

SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED - 431 606



TENDER DOCUMENTS

For

Supply & Installation of Biometric Machine

For

Account Section

Tender Notice No.

SGGSIE&T/Stores-2713/Biometric Machine/Account/2017-18

Date **28/11/2017**

Tenders available on

Institute Web site <http://www.sggs.ac.in>

File No. SGGSIE&T/Stores-2713/Biometric Machine/Account/2017-18

Price of Tender Documents Rs. 500/-

Tender documents for Supply & installation of Biometric Machine for Account Section

**SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED. 431 606**

File No. SGGSE&T/Stores-2713/Biometric Machine/Account/2017-18

Date: 28/11/2017

NOTICE FOR INVITATION OF TENDER

1. The institute invites sealed tenders/quotations for **Supply & Installation of Biometric Machine** for **Account Section** at our institute from **Manufacturers, Authorised Dealers, suppliers** who have registered under Shop Act, GST Registration No. **as manufacturer / Authorised Dealers, suppliers of the same material**; details as per the Tender Notice published in News paper. (Press note enclosed here with).
2. The Terms and conditions, which are Govern the contract made on behalf of the institute, are also enclosed.
3. The Tenderers is requested to read the enclosed instructions; Terms and conditions carefully read before quoting the rates in quotations / Tender Schedule and comply with the same.
4. The Tenderer should satisfy & comply all the Terms & conditions and instructions, which are mentioned in the Tender Notice and in this Tender document.
5. The institute reserves the all rights to delete any item to increase or to decrease the quantity of any item or items from the Tender Schedule.
6. The right to increase or decrease the quantity of the required item is reserved, the right to cancel the any item or items is reserved with the institute.
7. **The right to accept or reject any / or all the tenders/quotations from any or all parties without assigning any reason is reserved.**

**Sd/-
DIRECTOR
Shri Guru Gobind Singhji
Institute of Engg. & Tech.
Vishnupuri, Nanded.**

Tender documents for Supply & installation of Biometric Machine for Account Section



Press note
SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING AND TECHNOLOGY,
VISHNUPURI, NANDED 431 606

File No. SGGSE&T/Stores-2713/Biometric Machine/Account/2017-18

Date: 28/11/2017

TENDER NOTICE

Sealed Tenders / quotations are invited for **Supply & Installation of Biometric Machine** for the Department of **Account Section** of this institute, from manufacturers/Authorised Dealers, suppliers those who have registered under Shop Act, GST Registration No. for required goods. The Tender documents containing all detailed **specification of the Equipment & Tenders Terms and conditions** will be available on our web site <http://www.sggs.ac.in>. Vendors can down load and submit along with Demand Draft (D.D.) of **tender document's fees Rs. 500/-**. (D. D. issued on or before the last date of issuing the tender documents i.e. **13/12/2017**.) Also tender documents will also be issued from **28/11/2017 to 13/12/2017** between 10.30 am to 01.30 pm DD of EMD @3% of the quoted total cost. All tenders should be submitted on or before **15/12/2017 at 1:00 pm** & technical bids will be opened on **15/12/2017** at 3=00 pm. If possible technical bids are qualified, the commercial bids will be opened on the same day or informed further date. The right to accept or reject any or all the quotations / tenders from any or all the parties without assigning any reason is reserved, with the competent Authority of the institute.

Sd/-
Director

[The tender notice is published in **Udyacha Marathwada, Yatri Niwas Marg, Nanded**. on date **28/11/2017** and uploaded complete tender document on institute web site www.sggs.ac.in]

File no. No. SGGSE&T/Stores-2713/Biometric Machine/Account/2017-18

Tender documents for Supply & installation of Biometric Machine for Account Section

SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED. 431 606

File No. SGGSE&T/Stores-2713/Biometric Machine/Account/2017-18

Date: 28/11/2017

INSTRUCTIONS TO TENDERERS

1. The Tenderer should submit quotations / Tenders in sealed Envelop super scribing the Tender Notice No. File No. SGGSE&T/Stores-2713/Biometric Machine/Account/2017-18 Date 28/11/2017
2. We are giving here with Tender Schedule with **specifications of the supply & installation of Biometric Machine for Account Section of the institute. Your quoted goods/material & accessories/allied components should be strictly as per our specifications**, and should be given with detailed specifications in writing on your letter head **along with catalogue.**
3. **Tenders / Quotations received late will not be considered and postal delay will not be entertained.**
- 4 The quotations in sealed covers should reach this office at **Vishnupuri, Nanded** on or before date **15/12/2017 at 1.00 PM.**
- 5 Sealed cover should be super scribed as **“Quotation for “Supply & installation of Biometric Machine” For Account Section.**
- 6 The Technical Bids will be opened on date **15/12/2017** at 3.00 P.M. and scrutinized all required documents / certificates and if qualified then opened qualified commercial bid if possible on same day or as per committee decision.
- 7 All the terms and conditions are enclosed herewith.
- 8 The Tenders / quotations should be strictly **as per the G.R. of Maharashtra Govt.** (G. R. No. *Bhankhasa-1094/(2679) Udyog-6* dates 30.03.1994 for two Bid systems, and Tenderer should submit detailed statement for their own specifications. If not as per our specifications giving the details (facts). Submit the statement in your Technical Bid i.e., envelop No. 1 (see format as per clause No. 9 (iv).
- 9 Procedure for submission of quotations:- Tenderer should note that they will have to submit two separate sealed envelopes as below:
- 10 a) **ENVELOPE No. 1 [TECHNICAL TENDER ENVELOPE / TECHNICAL BID]:** The first Envelope should be clearly marked as **“ENVELOPE No. 1” for “Supply & Installation of Biometric Machine for Account Section”** shall be consisting of the following documents.
i) **E.M.D.:- [The D. D. / Bankers Cheque no. should quote in envelop number one only. The D. D. / B. C. Should attaché in Commercial Bid. Don't Mention amount of EMD in Envelop no. One]** Demand Draft/Banker cheque for amount @3% of quoted total cost in the name of The Director, S.G.G.S. Institute of Engineering & Technology, Vishnupuri, Nanded. Payable at the State Bank of India, Nanded Branch or at any Nationalised Bank as **“Earnest Money Deposit”**, E.M.D. amount will be refundable after 90 days without interest from the date of opening of the quotations.

The firms those have registered with CSPO, SSI Units, NSIC, and DGS&D will be exempted from payment of E.M.D., **but they should submit the written evidence accordingly with that effect.**

File no. No. SGGSE&T/Stores-2713/Biometric Machine/Account/2017-18

Tender documents for Supply & installation of Biometric Machine for Account Section

ii) The attested copies of the Registrations under Shop Act and GST Registration No.; Registration for SSI Units, CSPO Registration, NSIC registration, DGS&D Registration should be attached along with Envelope No. 1.

iii) Attested copies of Registration with CSPO, and Govt. & Semi Govt. Institutions, SSI Units, with the Directorate of Industries, NSIC and DGS&D authorities as applicable should be enclosed.

iv) The statement as per above clause No.8 in following format.

Specifications as per Tender Notice	Specifications quoted by Tenderer	Specifications given by Tenderer are as per Tender Notice or not	Specifications given by Tenderer are not as per Tender Notice specify Reasons clearly
1	2	3	4

v) **GST Registration No. [attested copy] should have to attach with the technical bid. [Envelope No.1].**

vi) **Original manufacturers certificate** as they are manufacturing the quoted equipments.

vii) **Authorised Dealership Certificate** from manufacturer. if necessary

viii) **Income Tax Returns "SARAL" certificate.**

b) ENVELOPE No. 2 [Commercial Bid / envelope for Rates]: -

The second Envelope clearly marked as "ENVELOPE No. 2" for Tender/Quotation for "Supply & installation of Biometric Machine for Account Section" shall contain only the "D. D. of EMD & Price Bid/Quotation for Supply & installation of Biometric Machine for Account Section"

Envelope No.2 Commercial Bid should be contain only the Tender Form / Tender schedule / quotation for the required material & Demand Draft of EMD.

11 **The Tenderer should note that in case Envelope No. 1 does not contain D. D. No. Date & Bank name of E.M.D., registration of Shop under Shop Act and GST Registration No., exemption Certificate or SSI Unit Registration, Authorisation from Manufacturer or any documents required as per technical bid the Envelope No.2 will not be opened and the offered quotation will be liable for rejection.**

12 The tenderer should **quote the rates on quotation/our enclosed Tender schedule duly signed with date and seal of firm.** He should not quote the rates anywhere directly or indirectly in Envelope No. 1.

13 If there is any correction in quotation, **every correction/s in the rates should be initialled by the Tenderer.**

14 Tenderer must follow all instructions, terms and conditions. If he fails to follow any of the conditions, and instructions, his / her Tender / Quotation are to be liable for rejection.

15 Tenderer, whose rates are found to be lowest & as per our specifications, will be informed about the same, He will have to deposit 5% amount of total quantity as Security Deposit (S.D.); after receipt of S.D. orders will be placed.

16 If the Tenderer is manufacturer or authorised dealer and the item is the PROPRIETARY item then they should furnish the "PROPRIETARY ITEM CERTIFICATE" along with the quotation /Tender.

Sd/-
DIRECTOR
SGGSIE&T
NANDED

Tender documents for Supply & installation of Biometric Machine for Account Section

**SHRI GURU GOBIND SHINGHJI INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED. 431 606**

File No. SGGSE&T/Stores-2713/Biometric Machine/Account/2017-18

Date: 28/11/2017

TERMS AND CONDITIONS

1. The rates should be quoted as F.O.R. Destination at our **Vishnupuri, Nanded.**
2. The rate should inclusive, off all taxes as mentation by state & central Govt.
3. The Freight, Packing, Forwarding and Insurance Charges must be inclusive.
 - a) If it is not possible to quote the rates F.O.R. at VISHNUPURI site, then Freight, Packing, Forwarding and Insurance should be quoted in percentage clearly calculated in amount.
 - b) Transit insurance has to be done by the contractor/supplier at supplier's cost. If extra quoted will be payable by us with total bill amount by verifying the insurance documents.
4. The validity period for the rates offered should be clearly mentioned and it should be minimum 180 days from the date of opening of a items quoted should be confirms our specification, in addition, please furnish your detailed specifications against each item, the relevant catalogue/pamphlet should be necessary to accompany with the quotations; if any deviations in the specifications then please submit the statement duly signed as mentioned in "Instructions to Tenderer", clause No.8 and clause No. 9 (iv).
5. The delivery period should be clearly stated.
 - a) Liquidated Damages: Firm should have to quote the delivery period clearly from the date of receipt of order or confirmed order.
 - b) If supplier fails to supply the ordered material within the scheduled delivery period, for late delivery of goods we will entitled to recover the liquidated damages as a sum equal to ½ percent of the price of stores delivered late per week.
6. Extension of Delivery period: The delivery period as mentioned in purchase order may be extended.
 - i) If the completion of supply of goods/components/equipments/etc is Delayed due to reasons such as act of God, act of Public enemy, Wars, Act of Government, Fires, Floods, Epidemics, Quarantine, Restrictions, Strikes and Freight embargoes the delivery period may be extended.
 - ii) Supplier will have to give notice within 10 days to this institute in writing of his claim for an extension of the delivery period. After receipt of such notice and verification; if necessary the delivery period will be extended but without prejudice to other terms and conditions of the purchase order and Tender notice/Tender document's conditions.
 - iii) If supplier has delivered material even after expiry of extended delivery period then we will be entitled to recover the liquidated damages.
7. The instructions manual for each equipment/components/machinery/material should be supplied separately with each item/s supplied.
8. Supplier's Technician/Engineer on free of cost must carry out the demonstration and installation at our site.
9. The institute reserves the right to accept any/all quotations, reject any/all quotations and to order any of the item/s in any quantity without assigning any reason.
 - a) The institute reserves the right with itself to delete any item/s from Tender Enquiry.
10. The items will be checked at the institute and acceptance is subject to the approval of the institute.
11. If the supply of goods/equipments/material or any part there of is rejected by the institute, the supplier will have to bear all expenses incurred in the matter including all charges for return and replacement of the items. The rejected material/ equipments/parts of equipments should be got it back by supplier on their own cost.

12. PAYMENT CONDITION:-

[Send Your Bank Details i. e. name of Bank, IFSC code, mobile number etc]

*** For equipments and instruments/components etc those items are required to install and demonstrate at this institute:**

File no. No. SGGSE&T/Stores-2713/Biometric Machine/Account/2017-18

Tender documents for Supply & installation of Biometric Machine for Account Section

I. 90% payment on demonstration of satisfactory working and installation of instruments/equipments/goods/components and balance 10% after 30 days for balance 10% firm has to submit separate bill/invoice.

*** For the items those need not to install and demonstrate at this institute:**

II. 100% payment will be released after receipt of material in good condition and approved by this institute.
13. Inspection of Goods: - The ordered equipments/goods/instruments will be inspected if required by our representative at your workshop/show room before despatch of goods.

a) The supplier should inform the date of inspection in advance by 10 days.

b) The supplier will have to provide free lodging and boarding facilities to our representative who would carryout inspection.

14. The equipments should be guaranteed for minimum one year from the date of installation of the goods.

15. The repairs within the guarantee period must be carried out at own cost of supplier.

16. If any damages in transit, that should be repaired / or equipments should be replaced by the supplier of their own cost.

17. The gate pass of excise duty must be supplied in duplicate.

18. Demurrage: - If any demurrage will be charged due to any delay any other reasons from supplier; then the same should be beard by supplier or it can be deducted from their final payment.

19. Mode of Despatches: - Equipments/Stores/Components/Machineries should be despatched by Railway or Road Transport as per availability of facilities. The road transporters office / Godown must be available at Nanded City. A copy of the invoice / bill and packing list should invariably be kept inside each of the packages.

20. The package should be marked as follows

I) Consignee: - Director, S.G.G.S. Institute of Engg. and Tech., VISHNUPURI, NANDED – 431 606 (MAHARASHTRA)

II) Purchase Order No. _____ Date _____ Department. _____ R.R. /L.R. No. _____ Number of cases/packages _____ S.G.G.S. Institute of Engineering and Technology, VISHNUPURI, NANDED (M.S.)
Destination: Nanded.

21. Cancellation of purchase orders: - institute reserves the right to cancel the purchase orders on following grounds.

a) If supplier fails to supply the goods/equipments/machinery/components within the delivery period without confirmation of extension of the period from the institute or without obtaining the permission for extension of delivery period.

b) If the supplier fails to supply the goods within extended delivery period.

c) If supplier fails to follow the terms & conditions and instructions as mentioned in the tender documents or conditions mentioned in purchase orders.

d) If supplier found defaulter.

22. The institute has reserves the right to place an order for any party who is ready to supply on lowest rate for the items cancelled the order as above clause 21, and institute has reserves the right to place an order on 2nd lowest rate if any supplier not ready to supply on 1st lowest rate for items which order cancelled (which was placed on 1st lowest but party fails to supply).

23. Security Deposit: - Successful tenderer will be informed that their quotation/Tender rates are acceptable to us, such Tenderer should deposit the **5% value** of the equipments/order value; in form of Demand Draft/Bank Guarantee in favour of Director, S.G.G.S.I.E.& T., Nanded, payable at State Bank of India, main branch, Vazirabad, Nanded or any Nationalised Bank at Nanded. The Security Deposit will be refundable after completion of 1 year from the date of complete payment of ordered items.

24. Exemption from security Deposit: - The following tenderer s are exempted from the payment of Security Deposit

Tender documents for Supply & installation of Biometric Machine for Account Section

- I. If the Tenderer has produced a certificate from the Director of Supplies & Disposal, Bombay to affect that they are exempted from payment of Security Deposit.
- II. All Government and Semi- Government Institutions under Govt. of Maharashtra and Zilla Parishads in Maharashtra and fully owned Undertakings of any State Govt. and Govt. of India; they have to produce such certificates for exemption from payment of Security Deposit.
1. The Security Deposit is liable to be forfeited in the event of non-fulfilment of terms and conditions by the tenderer.
- a) If any stores, equipment/all equipments or any parts of equipment Is/are damaged in transit, and not replaced by supplier within stipulated period as notified by institute. We will recover the damages and applicable expenditure will be deducted from balance payment of supplier or from Security Deposit; or Security Deposit will be forfeited.
25. All the replacement of stores/equipments shall also be guaranteed for a period of 12 month from the date of installation and demonstration.
26. If any short supply is found at the time of verification/inspection of material/checking of material on its receipt, the supplier will have to supply the material within 15 days. Non-compliance of the order will compel institute to recover the cost from balance payment.
27. Repeat order:- If necessary/any equipment/stores is required in additional number, the repeat order will be placed on previous purchase order. The supplier should have to supply the equipment/s, stores as per the previous rates.
28. Training: - If we required training facility to our representative/staffs the supplier should have to provide training facility on free of cost.
29. The origin of stores offered whether Indian or foreign and in the case of the former State in which it is manufactured should be clearly stated against each article/equipment.
- 30. IMPORTED EQUIPMENTS: -**
- a) If any tenderer is going to quote the imported equipments, he should quote the rates in Indian currency (Rupees), and he should note that, if the item finalised to purchase they should supply at our door delivery and payment will be made in Rupees only.
- b) If such equipments are in foreign currency and agent/or manufacturer/dealer has quoted the equipments. The Tenderer should have to quote the rates, all charges, Freight, Insurance clearly. F.O.R. VISHNUPURI site; If finalised to purchase the imported equipments, he should do the all Import formalities; and must be followed all other conditions of Tender Notice/documents and purchase orders; and the tenderer has to supply at our site.
31. **Rate Contract: -** If the item/s is/are covered under DGS&D Rate contract, the tenderer should quote DGS&D Rate contract number, furnish the copy of the Rate contract and other relevant particulars.
- 32. Disputes: -** If any disputes or differences, questions what so ever arises the same subject to Nanded Jurisdiction.

Sd/-
DIRECTOR
S.G.G.S.I.E. & T., Nanded

Encl. Tender schedule

Tender documents for Supply & installation of Biometric Machine for Account Section

**SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED. 431 606**

TENDER SCHEDULE

File No. SGGSE&T/Stores-2713/Biometric Machine/Account/2017-18

Date: 28/11/2017

Dept.: Account Section

Name of the Head of Stores: Equipments / Non – Recurring [Dead Stock]/ Recurring

Note: Please read carefully all instructions, required specifications, Terms & conditions before quoting the rates.

Sr. No.	Name of the Equipment & Technical Specification of the equipment	Req. Qty.	Rate	Unit	If any Taxes / Charges please mention here	Total Amount	Remark / Make
01	Student Punching bemo Biometric Machine : Aadhar Enabled Biometrics Specification : 1GB Ram 8GB internal memory 1.2GHz Quad Core CPU 7HD Touch Display. STQC Certified Startek Scanner. TCP/IP Port for LAN. USB Port Connect Keypad or USB Disk. Micro USB for Charging or External Device. 6000 mAh Battery (Long Battery backup). Wi-Fi Enabled. Bluetooth for connect (connect printer)		Rate should be quote for 1. but approx. quantity is 12 Nos				

I / we agree to the all above terms and conditions of Tender documents and required specification of the items as per above tender schedule of the **Tender notice No. SGGSE&T/Stores-2713/Biometric Machine/Account/2017-18 Date : 28/11/2017**

Name of the firm:

Seal of the firm:

Signature of Tenderer: _____

Quotation no.: _____

Date: _____

Details of Certificate & documents attached [pl. mark as√]

1. Shop Act Registration
2. GST Registration No.
3. Copy of Income Tax returns
4. Manufacturer's should certify that the items quoted are manufactured by them only.
5. Authorized dealership certificate
6. DGS&D Registration Certificate. / CSPO Registration Certificate. / DIC Registration Certificate. / Small Scale Industries Registration Certificate. [If available]
7. **Details of EMD @3% of quoted total cost DD No. Date..... Name of Bank**

File no. No. SGGSE&T/Stores-2713/Biometric Machine/Account/2017-18