

RFP for
Aadhaar Enabled Biometric Attendance and
Access control system at Information Kerala Mission

Tender No. IKM/TP/06/2021

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Information Kerala Mission

(Local Self Government Department, Government of Kerala)
Swaraj Bhavan, Ground Floor, Nandancode, Kawdiar PO,
Thiruvananthapuram, Kerala 695003
www.ikm.gov.in

Tender Notice

Information Kerala Mission (IKM) invites bids for Supply installation and commissioning of Aadhaar Enabled Biometric Attendance and Access control system at Information Kerala Mission, Thiruvananthapuram in two-Bid System.

Tender No.& Date : **IKM/TP/06/2021 Dated 08/03/2021**

Reference No : **IKM/AD/1804/2019**

Description : **Supply installation and commissioning of Aadhaar Enabled Biometric Attendance and Access control system at Information Kerala Mission**

Last Date of Receipt : **23.03.2021 3 PM**

Date of Opening : **24.03.2021 11 AM**

Venue of Opening : **Information Kerala Mission,
Swaraj Bhavan, Ground Floor,
Nandancode, Kowdiar PO,
Thiruvananthapuram, Kerala-695 003**

Tender Fee : **Rs 1344/- Rupees One thousand three hundred and forty four only.
(Non-transferable and non-refundable)**

Earnest Money Deposit (EMD) : **Rs 4000/- Rupees Four thousand only**

Yours sincerely,



Executive Director

Terms and Conditions

1. The sealed bids are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page of Part 'A', 'B' & 'C' as their unconditional acceptance to the terms prescribed by the Information Kerala Mission, details/supporting documents wherever applicable, if attached with the bids should be duly authenticated by the vendor/s. No overwriting shall be accepted unless authenticated with full signature of the vendor/s.
2. Each renderer shall submit the offer in two separate sealed envelopes, Part A & Part B. Envelop No. 1 (mark the envelope as "No.1 Part A - Technical Bid"), Envelop No. 2 will contain only Part 'B' (mark the Envelope as "No.2 Part B - Financial Bid"). Both the sealed envelopes bearing No. 1 and 2 are to be put in the main envelop i.e. Envelop No.3.
3. The bids duly superscribed "Supply installation and commissioning of Aadhaar Enabled Biometric Attendance and Access control system at Information Kerala Mission", The bids should be addressed by name to The Executive Director and sent at the office address of Information Kerala Mission address given below either by registered post/speed post/or by dropping in the tender box placed at IKM Headquarter & should reach on or before the last date and time.

Address :

The Executive Director,
Information Kerala Mission,
Swaraj Bhavan, Ground Floor,
Nandancode, Kawdiar PO,
Thiruvananthapuram, Kerala 695003
Ph: 0471 2773100

4. Bids received after the stipulated date and time shall not be entertained. IKM shall not be liable for any postal delays what so ever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason.
5. The Technical Bid shall be opened on the scheduled time at the office of the IKM in the presence those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for the State Government offices, the due date for opening of the bids will be the following working day at the appointed date, time & venue. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened.
6. IKM shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, IKM may reject the candidature of the Tenderer without assigning any

reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the financial bid shall be intimated separately.

7. Prices quoted should be for IKM premises Headquarters at Thiruvananthapuram and should be inclusive of all charges.
8. Though IKM prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners, provided the principal authorizes the said channel partner in this regard.
9. Delivery, installation and commissioning should be completed within Four week from the date of the confirmed purchase order.
10. The Tender shall be valid for at least 90 days from the date of opening of Tender.
11. The cost of tender form/Earnest Money Deposit (EMD) will be received in the form of Demand Draft in favour of Executive Director, Information Kerala Mission, payable at Thiruvananthapuram. This has to be included in the Envelop No. 1 (Part A - Technical Bid). The EMD submitted by unsuccessful bidders will be returned after finalisation of the tender process. The details regarding tender fee and EMD are included in the tender notice.
12. The firms who have been exempted from paying EMD and tender fee has to submit the necessary supporting documents along with the Technical Bid.
13. The payment terms are 30 days for 100% payment upon successful supply, installation, commissioning and acceptance of the supplied material. Vendor will be fully responsible for comprehensive technical support free of charge during the warranty period and in case of default, IKM will have the right to arrange maintenance at vendor's risk and cost.
14. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Executive Director of the Information Kerala Mission. The award of the sole arbitrator shall be final. Place of such arbitration proceedings shall be at Thiruvananthapuram.
15. The IKM reserves the right to accept or reject any or all tenders including the lowest tender/ without assigning any reason at its sole discretion and the decision of IKM will be final and binding on all concerned.
16. The quantities indicated in BOM (Bill of Material) are tentative and may be increased at the sole discretion of IKM and the vendor shall have not right to claim any minimum/definite volume of business.

