INDIAN INSTITUTE OF TECHNOLOGY DELHI
PG Section
HauzKhas, New Delhi - 110016

NOTICEINVITING TENDER

Tender Notice No: IITD/PGS&R/RFID/2014/

Tender Document for "Capturing Data and Printing for RFID Cards"

AT

INDIAN INSTITUTE OF TECHNOLOGY, DELHI

Last Date of Receipt of Tender Bids: 23/07/2014 at 03:00 pm

Date and Time of Opening(Tech. Bid): 23/07/2014 at 03:30 pm

Name and Address of the Tenderer: **Deputy Registrar(PGS&R),**
Indian Institute of Technology,
Hauz Khas, New Delhi 110016

Telephone:

1. Scope of work and Technical requirements:

i. Sealed tenders are invited from highly reputed, well established &Professional companies dealing in preparation of RFID Cards.

Specifications for data capturing

Quotations in sealed cover are invited for capturing of the following data in 'jpeg' format, for Student of IIT Delhi and printing of the same on RFID Cards.

a) Digital Photograph (Camera) (web camera not to be used) Size 110x120 mm
b) Thumb Impression: (i) Left for male
(ii) Right for female
c) Signature (Digital)
d) Data Entry

ii. The Data is to be supplied in soft copy. The data storing convention will be as follows:

a) Photograph Entry No .p. jpeg
e.g: 2009TT12345.p.jpeg

b) Thumb Impression Entry No .t. jpeg

c) Signature Entry No.s. jpeg

iii. All the data (fields) are required in 'excel format' which will include names of the Student, photograph, thumb impression and signature.

Specifications for RFID Cards

RFID Smart Cards [Standard : Mifare (1K standard) RFID Cards]

2. Eligibility Conditions : The company should be fulfilling following criterion:

a) Vendor should have office in Delhi/NCR.
b) Currently be dealing in capture of digital data in terms of photographs, thumb impression, signatures, data entry and printing of RFID cards.
c) Should have minimum 5 years' experience in the field of handling such work of large educational Institutes.
d) The company should fulfill all statuary requirements of Sales Tax, Income Tax, and service Tax obligations(Details to be filled as per **Annexure -I**).
e) The Company should have infrastructure in terms of manpower and equipment viz, digital camera, digital thumb impression and signature scanners/ capture devices.
f) The Agency should be able to provide a Bank Guarantee of Rs.50, 000 during the currency of the contract.
g) Vender shall organize one week camp in July, three days camp in January, 10 days camp in every six months for above job.
h) Vendor should deliver the printed cards within 2 days of data capturing.
i) Pre-printed cards to maintain the quality of printing.

AGENCIES NOT MEETING ABOVE ELIGIBILITY CONDITIONS NEED NOT APPLY.

3. Necessary Terms and Condition for NIQ

i. The Vendor will have to execute a 'Confidentiality Contract' with IIT, regarding not sharing the data with any other person.

ii. The Quotes should be submitted in two separate sealed envelopes, marked as "Technical Quotes" and "Financial Quotes", and both the envelops should be put in a bigger envelop. The Technical Bid should contain all the relevant enclosures as per details given in the tender document including the Demand Draft/Banker Cheque of Rs. 50,000 (Fifty thousand only) in favour of "Registrar, IIT Delhi" payable at New Delhi as EMD. Mention the name of the firm and mobile no. on the back of the DD/Banker Cheque.

iii. The sealed quotations (outer envelope), marked as "Quotations for **Capturing Data and Printing for RFID Cards**" should be addressed to the "Deputy Registrar(PGS&R), Indian Institute of Technology Delhi, HauzKhas, New Delhi - 110016" and it should be submitted on or before **23/07/14 at 03:00 pm.** The Technical Quotes should not be in the Envelop of Financial Quotes. The bidding document can be downloaded from the institute website: http://www.iitd.ac.in/tenders.

iv. Bid offer should be valid for 90 days from the date of opening of tender.
Joint bids and outsourcing or subletting of any nature/third party would not be acceptable.

v. **The Vendor/Agency should give an undertaking that it has not been black listed by any Government/Autonomous/PSU type organization.**

vi. The EMD amount deposited will not entail payment of any interest. The EMD of successful bidder will be refunded only on successful completion of job work as per work order.

vii. The work will be accepted only after quality assurance tests/checks are carried out by the competent authority.

viii. No advance payment on any account will be made.

ix. The work shall be executed strictly in accordance with general terms and conditions mentioned in the tender.

x. Incomplete and conditionally submitted tender will be summarily rejected. Bid received later than 3:00 PM on due date are liable to be ignored.

xi. The rates should be quoted in Indian currency and preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, insurance and all other incidental charges, etc.

xii. The responsibilities and requirements if any from IITD side must be clearly mentioned.

xiii. 100% payment will be made against satisfactorily completion/delivery of the project on the basis of completion report.

xiv. It will be the responsibility of the Vendor to do the needful in case the work later found unsatisfactory or there is any issue in qualitative or quantitative aspect. In the event of assigned work being carried out by the Vendor not found satisfactory by the Institute, the contract would be liable to be terminated and the Institute shall have discretion to get the

remaining work carried out from any other Vendor besides forfeiting performance security, etc.

xv. Requirements given in this bid document are the minimum. The bidder may offer better solutions. However, no price advantage for such solutions shall be given.

xvi. The rates must be quoted both in figures and words and over-writing should be avoided.

xvii. If the bidder is an authorized dealer of any manufacturer, the authorized Indian dealership certificate from the principles should be enclosed. Similarly, proprietary certificate for proprietary items should be provided.

xviii. IIT Delhi is exempted from paying Excise Duty and necessary Excise Duty Exemption Certificate will be provided for which following information are required.

xix. Against Delivery: Payment by RTGS after receipt of material.

xx. Delivery period: within 2 month from the issue of supply order.

xxi. The quotations must have validity of at least three months.

xxii. The products will be used for educational purposes. Any applicable academic institution discounts should be offered and stated clearly.

xxiii. At the first stage, the Technical Bids shall be opened in the presence of tenderers, who may like to be present on **23/07/14 at 03:30 pm.** Thereafter the SHORT LISTING of the bids will be carried out. Only successful tenderers, on the basis of the Technical Bid after assessing the suitability, as deemed fit by the Technical Committee, shall be called at the time of opening of Financial Bid.

xxiv. The tender is not transferable or assignable under any circumstances.

xxv. Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to automatic disqualification of the tenderer.

xxvi. All pages of the TENDER DOCUMENTs i.e Technical Bid, Financial Bid also enclosures should be properly numbered, signed and stamped by the Tenderer or his/her Authorized signatory.

xxvii. Definitions: Institute means 'IIT Delhi' and Agency means the 'Contacting Agency including its Directors, Managers, Officers, Supervisors, Employees & Workers etc'

xxviii. IIT Delhi reserves the right to accept or reject any or all or any part of the tender without assigning any reason hereof, and the decision of IIT Delhi in this respect shall be final.

(Dr. Vivek Raman)
Deputy Registrar(PGS&R)

I agree to abide by the above terms and Conditions.

Name & Signature of the authorized signatory of the Vendor/Company (with seal)

Annexure – 1 - Technical Bid

PG Section, IIT Delhi

Please furnish the following information in this part so as to enable the committee to decide about the qualification of the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached in support of statements.

Details of Bidder

S. No.	Required Details	
1.	Tenderer's reference No. and Date	
2.	Name and Address of the Bidder/Company	
3.	Contact No./Mobile No.	
4.	Fax No.	
5.	E-Mail	
6.	Details of EMD (DD/Banker Cheque No., Amount, Date of Issue, Issuing Bank)	
7.	Name of Authorized Signatory	
8.	Sales Tax/ CST No.	
9.	Income Tax No./PAN/VAT/GIR No., etc.	
10.	Year of Establishment of Company	
11.	Number of similar works undertaken (Attach copies of the Supply Orders with brief description of the work and copy of the last payment or completion or satisfactory certificate). Also mention if you have currently any live site. Attach supporting documents. **Attach Samples of Cards i.e of the jobs executed to check quality of printing**	
12.	Details of manpower & hardware resources to be deployed for completing the work in accordance with the time schedule	
13.	Proposed Project Manager along with his/her profile and work experience	

Check List: All the supporting documents as mentioned should be submitted; otherwise the bidder is liable to be disqualified.

1. Bids should be submitted by post/in person.
2. Sample cards to be provided in along with the Technical Bid. **The bidder is required to make a presentation before the committee during opening of the technical bid.**
3. The Vendor should have their office in Delhi/NCR.
4. The bidder should submit the copy of PAN Card/Sales Tax/VAT/Service Tax certificates, etc.
5. The Vendor/Agency should give an undertaking that it has not been black listed by any Government/Autonomous/PSU type organization.
6. EMD of Rs. 50,000 for the tender submitted in the form of DD/Banker Cheque.
7. Covering Letter mentioning Name, Complete address and contact details of the prospective Vendor.
8. The responsibilities and requirements if any from IITD side must be clearly mentioned.
9. Any other information the applicant desires to furnish.
10. Bidding document duly signed with office seal as a token of acceptance of our standard terms & conditions.