

CSIR – NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY (CSIR-NEIST)

Jorhat-785006, Assam (India)

CSIR – North-East Institute of Science and Technology (CSIR-NEIST) is planning to procure **Time Office Management System (Attendance Recording Machine)** under CSIR Advanced Analytical Advanced Facility for North East (CAAF-NE). In this regard, CSIR-NEIST is inviting Expression of Interest (EOI) from the manufacturers / their authorised channel partners or agents / suppliers and system integrators for supply, installation, commissioning and demonstration of the said equipment.

Interested parties are requested to submit their response along with other necessary documents to the **Stores & Purchase Officer, CSIR-NEIST**, on or before **22.08.2014**.

A Pre Indent Conference (PIC) will be held in due course of time.

After the above conference / meeting, specifications shall be finalized after knowing / obtaining details about relevant/available technology in the market suiting the requirement and needs of CSIR-NEIST and accordingly tenders will be called. The decision taken by CSIR-NEIST will be final and binding on all the parties.

Mere participation in the Pre Indent Conference do not imply that the firms / companies have the right to submit their bid.

GENERAL IMPORTANT NOTE:

The instructions mentioned below should be read carefully by the bidders before submitting the response and the relevant documents.

a. No request for change in dates will be entertained. CSIR-NEIST reserves the right to change any or all of the components and dates. The decision taken by CSIR-NEIST would be final and binding on all the prospective bidders

b. Bids will be invited after the PIC along with standard terms & conditions along with Earnest Money Deposit, Performance Bank Guarantee, Agreements etc.

c. The bidder shall bear all costs associated with the preparation and submission of EOI, attending pre-indent conference etc., and CSIR-NEIST will in no case be responsible or liable for these costs.

d. Bidders Information Form (as per format given in **Annexure B**), Manufacturers' Authorization Form, if applicable (as per format given in **Annexure C**), and Performance Statement Form (as per format given in **Annexure D**) should be provided along with EOI.

e. CSIR-NEIST may ask for clarifications or further information to evaluate the Expression of Interests. If any information sought in this document is missing or not clearly specified by the bidder, it will be assumed that the bidder is not in a position to supply the information.

f. Canvassing in any form would disqualify the bidder from further participation.

PRE INDENT CONFERENCE (PIC)

1. A DRAFT specification / requirement is given at “Annexure A” as a base for discussion.

2. A Pre Indent Conference will be held at CSIR-NEIST, Jorhat Campus after finalizing the detail specification with prospective bidders on mutually agreed date and time.

3. A maximum of three authorized representatives per bid may attend the Pre Indent Conference. Vendors should communicate the names of the representatives to the Stores and Purchase officer along with the EOI submission.

4. The prospective bidders are requested to bring documents to prove their technical capabilities, clientele list, financial capabilities, experience and credentials etc. The firms will give their presentation followed by discussion to finalize the specification.

5. Director, CSIR-NEIST, Jorhat, Assam reserves the right to accept or reject any application/suggestions without assigning any reasons whatsoever.

The Expression of Interest (EOI) documents should be signed with date and seal of the Organization and should be submitted on or before **22.08.2014** at the following address by e-mail, post, fax, courier, etc.

Stores & Purchase Officer (SPO)

CSIR – North-East Institute of Science and Technology (CSIR – NEIST)

Polibor, Jorhat-785006

Assam, India.

Telephone: 0376-2372710

Fax No.: 0376-2372921

E-mail: spopur@gmail.com / spopur@rrijorhat.res.in

ANNEXURE A

Requirement of the New Smart Card Attendance System (Attendance Recording Machine)

(This is only a draft specification of our needs or requirements. We are looking for the information of all kind of Attendance Recording System whether it is Punch Card Based or Bio-Metric Based.

Hence, all the manufacturers / distributors / dealers dealing with Punching Card Based or Bio-Metric Based or any other type of Attendance Recording Machine are invited).

1. **Smart Card:** The total number of Smart Cards required for Employees and Project Staffs will be around 600. Apart from name, photograph, signatures of the employee and authorized person, the smart card would contain minimum information of the employee and also record and maintain attendance, leave, overtime, holiday etc. (The details to be worked out later).
2. **Punch Machine. Total Number: 12.**
 - 1) Main Gate: 2 (including one spare)
 - 2) Colony Gate: 2 (including one spare)
 - 3) BLIM (Imphal, Manipur) & BLIN (Itanagar, Arunachal Pradesh): 4 (including one spare for each station)
 - 4) Clinic: 1
 - 5) Spares: 3

Specifications:

- a) RFID Enabled range: 1 Meter to 25 Meter (to detect from a distance)
 - b) 20000 records storage
 - c) Water proof
 - d) Buzzer and LED
 - e) Battery Backup Minimum 3 – 4 hours
 - f) TCP – IP, USB enabled for accessing the data to Server
3. **Cabling:** All cabling from Punch machine to Server to be included (already LAN cables are laid. Some modifications / additions may be required)
 4. **Printing Machine / Scanner one set:** For printing of the Smart Card for all staff one set of Printer and One Scanner may be required.

However, it has been seen that the number of Smart Card to be printed on average is 1 to 2 per month. Moreover the cost of Special Printer to be used for Smart Card is also high and there is a running cost of the colour cartridge also. The printer as well as the cartridge is almost remaining unused in maximum time.

The initial printing of all Smart Cards may be included in the contract and thereafter the additional also to be covered in the warranty period and in the AMC period of the system. The office may send the required bio-data of the employee in soft format and get back the printed Smart Card in minimum time if the Service centre is based within the state.

5. **Computer (Server): One set (for Database Management):** All the punching data are to be stored in a database. For this purpose one server will be required with the following specification:
 1. Xeon Processor
 2. Memory 1TB SATA HDD, 2X500 GB
 3. RAM 4GB
 4. Hardware RAID support
 5. Dual power supply

6. **Necessary Software (with the system/package):** All the required report related to the attendance, overtime, holiday set will be done through the software.

7. **Visitor Information:** Visitor passes print option with the database of all visitors.

8. **UPS set one:** One set of UPS will be required for the Server.

9. **Warranty period:** Three years from the date of installation

10. **AMC:** Terms and conditions for 1st Year, 2nd Year and 3rd Year AMC after expiry of warranty period will have to be offered and finalized now itself.

11. **Spares and services:** The party will have to assure guaranteed supply of all kinds of spares and services for a minimum period of ten years. Service centers in NE region or Eastern region are preferable for easy contact and attendance. The party will have to assure services from experienced, trained and qualified engineers (to be proved by authentic certificates).

Annexure B

Bidder Information Form

a) [The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date: [insert date (as day, month and year) of Bid Submission] Tender No.: [insert number from Invitation for bids]

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1. Bidder's Legal Name *[insert Bidder's legal name]*
2. In case of JV, legal name of each party: *[insert legal name of each party in JV]*
3. Bidder's actual or intended Country of Registration: *[insert actual or intended Country of Registration]*
4. Bidder's Year of Registration: *[insert Bidder's year of registration]*
5. Bidder's Legal Address in Country of Registration: *[insert Bidder's legal address in country of registration]*
6. Bidder's Authorized Representative Information Name: *[insert Authorized Representative's name]* Address: *[insert Authorized Representative's Address]*
Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]*
Email Address: *[insert Authorized Representative's email address]*

Signature of Bidder _____

Name _____

Business Address

Annexure C

MANUFACTURERS' AUTHORIZATION FORM (MAF)

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation For Bids]*

To: *[insert complete name and address of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Annexure D

**PERFORMANCE STATEMENT FORM
(For a period of last 3 years)**

Name of the Firm.....

Order Placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered equipment	Value of order	Date of completion of delivery as per contract	Date of actual completion of delivery.	Remarks indicating reasons for late delivery, if any	Has the Equipment been installed satisfactory ? (Attach a certificate from the purchaser/ Consignee)	Contact person along with Telephone No., FAX No. and email address

Signature and Seal of the manufacturer/Bidder.....

Place:

Date: