosts web base application can be put on existing LAN of NCCS.
- Biometric smart card readers will be installed at four different indoor locations at NCCS campus and locations will be decided by NCCS authority.
- Personalized photo I.d. smart card would be given to all the employees. Employees while **IN/OUT** will swipe their card on the reader and put their finger for authentication. Upon successful action, his/her **IN/OUT** time will be recorded and a successful beep sound will be generated. System will also have the flexibility in configuring the system so that the **IN/OUT** time will be recorded by swiping the smart card only/ finger only / smart card +

finger. At a later stage the same smart card can be used for entry/ exit through an access controlled gate.

- The employee data will be centrally stored in a database. Authenticated Administrative Officer will be allowed to regularize the leave taken by an employee of his section only and print their attendance reports. The Administrator Officers can access their console through web browser in the NCCS LAN with proper authentication.
- Admin Hardware Lock :An Admin Hardware lock to be provided in system to facilitate Administrative rights for fingerprint transfer, overwrite fingerprint etc. it should be capable to logon in PC in case of Emergency and Logon facility can be removed from any PC only by using fingerprint sensor and Hardware lock.
- Smart card shall be personalized at NCCS campus by the vendor for each employee with necessary photo and details on front, instructions on the back, finger print and employee details encoded inside the smart card chip. All the necessary devices like Smart card printer, camera etc. shall be supplied by the vendor for personalization.
- Bidders are to submit their technical bids in accordance with this document. Any additional software/hardware etc. required as per the scope of work for completing the system has to be provided by the Bidder and the same may be quoted.
- All tools, tackles, testing instruments etc. as required during all operations such as transport, installation, testing, commissioning etc. shall be provided by the bidder at no extra cost to NCCS for completing the scope of work as per this specification. The Bidder shall undertake all testing and commissioning activities and shall provide all assistance during inspection and testing of the system.
- The bidder's scope also includes any other services specified in the specifications for creation of the system complete with all accessories, auxiliaries and associated equipment. The bidder's scope also includes site survey, liaison with statutory bodies to obtain mandatory license/clearances, if required.
- The bidder shall be responsible for providing all materials, equipment and services specified or otherwise, which are required to fulfill the intent of ensuring operability, maintainability and reliability of the complete system covered under this specification within quoted price. This work shall be in compliance with all applicable standards, statutory regulations and safety requirements in force on the date of award of this contract. The bidder shall also provide all required equipment which may not be specifically stated herein but are required to meet the intent of ensuring completeness, maintainability and reliability of the total system covered under this specification.
- It is not the intent or purpose of this specification to cover each and every item of supply or any other associated services required for completeness of the system. It shall be the responsibility of the bidder to inform himself and for providing all equipment, materials, and services, whether specified or not, which are required to complete the work specified in the contract for efficient, trouble-free working of the system.

- Bidder should submit their user manual and technical specification literatures along with the machines.
- The Contractor shall provide on- site Comprehensive training to NCCS users for operation, maintenance and programming etc., related to the system.
- Tender not covering the above entire scope of work may be treated as incomplete and hence shall be rejected.