17. For any technical details/clarifications, Purchase Officer, IKM would be the point of contact.

Special Condition

1. The bidder shall submit the detailed solution and product specification that they quoted. The item wise rate shall be quoted in financial bid.
2. The bidder shall supply additional number of RFID Cards for employees as and when required within the warranty/contract period with same rate.
3. Completion Certificate: Work Completion certificate shall be issued only after completion of work in all respect as per RFP and to the entire satisfaction of IKM.
4. Training: Upon completion of the installation & commissioning, the Successful Bidder shall provide the hands-on training on the installed equipment to the concerned officials along with the training materials on the equipment installed at IKM.
5. Warranty Period: The complete solution including all equipment, active and passive components supplied against this RFP shall have warranty for a period of 2 (Two) years from the date of installation and commissioning.
6. Bidders should share all the relevant firmware/OS/Patches etc. as and when they are released by OEM during entire warranty period at no cost to IKM.
7. The vendor will liaison on behalf of IKM, with other different OEMs for repairing or replacing of equipment(s) and all other accessories during warranty period.
8. Successful bidder shall execute an agreement in stamp paper worth Rs.200/- within 7 days from the date of receipt of the purchase order for completing the work as per the purchase order, the specimen will be enclosed along with the Purchase Order.
9. Successful bidder shall deposit 5% of the total value of the order towards security deposit in Demand Draft in favour of "Executive Director, Information Kerala Mission" payable at Thiruvananthapuram and execute an agreement in stamp paper worth Rs.200/-. The security deposit will be released within three months after the expiry of the warranty period.

Eligibility Criteria

1. The Bidder should be OEM or Authorized Dealer/Distributor/System Integrator/ Company/Firm of the OEM of the offered product.
2. Bidder should have experience of having successfully completed similar project during the last 3 years.

3. Any Government / Government agency / Banks / Financial Institutions in India should not have blacklisted the Bidder during the last 5 years. Self-declaration to that effect should be submitted along with the technical bid.
4. The firm must possess valid GST/Sales Tax Registration Certificate. (attested copies of all the above certificates should be submitted along with the proposal).
5. Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

Scope of Work

There are 4 entry and exit points from corridor to IKM area in Swaraj Bhavan ground floor. 2 numbers of AEBAS Biometric Reader shall be fixed for Aadhaar enabled biometric attendance system and 8 readers shall be fixed for all the 4 doors both in and out.

Aadhaar Enabled Biometric Attendance System

- a. Supply and installation of Aadhaar Enabled Biometric Attendance System (AEBAS) in IKM.
- b. 2 numbers of wall mounted biometric fingerprint for AEBAS. All the two readers shall be used for both login and logout.
- c. The biometric reader shall be tested by STQC and Certified by UIDAI, the same shall listed in Attendance Portal of Govt of Kerala.
- d. The Realtime data shall be uploaded to Attendance portal of Govt of Kerala. The same transactional data shall be available for IKM software also.
- e. The reader shall be capable of Power over Ethernet (PoE). The power supply and network shall be taken from the nearest point. Necessary cabling shall be done, if required.
- f. IKM will provide the bandwidth and UPS power supply.
- g. 2 Years Comprehensive warranty.

Door access system

- a. Supply and installation of Biometric & RFID based door access system for all the 4 doors. The door shall be opened using either biometric fingerprint or RFID Card. It can be configured for both, if required.
- b. The reader shall be capable of PoE. The power supply and network shall be taken from the nearest point. Necessary cabling shall be done, if required.
- c. IKM will provide the bandwidth and UPS power supply.

- d. The Realtime data shall be provided to IKM for integrating in IKM software.
- e. The system shall be worked for round the clock without any downtime.
- f. 2 Years Comprehensive warranty.
- g. RFID Mifare ID card shall be provided for all employees (150 Nos approx). The card shall be printed with both sides.
- h. Card holder and lanyard shall be provided. The name Information Kerala Mission shall be printed on lanyard.
- i. The vendor shall enrol the data of all employees initially and training shall be given to IKM for further enrolling of employees and the operation of entire system.
- j. The additional cards shall be provided as and when required within the warranty/contract period.
- k. The software licence shall be perpetual.

Bill of Material

SI No	Item	Qty	Unit
1	Aadhaar enabled biometric fingerprint reader	2	Nos
2	Biometric and RFID based door access reader	8	Nos
3	Magnetic Door lock	4	Nos
4	Accessories, cables, Electrification, Networking	1	Lumpsum
5	Installation and Commissioning	1	Lumpsum
6	Customised RF card with lanyard as per scope	150	Nos

Part A. Technical Bid

Profile of the Bidder

Supply, installation and commissioning of Aadhaar Enabled Biometric Attendance and Access control system at Information Kerala Mission at Information Kerala Mission

1.	Name and complete address of the Tended Company	
2.	Tele/Fax/E-mail/Cell No. of the Tended Company	
3.	Contact person's name & designation and telephone No.	
4.	Details of registered office, if any, along with contact person's name and tele. No.	
5.	Legal status i.e. public / private limited / any other along with documentary evidence.	
7.	Income-Tax registration number along with documentary evidence.	
8.	GSTIN number along with documentary evidence.	
9.	Details of existing major clients where he bidder implemented similar projects in last 2 years, with details of company, value of business, concerned person name & his telephone no. (Please attach full details)	

Date

Name and Signature of Bidder

with Corporate Seal

Part B. Financial Bid

PART B. FINANCIAL BID

Supply, installation and commissioning of Aadhaar Enabled Biometric Attendance and Access control system at Information Kerala Mission

SI No	Item	Qty	Unit	Unit Rate	Amount (Rate x Qty)	Total Tax	Total Amount (Amount x Total tax)
1	Aadhaar enabled biometric fingerprint reader	2	Nos				
2	Biometric and RFID based door access reader	8	Nos				
3	Magnetic Door lock	4	Nos				
4	Accessories, cables, Electrification, Networking	1	Lum psum				
5	Installation and Commissioning	1	Lum psum				
6	Customised RF card with lanyard as per scope	150	Nos				
	Grand Total						

Date

Name and Signature of Bidder
with Corporate Seal

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