



**OSMANIA UNIVERSITY**  
**HYDERABAD - 500007, INDIA**

Ten. No. 685/ PR/DIS/OU/2017/TENDERS-BIOMETRIC

Date: 26 -07-2017

**SHORT TENDER NOTIFICATION FOR EMPANELMENT OF VENDORS FOR BIOMETRIC ATTENDANCE SYSTEM AT OSMANIA UNIVERSITY**

On behalf of Osmania University, sealed tenders are invited from the Authorized and approved STQC Biometric Suppliers for Empanelment of Vendors for Implementation of Biometric Attendance System at Osmania University. For further details, please visit our website [www.osmania.ac.in](http://www.osmania.ac.in) .

**REGISTRAR**



**OSMANIA UNIVERSITY**  
**HYDERABAD - 500007, INDIA**

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On behalf of Osmania University, sealed tenders are invited from the Authorized and approved STQC Biometric Suppliers for Empanelment of Vendors for Implementation of Biometric Attendance System at Osmania University. The Tender document can be obtained from the Office of the Director (Infrastructure), Osmania University, Hyderabad from 28-07-17 to 10-08-2017 on all working days between 11-00 A.M. to 3.00 P.M. on payment of non-refundable application cost of Rs.5,000/- (Rupees Five thousand only). The tender consisting of two parts (i) Technical bid (ii) Commercial bid. Complete sealed tenders along with EMD of Rs. 1,00,000/- (Rupees One Lakh only) shall be submitted at the Office of the Registrar, 2<sup>nd</sup> Floor, Administrative Building, Osmania University, Hyderabad - 500 007 on or before 10-08-2017 by 3.00 P.M. Sealed tenders received after the due date and time will not be entertained. The Tenders will be opened on 10-08-2017 at 4.00 P.M. in the Committee Room, Registrar Office, OU, in the presence of the bidding firms. The detailed tender documents can also be downloaded from our website and in that case, Application cost and Tender Document Fee should be submitted along with the Technical Bid. Please note that the Application fee and EMD should be remitted through two separate Demand Drafts drawn in favour of the Registrar, OU and enclosed to the Technical bid, failing which the tender bids are liable to be rejected. For further details, please visit our [www.osmania.ac.in](http://www.osmania.ac.in).

REGISTRAR,  
OSMANIA UNIVERSITY.



# OSMANIA UNIVERSITY

HYDERABAD - 500007, INDIA

Ten. No. 685/PR/DIS/OU/2017/TENDERS-BIOMETRIC

Date: 26 -07-2017

## SHORT TENDER NOTIFICATION FOR IMPLEMENTATION OF BIOMETRIC ATTENDANCE FOR FACULTY, STAFF AND STUDENTS OF OSMANIA UNIVERSITY.

Sub: Osmania University – Implementation of Bio-metric Attendance System - Tender Notification Issued – Reg.

On behalf of Osmania University, sealed tenders are invited for Empanelment of Vendors from the Authorized Distributors/OEMs holding STQC approved Biometric Supplier for supply, installation and commissioning of Biometric Attendance System for the Faculty, Staff and Students in all the Campus/ Constituent Colleges and Administrative offices under the jurisdiction of Osmania University. You are requested to submit your competitive price in the sealed covers as per the technical specifications given below. The vendors are advised to quote the prices exclusive of taxes as applicable. The discretion is vested with the University to decide as per the requirements. Please note that the bidders are advised to visit the sites before submitting the tender bids for estimation of the works to be provided.