#### **E. SPECIAL CONDITIONS:**

- The rates quoted should be firm and inclusive of all Taxes, Duties, VATs etc. In case prices are not inclusive of Duties, Taxes etc., then the rates at which duties, taxes etc., is required to be paid should be mentioned and if it is not mentioned then it will be presumed that the rates are inclusive of all duties, taxes, VATs etc., and no payment shall be made by NCCS, pune on this account on a later stage.
- Transportation Charges: The rates should be inclusive of transportation or any incidental charges.
- NCCS will not provide any documents related to any concession facility to the contractor.
- Last three years Income Tax Certificate, Company incorporation certificate, Service Tax Registration, Sales Tax Clearance Certificate dispensed with Sales Tax Registration no. (If any) or VAT and Valid Trade License Certificate should be submitted along with tender.
- The successful bidder must furnish a warranty for providing free post installation on site comprehensive support during a warranty period of TWO year or more from the date of successful installation and commissioning.
- Any dispute arising out of this contract including any clarification as to the intent or interpretation of any of the provisions of these terms and conditions, the same shall be first referred to /sought from the Director, N.C.C.S., whose decision in the matters shall be final and binding on the Bidder. Any other matter relevant to but not covered in the contract shall also be decided by making reference to the Director, N.C.C.S. whose decision will be final and binding on the Bidder.
- If the Dispute is not resolved through the reference made to the Director, N.C.C.S., a reference of the same shall be made to an Arbitrator to be appointed by the Director N.C.C.S. Pune for adjudication of the same in accordance with the provisions of Arbitration & Conciliation Act-1996 and any statutory modification there under from time to time. There shall be no objection if the Arbitrator to be appointed is a Competent Officer of N.C.C.S. in the discretion of the Director N.C.C.S. Pune.
- The quoted rate of the contracting Bidder shall be deemed to have taken into account all the conditions mentioned above. The Bidder shall visit the N.C.C.S. premises and properly assess

the scope of work. It shall be presumed the Bidder had inspected the premises and made proper assessment and requirements. Once the rate is quoted and accepted, and then subsequently, the Bidder shall not raise any dispute that the rate quoted was less without considering the actual requirements.

▪ **Annual Maintenance Contract:**

1. In the Commercial bid, bidder must quote for Comprehensive Annual Maintenance Contract (AMC) charges for further Three years.
2. NCCS reserves the right for third party maintenance after expiry of the warranty period.

**F. DELIVERY:**

1. Free of cost delivery to the consignee at the ordered site at locations mentioned in tender documents within four weeks after placement of Work Order. Time of completion of entire work including commissioning at all locations will be eight weeks from the date of issue of Work Order.

2. **Late Delivery Clause:**

In case the CONTRACTOR fails to supply the Tender item within specified time frame (as mentioned above) a penalty shall be imposed @ 0.5% per week or part thereof of the value of the delayed supply for each week of delay or part thereof. Maximum Penalty will be restricted to 10% of the agreed price for the contract and beyond that the Work Order shall be treated as cancelled and the security deposit will be forfeited.

**G. SECURITY DEPOSIT (SD):**

Security deposit of 5% will be deducted from the payment payable to the contractor and EMD shall be refunded after deposit of Performance bank guarantee of 5%. Security Deposit of 10% (SD and PBG) will be refunded after 12 months of defect liability period from the date of successful installation and commissioning of the system. In case of unsatisfactory performance by the Contractor Security Deposit (10%) will be forfeited.

**H. PRICE VALIDITY:**

Three months (90 days) from the date of opening of the Price Bid.

**I. PAYMENT:**

1. Payment will be made on satisfactory completion of supply, installation and successful Commissioning of the systems and as per actual measurements of work carried out at site.
2. No advance payment will be paid against this work order.

3. RA bill will not be applicable for this work.
4. Payments will be made through RTGS / NEFT. Bidders should provide their bank details duly signed by authorized signatories along with the copy of cancelled Cheque.
5. Service tax and TDS will be deducted as per Prevailing Rules.
6. NCCS will not provide any certificates for concession of taxes, Levis, duties etc.

**J. TERMINATION OF THE AGREEMENT:**

During the currency of this agreement, the N.C.C.S. shall have the right to terminate this agreement if it is not satisfied with the performance of the Bidder by giving notice in writing. For this purpose, the N.C.C.S. shall be the sole Judge to decide whether the performance of the Bidder is satisfactory or not and such decision of the N.C.C.S. shall be final, conclusive and binding on the Bidder and the Bidder shall not be entitled to any compensation in that regard.

## **ENCLOSURES**

### **ANNEXURE – I**

To,  
The Director  
National Centre for Cell Science  
N.C.C.S. Complex, Ganeshkhind,  
Pune University Campus,  
Pune 411007.

