

**TENDER FOR SUPPLY, INSTALLATION, COMMISSIONING, TESTING AND
MAINTENANCE OF BIOMETRIC ATTENDANCE SYSTEM
AT INDIAN MARITIME UNIVERSITY- NAVI MUMBAI CAMPUS**



**TENDER No: IMU/2018/0002
Issue Date: 19th March, 2018**

Issued To,

Cost of Tender Form /Document	Rs.500/- (Rupees Five Hundred only) plus GST @ 18% per tender should be drawn in the form of Demand Draft / Pay Order in favor of "IMU, Mumbai Campus" payable at Mumbai or Navi Mumbai
Issue of Tender Document	1000 Hrs on 19th March, 2018 till 1330 Hrs on 02nd April, 2018
Last Date and Time of submission of the Tender	1330 hrs on 02nd April, 2018
Date and Time of opening of the Technical Bids	1400 Hrs on 02nd April, 2018, IMU Navi Mumbai Campus
Tentative Date and Time of opening of the Financial Bids	1630 Hrs on 02nd April, 2018, IMU Navi Mumbai Campus

All bidders are requested to visit IMU Mumbai Campus website: www.imunavimumbai.com for regular updates.

A. INSTRUCTIONS TO THE BIDDERS:

1. General Information:

- i. Sealed Tenders are invited by the Deputy Registrar (Admin.) Indian Maritime University, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai – 400 706 for and on behalf of Indian Maritime University for **SUPPLY, INSTALLATION, COMMISSIONING, TESTING AND MAINTENANCE OF BIOMETRIC ATTENDANCE SYSTEM** at Indian Maritime University- Navi Mumbai Campus.
- ii. Tender documents consisting of Technical and Financial Bids shall be submitted by the bidders in two separate sealed envelopes, Cover –I named 'TECHNICAL BID IMU/2018/0001' and Cover –II named 'FINANCIAL BID IMU/2018/0001', latest by 1330 hrs on **02nd April, 2018**. Both the above said Sealed Covers i.e. Cover –I & Cover –II be then put in another separate big cover (Cover–III) and properly wax sealed.
- iii. Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank address with EFT Account if applicable, etc. and complete postal & e-mail address of their office.
- iv. Sealed bids should be dropped in the Tender Box at First Floor, Administrative Building, Indian Maritime University, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai 400 706 or sent by registered post in the address mentioned for communication below and to reach this office by due date and time. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.
- v. A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by this office prior to deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
- vi. The technical bids of the tender shall be opened by a committee nominated by the Indian Maritime University, Navi Mumbai Campus in the presence of the authorized representatives of the bidders, if present, at **1400hrs** on **02nd April, 2018** in the office of the Deputy Registrar (Admin), Indian Maritime University, Navi Mumbai Campus.
- vii. The technical bids, which do not contain full information and documents called for, shall be rejected. The financial bids of only those bidders shall be opened, whose technical bids are qualified.
- viii. The financial bids of the tender shall be opened by a committee nominated by the Indian Maritime University, Navi Mumbai Campus in the presence of the authorized representatives of the bidders, in the office of the Deputy Registrar (Admin.), Indian Maritime University, Navi Mumbai Campus.

- ix. The bidders shall submit all details, documents etc. as required in the tender document duly signed on each page. In case bidder fails to do so, Indian Maritime University, Navi Mumbai Campus reserves the right to reject the tender without seeking any further clarification. All the pages of tender document including the documents enclosed with it should be serially numbered. The total number of pages should be mentioned in the forwarding letter.
- x. The bidder shall submit the copy of the tender document and addenda thereto, if any, with each page signed and stamped to confirm the acceptance of the entire terms and Conditions of the tender.
- xi. All communications with regard to this tender to be addressed to

**The Deputy Registrar,
Indian Maritime University
Navi Mumbai Campus,
Karave, Nerul,
Navi Mumbai - 400706
Tel:022-27706804 Fax:022-27716805
Email: dradmin.navimumbai@imu.ac.in**

- xii. Indian Maritime University, Navi Mumbai Campus at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in Indian Maritime University, Navi Mumbai Campus website and all bidders are requested to visit the website for latest updates.
- xiii. Indian Maritime University, Navi Mumbai Campus reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.
- xiv. Indian Maritime University, Navi Mumbai Campus reserves the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.
- xv. Indian Maritime University, Navi Mumbai Campus shall notify the successful bidder through Registered letter/ speed post / fax / e-mail or in person confirming that their offer has been accepted. Indian Maritime University, Navi Mumbai Campus will issue the Award letter to the successful bidder. This award letter shall indicate the details of services be supplied by the bidder and the amount which Indian Maritime University, Navi Mumbai Campus shall pay to the successful bidder in consideration of the execution of the contract by them.
- xvi. Upon receipt of the Purchase Order by the Contractor, he shall prepare two sets of the Agreement as per **Annexure – 'E'** of the tender documents at the earliest without any delay and complete all the formalities and submit the same to IMU- Navi Mumbai Campus duly executed on stamp paper for value of Rs.200/- (Rupees Two Hundred only) within 07 days from the date of receipt of Purchase Order. The agreement should be submitted by the contractor along with the required security deposit. One set of the

agreement will be returned to the Contractor after the signature of authorized signatory of Indian Maritime University, Navi Mumbai Campus.

- xvii. Quoted rates must be valid for 1 year from the date of issue of work order.
- xviii. At any time prior to the deadline for submission of tenders, Indian Maritime University, Navi Mumbai Campus may for any reason, suo motu or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda/ corrigenda etc.). The bidders should keep on checking Indian Maritime University, Navi Mumbai Campus website **regularly**.
- xix. Any amendment to the tender issued will be hosted on the website up to Two days prior to the last date i.e. **02nd April, 2018** as specified for submission of the bids. All the bidders shall verify if any such amendments(s) have been issued by Indian Maritime University, Navi Mumbai Campus, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the bidder. No separate notice/ intimation of amendments will be sent to the bidders.
- xx. Tenders shall remain valid for **120** days from the last date for submission of tender i.e. **02nd April, 2018**.
- xxi. Tender opening, Bidder Participation, stages of Evaluation (Technical and Financial)
 - a) Tenders will be opened at the Deputy Registrar's office, Indian Maritime University, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai, at 1330 hours on **02nd April, 2018**. Any bidder who are willing to observe the tender opening, may, in person or through his authorized representative, be present at the venue and witness the tender opening. **In case of authorized representative**, bidder should send a letter of authorization containing the specimen signature of their representative who is deputed to be present at the time of opening of tender. Representatives without carrying the letter of authorization will not be permitted to witness the opening of the tender. The maximum number of representatives that a bidder can depute to witness the opening of the tender will be limited to one.
 - b) The bidder or his authorized representative who are present shall sign a register evidencing their attendance. In the event of the specified date of tender opening being declared as a holiday for the Indian Maritime University, Navi Mumbai Campus, the tender shall be opened at the specified time on the next working day.
 - c) The tenders will be opened in the presence of the committee members and authorized representative of bidders. The financial bids of all the bidders will be kept in a separate cover, sealed and signed by the members and bidder's representative.
 - d) The information furnished by the bidder in **Cover - I** in the prescribed format supplied by the IMU-Navi Mumbai Campus will form the basis for the evaluation. In exceptional cases

Indian Maritime University, Navi Mumbai Campus or his representative reserves the right to obtain the additional documents / clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the Indian Maritime University, Navi Mumbai Campus, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the Indian Maritime University, Navi Mumbai Campus.

- e) The **Cover- II -Price Bids** will be opened in the presence of the qualified bidders or their authorized representatives, if they choose to attend and present. The procedures and number of participants etc., for opening **Cover - II** will be the same as the procedures outlined in Clause (a) & (b).
- f) After evaluating the price bids received under **Cover - II**, the bidder who quoted the lowest (L-1) Price will be awarded the work.
- g) In case the financial bid of more than one bidder is same as L-1, then Indian Maritime University, Navi Mumbai Campus may decide L1 on the basis of turnover of bidder for last three years average.
- h) The estimated cost of this tender is approximately Rs. 2.5 lakh (Rupees Two Lakhs and Fifty Thousand only).

2. E.M.D, Guarantee and Damages

i. Earnest Money Deposit (E.M.D)

Earnest Money Deposit (E.M.D): Rs. 5,000/- (Rupees Five Thousand Only) by way of D.D./ P.O in favor of IMU- Mumbai Campus payable at Mumbai or Navi Mumbai to be submitted to Dy. Registrar (Administration), IMU- Navi Mumbai Campus along with Technical Bid.

The bids of the bidder, who fail to submit E.M.D, shall be summarily rejected. The EMD of the bidders, who are not qualified under the technical bid, shall be returned after finalization of tender.

Note: No interest will be allowed on the Earnest Money Deposit from the date of its receipt until it is refunded.

The EMD will be forfeited in the following cases: –

- a) In case the bidder withdraws his tender once submitted after opening tender document.
- b) If the successful bidder fails to start the project to install the Biometric Attendance System as specified in the tender document within 10 (Ten) Calendar days from the date of receipt of Purchase Order.

ii. Security Deposit:

The amount of Security Deposit will be 10% of the tender value to be deposit by way of Demand Draft / Pay Order in favor of IMU- Mumbai Campus payable at Mumbai or Navi Mumbai. Indian Maritime University, Navi Mumbai Campus may at its discretion cancel the award letter and forfeit the earnest money deposit furnished along with the tender.

The security deposit amount of 10% of the contract value so deposited, will be refunded within 30 (thirty) days from the date of complete of contract as per tender document.

iii. Cancellation of order/forfeiture of Security Deposit, Risk purchase clause:

In the event of failure to Supply, Install, Test and provide Maintenance within the stipulated date/period in accordance with the specification, Indian Maritime University, Navi Mumbai Campus reserves its right: -

- a) To cancel the order.
- b) To forfeit the security deposit.
- c) To avail Services from next bidders at the vendors risk, responsibility and cost. Any extra cost incurred in the procurement of the material from the alternative source will be recovered from Security Deposit as referred to earlier and if the value of the materials under risk purchase exceeds, the amount of Security Deposit, same may be recovered, if necessary, by due legal process.

3. Time Period:

Within 10 calendar days from the date of receipt of Purchase Order, the Contractor shall start the project as specified in the tender document and the same to be completed within 30 days of issue of work order.

4. Settlement of Disputes:

The Bidder shall make request in writing to the Director, Indian Maritime University, Navi Mumbai Campus for settlement of any dispute within 30 (*thirty*) days of arising of the cause of dispute, failing which no disputes/claims shall be entertained by the Indian Maritime University, Navi Mumbai Campus. The decision of the Director, Indian Maritime University, Navi Mumbai Campus will be final and binding on the parties.

Jurisdiction: The Court of Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.

5. Payment Terms:

- i. 50% of the payment will be done after successful supply of the devices / machines.
- ii. Remaining payment will be made after successful installation, commissioning and testing of Biometric Attendance System.

6. Penalty for Late Delivery:

Sr. No.	Day	Amount
1	1 – 5 days	Rs. 500 per day
2	5 – 10 days	Rs. 1000 per day
3	11 – 15 days	Rs. 1500 per day
4	15 and above	Rs. 2000 per day

B. PRE-QUALIFICATION CRITERIA

- i. The bidder should submit copy of valid Trade License, PAN and GST/Sales Tax / VAT Registration No. with the Technical bid of Tender documents.
- ii. The bidder should submit the Income Tax return for last three previous years ending **31st March 2017** with the Technical bid of Tender documents.
- iii. The annual turnover in the business of Supply, Installation, Commissioning, Testing and Maintenance of Biometric Attendance System of the bidder should be Rs. 3,00,000/- (Three Lakhs only) each year during the last 3 years. The details to be furnished by the bidder in the technical bid giving the audited profit & loss account and balance sheet for last three years ending **31st March 2017**. It should be duly attested by the bidder's Chartered Accountant.
- iv. The Bidder should have successfully implemented similar orders / work of Supply, Installation, Commissioning, Testing and Maintenance of Biometric Attendance System as listed below during the last 3 years period from **(2014-15 to 2016-17)**:

One similar work in last three years period from **(2014-15 to 2016-17)** costing not less than 80% of the present estimated cost this tender and also the strength not less than **500** students/staff in Universities/Institutes/Colleges/PSU/Corporate Sector;

(or)

Two similar works in last three years period from **(2014-15 to 2016-17)** costing not less than 60% of the present estimated cost this tender and also the strength not less than **300** students/staff in Universities/Institutes/Colleges/PSU/Corporate Sector;

(or)

Three similar works in last three years period from **(2014-15 to 2016-17)** costing not less than 60% of the present estimated cost this tender and also the strength not less than **300** students/staff in Universities/Institutes/Colleges/PSU/ Corporate Sector;

[Mode of proof: *Copy of Purchase Order/Contract for providing 'Award of Work'. Copy of Completion Certificate'/Final Invoice/Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work' should be furnished for each of the projects.*

- v. Earnest Money Deposit (E.M.D): Rs. 5,000/- (Rupees Five Thousand Only) by way of D.D./ P.O in favor of IMU- Mumbai Campus payable at Mumbai or Navi Mumbai to be submitted.

C. SCOPE OF WORK:

Primarily the scope of work includes,

- A) supply and installation of approximately 15 nos. handheld biometric attendance devices, cadet's enrollment, software customization and implementation for maintaining a record of Cadet's attendance at Indian Maritime University, Navi Mumbai Campus.
- B) Maintenance of system for two years.

i. **Specification of the software and customization including but not limited to the following:**

- a) The attendance software for cadet's to be in open source / free software, however vendors with proprietary solutions may also apply. The details of the Operating System, database server, web application framework that will be used should be clearly mentioned in the 'Technical Bid'.

Note: All softwares mentioned in the bid which are not free softwares and additional softwares required to run the system along with the anti-viruses needed will be bought, installed and maintained by the supplier for the term of the contract. The campus will only provide the server and network connection.

- b) Support configuration based on multi-classrooms, multi-sections, multi department, multi login with different rights, and Addition and Deletion of cadets as per the semester schedule.
- c) Capturing and maintaining record of attendance for all the classes / practicals / examinations conducted during a day.
- d) Class schedule wise attendance report generation indicating students present in specific class.
- e) The web-based user-authenticated interface to be provided for generating at least 4 customized reports portable in excel and PDF as mentioned below as per the requirement of Indian Maritime University, Navi Mumbai Campus:
 - Daily attendance
 - Weekly attendance
 - Monthly attendance
 - Semester attendance
- f) Back-up of attendance record to be done fortnightly.
- g) Re-installation in case of server crash within 2 hours positively.

ii. **Specification of the Biometric Attendance Device (15 nos.) including but not limited to the following:**

- **Credential support-** Fingerprint
- **Finger Templates per user-**10
- **Fingerprint Module Type-** Optical
- **Unique User capacity/No. of cadets** -500
- **Fingerprint Verification-** 1:1 and 1:N
- **Events Buffer/No. of transaction-** 500000
- **Display-** 2.5" TFT Display with touch screen (Hand held).
- **Dimensions-** 75(w)*182(h)*36(d).The dimensions are approximate, however the vendors should ensure that the width of handheld device is much lesser than the wall mounted one so that it can be held in one hand comfortable.
- **Power over Ethernet (PoE)** - Yes
- **Communication** - Ethernet, Wi-Fi and Mobile Broadband (2G, 3G, GPRS)
- **USB** - 1 Port (Data Transfer and Wireless Connectivity)
- **External Reader Types** - 1 Port for Card/ Finger/ Card+Finger/ UHF Reader
- **Exit Switch Port** - Yes
- **Tamper Detection-** Yes
- **CPU- 1GHz**
- **Memory- 256MB Flash and 512 MB DDR3 RAM**
- **Battery Backup- 6 hours or more.**
- Pull and Push based TCP communication.
- Support communication in 13. Device should support ethernet, TCP/IP, TCP, UDP protocol and bluetooth in case of handheld.
- Buzzer or beep on device should be configurable to make on/off so that sound is avoided in class room.
- Disabling keypad of device to avoid misuse by students.
- Support different mode of operation card only, card + finger and finger only.
- Support reading existing cards issued to students/ employees.
- Battery backup for minimum 6 hours.
- Minimum of **three** machines to be kept as stand by at all the times for the use in emergency cases.

- In-built memory for storing the attendance record for the period of at least one month for 600 cadets.
- Connectivity with WiFi network and LAN.
- On-site warranty of **three** years.

iii. Maintenance of system for two years:

- a) Free of charge annual maintenance including repairs and servicing for the first year. The charges for annual maintenance the second and third to be quoted in the financial bid.
- b) Schedule preventive maintenance at least once **every** month.
- c) Services with on-site support (*on call*).
- d) New enrolment / deletion.
- e) Generation of BAS report.
- f) Taking back-up of attendance.
- g) Re-installing software if the server crashes or whenever required.
- h) Keeping a stand-by machine and making it functional in case required.
- i) Re-solving any technical issue for enabling smooth functioning of Biometric Attendance System.
- j) Servicing of the Biometric Attendance System and device.
- k) On-site engineer to be deployed as per the requirement.
- l) Scheduled preventive maintenance *once* every month.
- m) Service calls to be attended within 4 hours during working hours Monday to Friday and if required on weekends.

ANNEXURE – A

Cover Letter Format (In letter head)

TENDERERS PARTICULARS FOR TENDER NO:

The Director
Indian Maritime University,
Navi Mumbai Campus,
Karave, Nerul,
Navi Mumbai 400 706

Sir,

Being duly authorized to represent and act on behalf of _____ hereinafter called "The Tenderer" and having visited the site and examined the Scope of work, Conditions of Contract, Specifications, Schedules and Bill of Quantities for the work of "**TENDER FOR SUPPLY, INSTALLATION, COMMISSIONING, TESTING AND MAINTENANCE OF BIOMETRIC ATTENDANCE SYSTEM AT INDIAN MARITIME UNIVERSITY- NAVI MUMBAI CAMPUS, KARAVE, NERUL, NAVI MUMBAI – 400706**"

1. I/ we here by submit my/our offer as follows:
 - a) Technical Bid – (in separate sealed cover along with EMD of Rs. 5 ,000/- & other documents) (Cover **I**)
 - b) Financial Bid– part of the tender document. (Cover **II**)
 - c) The two sealed covers containing technical bids and financial bids referred to above have been put in main cover (Cover **III**) as required.
2. I hereby undertake to abide by various terms and conditions contained in your **TENDER No: IMU/2018/0002** (Copy, duly signed, enclosed).
3. We understand that IMU Navi Mumbai Campus reserves the right to:
 - a) Amend the scope of tender
 - b) Reject or accept any tender including the lowest, cancel the tender process and reject all tender.
 - c) We agree that the IMU Navi Mumbai Campus will not be liable for any such action and will be under no obligation to inform the Tenderer of the grounds for such action.
 - d) I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.
 - e) This bid contains pages from _____ to _____ and all

pages are serially numbered, signed and stamped.

4. I also express my willingness to sign the contract incorporating the Standard terms and special conditions of the contract as contained in the Tender.
5. Our GST no. is _____.
6. Our PAN no. is _____.

Yours Sincerely,

(Signature of the Owner/ Bidder/ Authorized signatory and please indicate capacity which signed Viz. on own behalf or as Power of Attorney or Authorized signatory of the owner. Please also include the contact No. and address in the Place)

Note: -

Please put this offer letter in Cover I (containing Technical Bid) along with other required documents.

ANNEXURE – B

**ANNEXURE – B Format for Eligibility Criteria Evaluation
(To be filled by bidder)**

Sr. No.	Criteria	Complied (Y/N). If no give Reasons for Non-Compliance	Supporting Document attached at page number
1.	The bidder should submit copy of valid Trade License, PAN and GST/Sales Tax / VAT Registration No. with the Technical bid of Tender documents.		
2	The bidder should submit the Income Tax return for last three previous years ending 31 st March 2017 with the Technical bid of Tender documents.		
3	The annual turnover in the business of Supply, Installation, Commissioning, Testing and Maintenance of Biometric Attendance System of the bidder shall be Rs. 3,00,000/- (Three Lakhs only) each year during the last 3 years. The details to be furnished by the bidder in the technical bid giving the audited profit & loss account and balance sheet for last three years ending 31st March 2017. It should be duly attested by the bidder's Chartered Accountant.		
4	<p>The Bidder should have successfully implemented similar orders / work of Supply, Installation, Commissioning, Testing and Maintenance of Biometric Attendance System as listed below during the last 3 years period from (2014-15 to 2016-17):</p> <p>One similar work in last three years period from (2014-15 to 2016-17) costing not less than 80% of the present estimated cost this tender and also the strength not less than 500 students in Universities/Institutes/Colleges/PSU/Corporate Sector; (or)</p> <p>Two similar works in last three years period from (2014-15 to 2016-17) costing not less than 60% of the present estimated cost this tender and also the strength not less than 300 students in Universities/Institutes/Colleges/PSU/ Corporate Sector; (or)</p> <p>Three similar works in last three years period from (2014-15 to 2016-17) costing not less than</p>		

	60% of the present estimated cost this tender and also the strength not less than 300 students in Universities/Institutes/Colleges/PSU/ Corporate Sector; [Mode of proof: Copy of Purchase Order/Contract for providing 'Award of Work'. Copy of Completion Certificate'/Final Invoice/Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work' should be furnished for each of the projects.		
5	E.M.D of Rs.5, 000/-		

The bids are liable to be rejected in case of failure to comply with any of the above requirements.

Signature:

Name of Authorised Representative:

Date:

Place:

Seal:

ANNEXURE C

Details Regarding Similar Orders

Sl. No.	Name of the Client	Nature of Job (Enclosed Purchase Orders)	Value of Purchase Order	Date of Commencement	Date of Completion

[Mode of proof: Copy of Purchase Order/Contract for providing 'Award of Work'. Copy of Completion Certificate'/Final Invoice/Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work'. Should be furnished for each of the Projects.]

Signature:

Name of Authorized Representative:

Date:

Place:

Seal:

Details Regarding Annual Turnover**ANNUAL TURNOVER**

Sl. No.	Financial Year	Annual Turnover In Rupees Lakhs
1.	2014 -15	
2.	2015-16	
3.	2016-17	

Copies of the Audited Balance Sheet and Profit and Loss Account for the last three Financial Years **2014-15, 2015-16 and 2016-17** should be attached

Place:

Date : **Signature of the Tenderer with seal**

ANNEXURE – E

FORMAT OF AGREEMENT

(To be submitted on stamp paper of Rs.200/-)

IT IS THIS _____ day of _____ 2018 MUTUALLY AGREED between the Indian Maritime University, Navi Mumbai Campus, hereinafter referred to as "the Employer" (which expression shall mean and include their assigns and successors) on the one part

AND M/sa company/incorporated under the companies Act, 1956..... having its Registered office at herein after referred to as "the Contractor" (which expression shall mean and include their permitted assigns and successors) on the other part: WHEREAS the Employer is desirous that certain Goods and Services should be provided and certain Works be executed as per tender documents hereinafter called „The Works" and has accepted a Tender by the Contractor for the execution, completion and guarantee of such works.

NOW THIS AGREEMENT WITNESSES as follows: -

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,
 - a) Technical and Financial bids
 - b) Instructions to the Bidders
 - c) Terms and Conditions of contract
 - d) The work specified in the tender documents
 - e) The Annexures (*duly filled*)
 - f) The Purchase Order
 - g) Bank Guarantee
2. In consideration of the payment to be made by the Contractee to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Contractee to execute, complete and guarantee the Works in conformity in all respects with the provisions of the contract.
3. The Contractee hereby covenants to pay the Contractor in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Contract.
4. The contract shall be governed by all the conditions as described in the terms and conditions of contract, work mentioned in the tender documents and any other conditions given in the tender documents.
5. This agreement shall be governed by the laws of India and shall be subject to the Jurisdiction of the Courts in Mumbai.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

SIGNED AND DELIVERED

On behalf of the Contractor

Signature

Name

Address

Official Seal

Place

Date

On behalf of Employer

Signature

Name

Address

Official Seal

Place

Date

On behalf of the Contractor

Witness:

i) Signature

Name:

Address:

Place

Date

ii) Signature

Name:

Address

Place

Date

On behalf of the Employer

Witness:

i) Signature

Name:

Address:

Place

Date

ii) Signature

Name:

Address

Place

Date

**TENDER FOR SUPPLY, INSTALLATION, COMMISSIONING, TESTING AND
MAINTENANCE OF BIOMETRIC ATTENDANCE SYSTEM
AT INDIAN MARITIME UNIVERSITY- NAVI MUMBAI CAMPUS**



**TENDER No: IMU/2018/0002
Issue Date: 19th March, 2018**

FINANCIAL BID

Last Date and time of Submission	1330hrs on 02nd April, 2018
Date and Time of Opening of Financial Bid	Will be uploaded on the website and the email will be sent to the qualified bidders

Sr. No.	Item	Qty	Rate*
1.	Biometric Attendance device unit (Rate to be quoted for per unit)	15	
2.	Installation, Commissioning, Testing and customization of software for cadet's attendance as per the scope of work	1	
3.	Annual Maintenance Charges for second year		
4.	Annual Maintenance Charges for third year		

*The rates quoted above should be only the unit price (*i.e. inclusive of basic price, packing, transportation and any other charges*) and **exclusive** of applicable GST and any cess on GST. L1 bidder will be decided on the basis of unit price only.

Signature _____
Name _____
Place:
Date:

Official Seal