### Part - I

#### TENDER SCHEDULE

- |   |   |   |
|---|---|---|
| 1.Name of the Tender  | : | Implementation of Biometric Attendance System for Faculty/Staff/Students of OU.   |
| 2.Sale of Tender Schedule   | : | From 28-07-2017 to 10-08-17 (11 A.M – 3.00 P.M.)<br>At the O/o the Director (Infrastructure) Room No. 110, Administrative Building, Osmania University. (On all working days)   |
| 3.Closing date and time<br>(For receiving duly filled in tender bids)   | : | 10-08-2017 by 3.00 P.M.   |
| 4.Submission of Tender bids   | : | Sealed tenders in two parts (i) Technical bid (Annex-I) & (ii) Commercial bid (Annex-II) should be submitted at O/o the Registrar, Administrative Building, Osmania University (on all working days)  |
| 5.Date, Venue & Time of opening   | : | 10-08-2017 by 4.00 P.M. in the Committee Room Registrar's Office, OU, Hyderabad – 500 007   |
| Note: In case of unavoidable circumstances, if the tenders are not opened on the last day of submission in the presence of bidders or their authorized representatives, the subsequent date will be intimated in due course). |   |   |
| 6. Earnest Money Deposit (EMD):   | : | EMD of Rs. 1, 00,000/- (Rupees One Lakh only) Payable through Demand Draft drawn on any nationalized bank in favour of Registrar, OU. The Tenders without accompanying demand drafts or insufficient demand drafts will not be considered and will be summarily rejected. |
| 7.Security Deposit  | : | 10 % of the total cost of the product in the Form of Bank Guarantee in favour of The Registrar, Osmania University, payable at HYDERABAD from any Nationalized Bank, after award of the contract.   |
| 8.Payment Terms   | : | No advance payment will be made. Payment will be arranged subject to satisfactory commissioning of the Biometric Attendance project.  |

Part - II

TECHNICAL SPECIFICATIONS

S. No.	Description
1.	<p>Integrated Attendance Device of POS (Point of Sale) type with</p> <ul style="list-style-type: none"><li>○ in-built Finger Print Scanner</li><li>○ bar code reader</li><li>○ RFID card reader</li><li>○ WiFi</li><li>○ GPS</li><li>○ GSM with 4G/3G data connectivity</li><li>○ IRIS interface (optional)</li></ul>

The biometric devices should be STQC approved. The STQC approved Biometric Device supplier shall comply with the above specifications and are required to meet the following.

- (i) Vendors should be able to integrate their device & share the source with Osmania University team for testing & to release a production application, which is compatible with their devices
- (ii) Osmania University will provide device specs and preproduction environment services to device vendors for their device integration.
- (iii) The vendor should sign an undertaking stating that he/she will abide to the terms and conditions of service.
- (iv) The vendors should install at least 2 devices at the University location for all types of validations & troubleshooting.

### PART – III

#### TERMS & CONDITIONS OF THE TENDER

1. The Firms should submit their tenders duly enclosing two separate Demand Drafts towards Non-refundable application cost of Rs. 5,000/- (Rupees five thousand only) and EMD for a sum of Rs. 1,00,000/- (Rupees One Lakh only) in the name of Registrar, Osmania University, Hyderabad, after going through the conditions laid down.
2. Only Authorized Distributors/OEMs holding STQC approved Biometric Supplier are permitted to quote against the requirements. The vendors are advised to quote the prices plus taxes as applicable as per government norms. The discretion is vested with the University to decide as per the requirements. However, the University shall invite the L-1 bidders for negotiations, if it feels the lowest prices quoted are on the higher side.
3. The firm should have a strong base and may give reference of their standing and orders for supply, installation and commissioning of Biometric Attendance System in any Government, Educational Institutions, Universities etc., during the past three financial years i.e., 2014-2015 to 2016-17.
4. The Bidder shall strictly adhere to all the terms and conditions stipulated in the tender with regard to supply, installation and commissioning of Biometric Attendance System.
5. The contractor shall, subject to the provision of the contract and with due care and diligence, execute and maintain the works in accordance with specifications stipulated in the tender as per the requirement of OU.
6. Security requirements for the work shall be in accordance with the general requirements including provisions of this clause and the Contractor shall conform to such requirements and shall be held responsible for the actions of all his staff, employees and the staff and employees of his sub-contractors. Further, any damages takes place in the process of execution of the said work, the contractor is solely responsible for such damages and have to bear the costs thereof.
7. Time is the essence of the contract and the bidder should complete the entire work within (30) days from the date of award of the contract. Any delay in the execution of the work will attract penalty as per tender norms.
8. The following information has to be filled by the tenderer with evidence (Documentary proof to be enclosed).
  - a) Registration Certificate
  - b) TSGST/CST/CGST Registration Certificate
  - c) Annual Turn Over for 50.00 Lakhs per annum for last three financial years (2014-15, 2015-16 and 2016-17)
  - d) Documents of technical competence of the tenderer
  - e) Detailed profile of the firm
  - f) Recent Purchase Orders for supply, erection and installation of signages in Government/Public Sector undertakings/Universities, etc.
9. The offers must be in English. The rates should be indicated both in figures and in words against each item exclusive of taxes as applicable as per government norms.
10. The rates shall be fixed and constant throughout the entire period of the Contract and will not be modified under any circumstances.
11. Offers received after the bid closing date/time shall not be considered.
12. Telex/Tele fax/E-Mail Tenders will not be accepted and the University takes no responsibility for delay/loss or non-receipt of tenders by post/couriers.
13. Any offer containing incorrect statement and incomplete information will be summarily rejected and no unsolicited correspondence shall be entertained.
14. PRICE BID of only those bidders shall be opened who qualify in the technical evaluation.
15. Osmania University reserves the right to accept /reject any offer in full or in part or accept any offer other than the lowest without assigning any reasons thereof.
16. All disputes or differences whatsoever arising between the parties relating to the contract shall be settled by the arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the Award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Hyderabad, and the Vice-Chancellor, Osmania University, Hyderabad – 500007, will make the appointment of the arbitrator on behalf of the University.
17. The Tenders of those reputed contractors shall only be accepted, who have remitted the prescribed non-refundable Tender Application fee of Rs. 5,000/- along with EMD for Rs. 1,00,000/- (Rupees One Lakh only) through two separate Demand Drafts drawn in favour of Registrar, Osmania University.
18. The E.M.D of the unsuccessful tenderers will be refunded without any interest.
19. The firm must have valid TSGST/CST/CGST Registration Certificate. (Please attach copies of valid certificates).

