Engineering Projects (India) Ltd.
(A Govt. of India Enterprise)

NOTICE INVITING TENDER

Tender No. – DLI/CON/ITD/362
Last date of receipt of Tender: 20.11.2012 up to 4.00 pm after publishing of Tender at EPI’s Website http://epi.gov.in & CPP Website http://eprocure.gov.in (CPP Portal)

Date & Time for opening of Technical Bid: 21.11.2012 at 3:30 pm

TENDER ENQUIRY IN TWO BID SYSTEM

Sealed tenders are invited in two separate covers for the following items as per the requirements attached in Annexure-I.

Item: Supply, Installation & Commissioning of Implementation of Attendance & Leave Monitoring System at EPI Corporate Office and NRO at New Delhi, Regional Offices (Kolkata, Mumbai, Chennai, Hyderabad & Guwahati)

Completion Period: within Two weeks from the date of Placement of order.

Pre Qualification Criteria:

1. The Bidder/manufacturer is required to give details of make, brand, model etc along with brochure containing the technical specification of the proposed product for which bidder intends to quote for each item.

2. The bidder should have registration of Sales Tax / VAT & Service Tax. Documentary proof is to be submitted.

3. The bidder/manufacturer should have valid ISO 9001-2000 certification or similar standard of work practices /environment. Documentary proof of the same is to be attached with the tender.

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4. **PAN No.** is to be indicated and a copy is to be submitted.

5. The bidder should have successfully completed supply, installation and commissioning of Attendance & Leave Monitoring System in Govt. / other PSU/ Corporate organization, in which value of at least one order should be more than Rs. 1.5 Lacs. The completion certificate for the same shall be attached with the technical bid.

7. The Authorized Dealer of Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.

**1. Technical Bid:**

i) Technical Specifications with terms and conditions of supply, deviation sheet if any, along with PQ document and un-priced copy of Price bid in DUPLICATE and EMD (Earnest Money Deposit) to be submitted in one sealed envelope duly superscribed ‘Technical Bid’.

ii) Letter of authorization from the manufacturer / parent company/OEM to be submitted by the tenderer. In case the bidder is a authorized dealer.

iii) Original Tender document duly signed and stamped by the bidder on each page accepting tender terms and conditions to be submitted.

iv) Tenderer shall clearly certify that the items quoted strictly confirm to the specifications, Deviations if any, should be clearly indicated on a separate deviation sheet.

v) The bidder should certify that they have adequate service facilities at all locations mentioned above.

All bidders are required to enclose signed and stamped copy of General Purchase Conditions (GPC) as a token of their acceptance along with Technical bid.

**2. Price Bid:**

Price alone in both figures and words, is to be submitted in another sealed envelope duly superscribed ‘Price Bid’. Bidder shall quote the prices as per price-format attached at [Annexure-II](#).

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Each envelope must be clearly marked with Title, Number and Date of the tender enquiry and last date of receipt of tender.

Both the envelopes i.e. Technical Bid and Price Bid envelope must be kept in a 3rd envelope superscribed the NIT number, date and name of the work.

Tenders shall be accompanied by an Earnest Money Deposit of ₹10,000/- (Rupees Ten Thousand only) in the form of crossed Demand Draft/Pay Order in favour of ‘Engineering Projects (India) Ltd.’ payable at New Delhi. Tender not accompanied by Earnest Money Deposit is liable to be rejected.

The offer should be valid for a minimum period of three months from the date of submission of bids.

EPI reserves the right to accept or reject any or all tenders or annul this tender process at any time without assigning any reason and also the right to place orders for full or part quantities or distribute amongst various bidders without assigning any reason whatsoever.

Tenders to be addressed to:

General Manager (Contracts)
Contracts Division
Engineering Projects (India) Ltd.
Corporate Office
Core – 3, Scope Complex
7, Institutional Area
Lodhi Road
New Delhi – 110003
Phone No: 24361666, 2325
Fax No: 011 – 24363426

Tender document are available from: EPI’s Website http://epi.gov.in and CPP- Portal

Enclosures: 1. Technical Specifications as per Annexure-I
2. Price bid format as per Annexure-II
3. General Purchase Conditions (GPC) of EPI as per Annexure-III

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Annexure-I

Technical Specification for Attendance & Leave Monitoring System at EPI, Corporate Office/NRO at New Delhi & Regional offices at Chennai, Mumbai, Kolkata, Hyderabad & Guwahati

1) Scope of work:

Supply & installation of Attendance & Leave Monitoring System at EPI, Corporate office/NRO at New Delhi & Regional offices at Chennai, Mumbai, Kolkata, Hyderabad & Guwahati

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Web based centralized time attendance and leave management software with SQL Server database (Windows Based)</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Smart Card (UID) &amp; biometric based time attendance devices (Storage capacity of 1500 templates and 30000 transactions, with accessories) (Mumbai, Kolkata, Chennai, Hyderabad, Guwahati and New Delhi)</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>Client Access License for Web based access of centralized attendance and leave management software for client site. (Mumbai, Kolkata, Chennai, Hyderabad, Guwahati and New Delhi)</td>
<td>6</td>
</tr>
<tr>
<td>4</td>
<td>Installation charges hardware and software for all locations. (Mumbai, Kolkata, Chennai, Hyderabad, Guwahati and New Delhi)</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>Smart Card (UID) with employee details (Per Unit Cost)</td>
<td>At Actual</td>
</tr>
<tr>
<td>6</td>
<td>All devices are to be configured with TCP/IP for communication with central server.</td>
<td></td>
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</tbody>
</table>

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2) AMC of Attendance & Leave Monitoring Software for five years after Warranty period.

3) Delivery & Installation: within 2 weeks from the date of Placement of order.

4) Taxes: All inclusive

5) Payment Terms:

* 90% payment of total work order value against supply, installation and commissioning of the above entire solution at all the locations on submission of bills/invoice and balance 10% payment against submission of bills and Bank guarantee of equivalent amount from Nationalized/ scheduled Bank as per EPI,s Performa and valid till warranty period.
* AMC charges shall be paid at the end of every quarter after Warranty period.
* All other terms and conditions shall be as per GPC.
Annexure-II

Price Bid Format

Attendance & Leave Monitoring System

<table>
<thead>
<tr>
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<th>Value</th>
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</table>

Total Price

Rupees in Words

Warranty:

AMC of Attendance & Leave Monitoring System for five years after Warranty period

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<th>Price</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AMC of Attendance &amp; Leave Monitoring System after Warranty period (Please indicate %)</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Taxes &amp; Duties (Please specify)</td>
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<td></td>
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</tr>
</tbody>
</table>

Total Price

Rupees in Words

* All necessary items/components (hardware/software) required for successful commissioning should be included in the quoted rates.

The bidder should provide detailed specification, bill of material for the above items.

* The total price quoted must be inclusive of all taxes and duties, levies, VAT, Service tax etc and other incidental charges like installation, training and traveling, lodging, boarding etc.