**Sub: Supply, Installation, Testing and Commissioning of Biometric Time Attendance, Access Control, Visitor Management and CCTV (Video) Surveillance system at N.C.C.S., Pune.**

**Ref: Tender No. NCCS/ADMIN/BIOMETRIC & ACS/2013-14, dated 08/08/2013.**

Dear Sir,

With respect to the tender enquiry, I / We hereby submit my / our tender in a required format.

I / We have adhered to the requirements prescribed by N.C.C.S., Pune. I / We have carefully gone through the guidelines / terms and conditions and prescribed format and I / We accept the same without any alternations / modifications.

Thanking you,

Yours faithfully,

**Signature and seal of bidder**

Date:

Address:

**ANNEXURE-II**

**CERTIFICATE FOR THE SITE INSPECTION**

Ref.: General conditions clause 2

I / We (M/s. /Shri. \_\_\_\_\_) have certified that we have visited the site on.....and assessed the nature and amount of work involved before submitting our offer.

We will be able to complete the works within the stipulated time and also that we will be able to execute the work suit to the site conditions.

**Bidder Signature and seal with date**

**Engineer in Charge  
NCCS, Pune**



## ANNEXURE III

### BIDDER DETAILS

1. Earnest Money Deposit (EMD) (To be enclosed with Technical Bid)	Demand Draft No. _____ dated _____ for ₹ _____ drawn on ( Name of the Bank)_____ in favour of The Director, National Centre for Cell Science, Pune payable at Pune.			
<b>No.</b>	<b>Required Information</b>			
1	Name and registered address of the Individual/firm/company			
2	Legal status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc.			
3	Name of the contact person, Designation, Telephone No., Fax No., E-mail id			
4	Month and Year of commencement of service business.			
5	<b>Statutory details</b> (Photocopies to be attached)			
5.1	Registration number of the firm. (As per Shop and Establishment act.)			
5.2	PAN No.			
5.3	Service Tax – Registration number			
5.4	VAT- Registration number			
6	Details of similar work completed during last five years as per the following <b>(ANNEXURE V)</b> with supporting Purchase / Work Orders/documents.			
7	<b>Financial Capabilities</b> Attach last 3 years income tax returns, audited statement of accounts, balance sheet and profit loss statement.			
	Details	FY 2010-11	FY 2011-12	FY 2012-13
i.	Annual Turnover			
ii.	Net Profit			
iii	Loss if any			

#### Signature and seal of Bidder

Date:

Address:

## ANNEXURE IV

**Date:**

### **FORM OF SOLVENCY CERTIFICATE**

(From an Nationalized / Scheduled Bank)

This is to certify that to the best of our knowledge and information M/s./Sri. \_\_\_\_\_ having marginally noted address \_\_\_\_\_ a customer of our bank are / is respectable and can be treated as good for any engagement upto a limit of **₹10,00,000/- (Rupees Ten lakh only)**.

This certificate is without any guarantee or responsibility on the Bank or any of the officers and at specific request of customer to submit for National Centre for Cell Science, Pune and valid for one year from date of issue.

(Authorized Signature)

**For the Bank**

## ANNEXURE V

### Details of similar work completed during last five years.

SR No	Name of Work and location	Cost of Work in Rs.	Date of Commencement	Date of Completion		Name and Contact number of the Officer to whom reference may be made
				Stipulated date	Actual date	

**Signature and seal of Bidder**

Date:

Address:

## ANNEXURE VI

### Authorization from OEM/Principal Manufacturer

Date:

**To,  
The Director  
National Centre for Cell Science  
N.C.C.S. Complex, Ganeshkhind,  
Pune University Campus,  
Pune -411007.**

**Sub: Supply, Installation, Testing and Commissioning of Biometric Time Attendance, Access Control, Visitor Management and CCTV (Video) Surveillance system at N.C.C.S., Pune.**

**Ref: Tender No. NCCS/ADMIN/BIOMETRIC & ACS/2013-14, dated 08/08/2013.**

**Dear Sir,**

We \_\_\_\_\_, (name and address of the "OEM/Principal Manufacturer") who are established and reputed "OEM/Principal Manufacturer" of \_\_\_\_\_ having factories at \_\_\_\_\_ (addresses of manufacturing locations) do hereby authorize M/s \_\_\_\_\_ (name and address of the bidder) to bid, negotiate and conclude the contract with you against the above mentioned tender for the above equipment manufactured by us.