20. The security deposit shall be liable to be forfeited wholly or partly at the sole discretion of the University, if the tenderer either fails to execute the work as per the tender terms, or fails to fulfill the contractual obligations or fails to settle in full his dues to the O.U.
21. In case of premature termination of the contract, the Security Deposit will be forfeited and the O.U. will be at liberty to recover the loss suffered by it & if additional cost is to be paid, the same shall be recovered from the tenderer.
22. The O.U. is empowered to recover from the Security Deposit for any sum due and for any other sum that may be fixed by the O.U. as being the amount or loss or losses or damages suffered by it due to delay in performance and / or non-performance and / or partial performance of any of the conditions of the contract and / or non-performance of guarantee obligations.
23. Failure to comply with the terms of security deposit shall result into cancellation of work order and termination of the contract without any further reference to the tenderer and the EMD shall be forfeited.
24. The tender will be awarded even if a single bidder is qualified as per the tender norms.
25. The University reserves the right to cancel the tender or terminate the contract with L-1 vendor without assigning any reasons thereof.
26. The University shall however invite the L-1 bidder for negotiations, if it feels the lowest prices quoted are on the higher side.

REGISTRAR,  
OSMANIA UNIVERSITY

Annexure -I  
TECHNICAL BID

(To be submitted in a separate sealed envelope)

1. Name of Tendering Company/OEM/Authorized Distributor with Registration No. & Date  
(Please enclose copy of certificate of Registration)
2. Do you possess trade license issued by Competent Authorities, if so, please enclose a copy.
3. Name of Proprietor / Director
4. Furnish following particulars of the Registered Office
  - a. Complete Postal Address
  - b. Telephone No.
  - c. Fax. No.
  - d. E-Mail Address
5. Furnish following particulars of the Operating office, if different from above
  - a. Complete Postal Address
  - b. Telephone No.
  - c. Fax. No.
  - d. E-Mail Address
6. Are you Authorized/ Reputed contractor,  
If yes, please attach a copy of the relevant certificate issued by the competent Authority.
7. PAN No. (Attach Attested Copy)
8. TIN No. (Attach Attested Copy)
9. TSGST/CST/CGST Registration Certificate  
(Attach Attested Copy)
10. Financial turnover for last three financial Years.  
(Please attach copies of audited Balance Sheet and IT returns) (2014-15, 2015-16 and 2016-17)  
Attach separate sheet if space provided is insufficient
11. Give details of the major clients –  
Government, Educational Institutions, Universities etc.,  
Where similar works have been executed by the Bidder during the last three years. Copies of the Orders should be attached for proof.
  - a. Sl. No
  - b. Name & address of the Client with details
  - c. Name of the contact person,  
Telephone no., Fax no., and E-mail ID
12. Whether your annual turnover was  
Rs. 50.00 Lakhs per annum in the last three financial years  
(2014-15, 2015-16 and 2016-17);  
Please attach relevant copies.
13. Details of (i) Application fee Rs. \_\_\_\_\_ DD No. \_\_\_\_\_ Dt. \_\_\_\_\_ Bank \_\_\_\_\_  
(ii) EMD fee Rs. \_\_\_\_\_ D.D.No. \_\_\_\_\_ Dt. \_\_\_\_\_ Bank \_\_\_\_\_

TECHNICAL COMPLIANCE

S. No.	Description	Qty	Complied Yes/No
1.	<p>Integrated Attendance Device of POS (Point of Sale) type with</p> <ul style="list-style-type: none"><li>○ in-built Finger Print Scanner</li><li>○ bar code reader</li><li>○ RFID card reader</li><li>○ WiFi</li><li>○ GPS</li><li>○ GSM with 4G/3G data connectivity</li><li>○ IRIS interface (optional)</li></ul>		

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- 4) The vendors should install at least 2 devices at the University location for all types of validations & troubleshooting.



Annexure – II  
COMMERCIAL BID

(To be submitted in a separate sealed envelope)

S. No.	Description	Qty	Unit Price	Total Amount
1.	Integrated Attendance Device of POS (Point of Sale) type with <ul style="list-style-type: none"><li>○ in-built Finger Print Scanner</li><li>○ bar code reader</li><li>○ RFID card reader</li><li>○ WiFi</li><li>○ GPS</li><li>○ GSM with 4G/3G data connectivity</li><li>○ IRIS interface (optional)</li></ul>			
2.	NET TOTAL AMOUNT EXCLUDING TAXES			
3.	TAXES AS APPLICABLE (GST @       %)			
4.	GRAND TOTAL INCLUSIVE OF TAXES AS APPLICABLE			

Note: The vendors are advised to quote prices exclusive of taxes as applicable as per government norms and show the tax component separately followed by Grand Total prices. The discretion is vested with the University to decide as per the requirements.

ANNEXURE-III

PERFORMANCE BANK GUARANTEE FORMAT ON SECURITY DEPOSIT

This deed of Guarantee made on..... day of Month & Year by Name & Address of the bank (hereinafter called the "GUARANTOR") on the one part, on behalf of M/s Name & address of the Firm (hereinafter called the "FIRM") in favour of The Registrar, Osmania University, Hyderabad on the following terms and conditions.

Whereas the FIRM is entering into a agreement with OSMANIA UNIVERSITY for Empanelment of Vendors for Implementation of Biometric Attendance System in Osmania University and this guarantee is being made for the purpose of submission of Security money required to be deposited at the time of signing of the agreement between Osmania University and FIRM.

Know all people by these presents that the GUARANTOR, hereby undertake to indemnify and keep Osmania University indemnified up to the extent of Rs.....(Rupees in words)during the validity of this bank guarantee and authorize Osmania University to recover the same directly from the GUARANTOR. This bank guarantee herein contained shall remain in full force and effect till the expiry of its validity or till any extended period (if extended by the bank on receiving instructions from FIRM.). The liability under the guarantee shall be binding on the GUARANTOR or its successors.

Whereas the GUARANTOR further agrees that their liability under this guarantee shall not be affected by any reason of any change in the offer or its terms and conditions between the FIRM and Osmania University with or without the consent or knowledge of the GUARANTOR.

Whereas the GUARANTOR further agrees to pay guaranteed amount hereby under or part thereof, on receipt of first written demand whenever placed by Osmania University during the currency period of this guarantee. The GUARANTOR shall pay Osmania University immediately without any question, demure, reservation or correspondence.

Whereas the GUARANTOR hereby agrees not to revoke this guarantee bond during its currency period except with the previous consent of Osmania University in writing.

Notwithstanding anything contained herein

- Our liability under this bank guarantee shall not exceed Rs... (Rupees in words)
- This Bank guarantee shall be valid up to .....
- We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only against the written claim or demand on or before .....

Sealed with the common seal of the bank on this .....day of (Month) and (Year).

Witness:

1.....

2.....

(Signature and seal of the bank)

SIGNATURE AND STAMP OF THE TENDERER