We undertake that the vendor recommended above by us shall take care of maintenance, Spares & Services, as per terms of your NIT on our behalf. If the recommended vendor fails to provide satisfactory service / warranty / maintenance/spares, we shall be liable to provide the same directly.

Yours faithfully,

**For and on behalf of M/s \_\_\_\_\_ (Name of the manufacturer)**

**Signature with Company Seal**

**Name**

**Designation**

**Address**

**Date**

*Note: This letter of authority should be on the letterhead of the concerned manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer.*

**ANNEXURE VII**  
**FORM OF BANK GUARANTEE BOND**

In consideration of **the Director** (herein after called "**NATIONAL CENTRE FOR CELL SCIENCE, PUNE**") having offered to accept the terms and conditions of the proposed agreement between.....and.....(hereinafter called "the said Contractor(s)") for the work.....(hereafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for ₹.....(Rupees.....only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We..... (Hereinafter referred to as "the Bank") hereby (Indicate the name of the Bank) undertake to pay to the **NATIONAL CENTRE FOR CELL SCIENCE, PUNE** an amount not exceeding ₹..... (Rupees.....only) on demand by the **NATIONAL CENTRE FOR CELL SCIENCE, PUNE**.
2. We.....do hereby undertake to pay the amounts due (indicate the name of the Bank) and payable under this Guarantee without any demure, merely on a demand from the **NATIONAL CENTRE FOR CELL SCIENCE, PUNE** stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ₹..... (Rupees.....only).
3. We, the said bank further undertake to pay to the **NATIONAL CENTRE FOR CELL SCIENCE, PUNE** any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.
4. We.....further agree that the guarantee herein (indicate the name of the bank) contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the **NATIONAL CENTRE FOR CELL SCIENCE, PUNE** under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-Charge on behalf of the **NATIONAL CENTRE FOR CELL SCIENCE, PUNE** certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

5. We.....further agree with the **NATIONAL CENTRE FOR CELL SCIENCE, PUNE** that (indicate the name of the bank) the **NATIONAL CENTRE FOR CELL SCIENCE, PUNE** shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the **NATIONAL CENTRE FOR CELL SCIENCE, PUNE** against the said contractor(s) and to for bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the **NATIONAL CENTRE FOR CELL SCIENCE, PUNE** or any indulgence by the **NATIONAL CENTRE FOR CELL SCIENCE, PUNE** to the said Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We.....lastly undertake not to revoke this (indicate the name of the bank) guarantee except with the previous consent of the **NATIONAL CENTRE FOR CELL SCIENCE, PUNE** in writing.
8. This guarantee shall be valid upto.....unless extended on demand by **NATIONAL CENTRE FOR CELL SCIENCE, PUNE**. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to ₹.....(Rupees.....only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the.....day of.....for.....

**(Name of bank)**

## ANNEXURE VIII

### APPROVED MAKE OF MATERIALS

No.	Description	Make
<b>A</b>	<b>Biometric Attendance System</b>	
1	Biometric Attendance Device	Schneider/Honeywell/ ZK/GODREJ
2	USB Fingerprint and smart card Reader	Schneider/Honeywell/ZK/GODREJ
3	Smart/ Mifare Card with printing	Reputed or as per recommendation of Mfg.
4	Retractable coil badge holder with clip	Reputed or as per recommendation of Mfg.
5	Yoyo/Ribbon	Reputed or as per recommendation of Mfg.
6	Computer with 18.5" LED screen for BAS full set	HP/DELL/IBM/LENOVA
7	Web base time attendance software integrate with Leave management software	In house developed software with support
<b>B</b>	<b>Access control system</b>	
1	Multi door Network Controller for reader for Four door	SMART i/ Schneider /Honeywell/ZK/GODREJ
2	Single door network Wigand Reader	HID/SPECTRA/EUROPLEX/HONYWELL/ZK/GODREJ
3	Metallic Push button /Exit Switch	Reputed or as per recommendation of Mfg.
4	Electromagnetic lock for single leaf door with potential free contact and inbuilt magnetic sensor with buzzer	ALCATE/FARADAY/NCOM /ZK
5	Electromagnetic lock for double leaf door with potential free contact and inbuilt magnetic sensor with buzzer	ALCATE/FARADAY/NCOM /ZK
6	Software for Access control integrates with Time Attendance.	In house developed software with support
<b>C</b>	<b>Visitor Management Kiosk System desktop based with powder coated metallic enclosure it includes following</b>	Schneider/Honeywell/ ZK/GODREJ
	Camera	Logitech or equivalent
	Thermal Printer	HP /Cannon/DYMO/ZEBRA
	Visitor Card Scanner	ID SCAN
	Computer with 18.5" LED Touch Screen Monitor	HP/DELL/IBM/Lenovo
	Web base Software with unlimited log IN ID and password	In house developed software with support

<b>D</b>	<b>CCTV System</b>	
1	Camera IR Dome Indoor	SONY/HONYWELL/PANASONIC/SAMSUNG/SIEMENS/SECURUS/DVIEW/NTIC
2	Camera IR Outdoor	SONY/HONYWELL/PANASONIC/SAMSUNG/SIEMENS/SECURUS/DVIEW/NTIC
3	DVR -16 channels with 2 TB HDD	SAMSUNG/SIEMENS/GODREJ/HONYWELL/SECURUS/DVIEW/NTIC
4	DVR – 4 channels with 1 TB HD	SAMSUNG/SIEMENS/ GODREJ/HONYWELL/SECURUS/DVIEW/NTIC
5	External 1 TB HDD	TOSHIBA/SEGATE/WESTERNDIGITAL
6	Rack with lock and key for installation of 16 Channel DVR and 600 VA UPS	REPUTED
7	Monitor (wall /surface mounted), 19” LED	SONY/PANASONIC/SAMSUNG/LG
8	SMPS for Cameras, 5Amp X 2 no	MR/PESS
9	SMPS for Cameras, 4Amp X 2 no	MR/PESS
<b>E</b>	<b>Miscellaneous</b>	
1	CAT 6 UTP	POLYCAB
2	3 X 1.5 sq. mm Power flexible cable	POLYCAB
3	RG6 cable Jelly filled non armored	POLYCAB
4	RT 4 shielded cable Copper Conductor	POLYCAB
4	HDPE/PVC Conduit/Casing capping Patti	ISI Approved
5	Pole 100 mm Dia GI Pipe B Class with bracket and foundation civil work	ISI Approved
6	On line UPS, 600 VA, 230 V	Emersons Liebert/APC

**Signature and seal of Bidder**

Date:

Address:



## ANNEXURE IX

### CHECK LIST POINTS

Sr No.	Particulars	Tick mark (✓) as for which is complied with
1	Two separate bids i.e. Technical and Commercial submitted in single envelope dully sealed.	( )
2	Tender cost (Cash receipt or DD)	( )
3	Earnest Money Deposit (EMD)	( )
4	Authorization Letter from OEM- Annexure VI	( )
5	Copy of Registration certificate of firm	( )
6	Copy of PAN card with copies of last three years IT returns.	( )
7	Copy of Service Tax Registration.	( )
8	Copy of VAT Registration.	( )
9	Company ISO 9001 Certification.	( )
10	Copies of similar supporting work orders for last three years.	( )
11	Form of Solvency Certificate -Annexure IV	( )
12	Draft of Letter -Annexure I	( )
13	Certificate for site Inspection- Annexure II-	( )
14	Bidder Details- Annexure III	( )
15	Format for Completion of Work -Annexure V	( )

#### Signature and seal of Bidder

Date:

Address: