

**Notice Inviting Quotation (E-Procurement mode)**  
कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योरमेंट मोड)  
**INDIAN INSTITUTE OF TECHNOLOGY DELHI**  
भारतीय प्रौद्योगिकी संस्थान दिल्ली  
**HAUZ KHAS, NEW DELHI-110016**  
हौज खास, नई दिल्ली- 110016

**Dated/ दिनांक:01/11/2019**

**Open Tender Notice No. /खुला प्रस्ताव निविदा सूचना नंबर: IITD/ISTA (SP-2650)/2019**

Indian Institute of Technology Delhi is in the process of purchasing following item(s) as per details as given as under.

इंडियन इंस्टीट्यूट ऑफ टेक्नोलॉजी दिल्ली निम्नलिखित मदों की खरीद की प्रक्रिया में है।

<b>Details of the item</b> आइटम का विवरण	<b>Indian interested parties who can provide RFID based attendance system along with associated software for messes of IIT Delhi Hostels.</b>
<b>Earnest Money Deposit to be submitted</b> बयाना जमा करने के लिए जमा राशि	<b>Rs.50000/रुपये</b>

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> . Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app> . The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

निविदा दस्तावेज केन्द्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड हो सकते हैं ई-प्रोक्योरमेंट में पंजीकृत नहीं होने वाले इच्छुक बोलीदाताओं को वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले पंजीकरण करना चाहिए। पोर्टल नामांकन मुफ्त है बोलीदाताओं को सलाह दी जाती है कि 'ऑनलाइन बोली के लिए निर्देश' पर दिए गए निर्देशों के माध्यम से जाने की सलाह दी जाए।

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

निविदाकर्ता वेबसाइट पर निविदा दस्तावेज का उपयोग कर सकते हैं) एनआईसी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआईटी दिल्ली निविदाओं को देखने के लिए" गो "बटन पर क्लिक करें (उपयुक्त निविदाका चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरें और वेबसाइट पर <http://eprocure.gov.in/eprocure/app> पर पूरा निविदा दस्तावेज ऑनलाइन जमा करें। अगले पृष्ठ में दिए गए कार्यक्रम के अनुसार No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

कोई मैन्युअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन तकनीकी और वित्तीय दोनों को ई-प्रोक्योरमेंट पोर्टल में जमा करना चाहिए

**SCHEDULE**

Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Goods & Services
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Buy
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Computer System
Source of Fund (Institute/Project)	Budget Code <b><u>NPN-04/DOS</u></b>
Is Multi Currency Allowed	No (INR)
Date of Issue/Publishing	01-11-2019 (12:00Hrs)
Document Download/Sale Start Date	01-11-2019 (12:00Hrs)
Document Download/Sale End Date	22-11-2019 (15:00Hrs)
Date for Pre-Bid	15/11/2019 (15:00 Hrs)
Venue of Pre-Bid	Committee Room of Dean, Student Affairs
Last Date and Time for Uploading of Bids	22-11-2019 (15:00Hrs)
Date and Time of Opening of Technical Bids	25-11-2019 (15:00Hrs)
Tender Fee	Rs. NIL/- (For Tender Fee)
EMD	Rs.50000/- (For EMD) (To be paid through RTGS/NEFT. IITD Bank details are as under: Name of the Bank A/C : IITD Revenue Account SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	180 days (From last date of opening of tender)
Address for Communication	Asstt. Registrar (Students Affairs), IIT Delhi, Hauz Khas, New Delhi-110016
Contact No.	011-2659-1784 (Ms. Sapna) or 011-2659-1747
Fax No.	011-2658-2153
Email Address	arsa@admin.iitd.ac.in

**Chairman Purchase Committee, (Buyer Member)**

## **Instructions for Online Bid Submission/ ऑनलाइन बोली (बिड) के लिए निर्देश:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक प्रापण पोर्टल) यूआरएल : <http://eprocure.gov.in/eprocure/app> पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाणपत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदाकर्ताओं की सहायता करने के लिए नीचे दिए गए निर्देशों का मतलब है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां ऑनलाइन जमा करें।

More information useful for submitting online bids on the CPP Portal may be obtained at:

अधिक जानकारी सीपीपी पोर्टल पर ऑनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है:

<http://eprocure.gov.in/eprocure/app>

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.

बोलीदाताओं को "नामांकन के लिए यहां क्लिक करें" लिंक पर क्लिक कर के सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (यूआरएल: <http://eprocure.gov.in/eprocure/app>) के ई-प्रोक्योरमेंट मॉड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन नि: शुल्क है

- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।

- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।

- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाणपत्र (कक्षा द्वितीय या कक्षा III प्रमाण पत्र के साथ महत्वपूर्ण उपयोग पर हस्ताक्षर करने) की आवश्यकता होगी (जैसे सिफी / टीसीएस / एनकोड / ई-मुद्रा आदि), उनके प्रोफाइल के साथ

- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

केवल एक मान्य डीएससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए जिम्मेदार हैं कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।

- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

बोलीदाता फिर अपनेयूजर आईडी / पासवर्ड और डीएससी / ई टीकेन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इनके माध्यम से साइट पर लॉगऑन करता है।

## **SEARCHING FOR TENDER DOCUMENTS/ निविदा दस्तावेजों के लिए खोजना**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प हैं, ताकि बोलीदाताओं को कई मापदंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं 'मेरी निविदाओं' फ़ोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी की गई है।

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।

## **PREPARATION OF BIDS / बोली (बिड) की तैयारी**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझने के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोली दस्तावेज जमा करना है, दस्तावेजों की

संख्या – जिस में प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

बोलीदाता, अग्रिम में, निविदा दस्तावेज / अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दस्तावेज तैयार करना चाहिए और आमतौर पर, वे पीडीएफ / एक्सएलएस / आरएआर / डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोलीदस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान) जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाण पत्र आदि बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध "मेरा स्पेस" क्षेत्र का उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज सीधे "मेरा स्पेस" क्षेत्र से जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की ज़रूरत नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

## **SUBMISSION OF BIDS/बोली (बिड) का जमा करना**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

बोलीदाता को बोली प्रस्तुति के लिए अच्छी तरह से साइट पर लॉग इन करना चाहिए ताकि वह समय पर बोली अपलोड कर सके या फिर बोली प्रस्तुत करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक कर के आवश्यक बोलीदस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

- 3) Bidder has to select the payment option as "on-line" to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).

बोलीदाताको निविदा शुल्क / ईएमडी को भुगतान के लिए" ऑनलाइन "के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से ऑनलाइन पर भुगतान करने की आवश्यकता होती है अनुसूची, पेज नं .2 देखें।

- 4) The server time which is displayed on the bidders' dashboard will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

सर्वर का समय जो बोलीदाताओं के डैश बोर्ड पर प्रदर्शित होता है बोलीदाताओं द्वारा बोलियों को खोलने के लिए समयसीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा। बोलीदाताओं को खोलना आदि। बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग कर के एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दर्ज किए गए डेटा को अनधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदन शील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

- 7) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

बोलियों के सफल और समय पर जमा होने पर, पोर्टल एक सफल बोली प्रस्तुत करने का संदेश देगा और एक बोली सारांश बोली संख्या के साथ प्रदर्शित किया जाएगा। और अन्य सभी प्रासंगिक विवरणों के साथ बोली प्रस्तुत करने की तारीख और समय।

- 8) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

## **ASSISTANCE TO BIDDERS /बोलीदाताओं को सहायता**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए यानि विदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबोधित किया जाना चाहिए।

- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

ऑनलाइन बोली प्रस्तुत करने या सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न 24x7 सीपीपी पोर्टल हैल्प डेस्क पर निर्देशित किया जा सकता है। हैल्प डेस्क के लिए संपर्क संख्या 1800 233 7315 है

## **General Instructions to the Bidders /बोलीदाताओं के लिए सामान्य निर्देश**

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

निविदाएं पोर्टल <http://eprocure.gov.in/eprocure/app> के माध्यम से ऑनलाइन प्राप्त होंगी तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को पीडीएफ प्रारूप में अपलोड करना होगा।

- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app> Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

कंपनी के नाम में स्मार्ट कार्ड / ई-टोकन के रूप में मान्य क्लास II / III डिजिटल हस्ताक्षर प्रमाण पत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और <https://eprocure.gov.in/eprocure/app> के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते हैं। डिजिटल हस्ताक्षर प्रमाण पत्र अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिनमें से जानकारी "डीएससी के बारे में सूचना" लिंक के तहत वेबसाइट <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।

- 3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>

निविदाकर्ता को सलाह दी जाती है कि वे निविदा कार को निर्देश दिए गए हों ताकि ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोकॉर्ममेंट पोर्टल के जरिए <https://eprocure.gov.in/eprocure/app> पर ऑनलाइन निविदाएं जमा कर सकें।

## **NOTICE INVITING QUOTATION**

Indian Institute of Technology Delhi (IITD) is interested in installing RFID based hostel-mess attendance system for the 13 hostels in the campus.

We need to have an “automated attendance and hostel-mess management system” for the 13 hostels in the campus of IIT Delhi, as per the hostel policy rules. These hostels have student strength of around 500 each and some regular and casual guests as well. These are serving a minimum of three meals a day.

The required system is needed to be in compliance with hostel policy rules and compatible with existing RFID enabled Identity cards. User-Interface which is Mobile-friendly is required for students, mess-staff, Dean (Student Affairs), faculty, accounts, software-team or any other, to perform various required tasks.

This system is needed for smooth working of the messes, quick updates, better flexibility and monitoring of the expenses.

**Note: If any, minor variation (subject to mutual agreement) will be required; it will be permitted by the competent authority of Indian Institute of Technology Delhi.**

### **Technical Specification:**

Here is a brief about the components of the system needed, along with expected system behavior:

(Please note that changes on top of this could be expected to enhance the quality of outcome as and when needed.)

#### **A. The expected Hardware in the RFID system shall have:**

- a. RFID reader (compatible with existing RFID enabled Identity cards of Indian Institute of Technology Delhi)
- b. RFID coder (to code the Guest-card or the master-card etc),
- c. Guest-card (for project-staff/scholar/others),
- d. Master-card (to control the guest entries in the mess in case of unplanned guests or any number)
- e. Local mess network components (connected to the reader), which shall store the data for a month atleast.
- f. Central System components for Indian Institute of Technology Delhi, (which shall be connected with the mess network) and
- g. Any other component, as per need to complete the system functionality.

#### **B. The expected Software in the RFID system shall have:**

- a. RFID reader software, which shall allow a ‘Valid Entry User’ to dine and a Non-Valid Entry User being rejected.
- b. RFID reader Software being integrated and controlled by local/mess system software, which in turn is controlled by Central system software.



- c. Routine or periodic updates to/from Mess system (local system in the hostel connected to the RFID readers present in the mess premises) from/to the Central System to happen smoothly.
- d. Integration of all hostel-mess systems with Central system to control the whole set-up.
- e. Authentication of all user controlled by Central system.
- f. Maintenance of the data for all the messes day/month/year wise in the Central system.
- g. Daily updates to the mess system about the expected head count day wise (available/terminated/rebated/guests) by the Central system.
- h. Mechanism for communication with all diners as and when needed (mass messaging).
- i. Mobile-friendly User-Interface for all the stakeholders: students, mess-staff, Dean (Student Affairs), faculty, accounts, software-team or any other as per need to perform various required tasks.

Some detailed requirements for the User-Interfaces are mentioned here (More could be added as per need of complete system functionality):

1. Mobile-friendly User-interface for students to login and perform tasks such as:
  - Attendance review for the allotted hostel-mess
  - Attendance-marking for the allotted hostel-mess
  - Guest-request
  - Rebate-request
  - Complaints and feedback
  - any other additional action
2. Mobile-friendly User-interface for Mess-staff to login and perform routine tasks for the respective hostel-mess such as:
  - Execution of Rebate-application
  - Execution of Guest-application
  - Entry of run-time guests and their details
  - Attendance review and updates
  - Successful data update to Central system in each cycle
  - Complaints and feedback
  - Any other additional action
3. Mobile-friendly User-interface for Dean (Student Affairs) Office to login and perform tasks for any of the 13 hostel-messes of Indian Institute of Technology Delhi, such as:
  - Verification and Updates of data (open/close/rejected requests)
  - Execution of any request
  - Update in list of Valid Entry User in any hostel-mess as and when required
  - Any other additional action
4. Mobile-friendly User-interface for the concerned faculty (Warden/Associate-Warden) to login and perform tasks such as:
  - Verification and Updates of data (open/close/rejected requests)
  - Execution of any request
  - Any other additional action
5. User-interface for Accounts Office to login and perform tasks for any of the 13 hostel- messes of Indian Institute of Technology Delhi, such as:
  - Verification and Updates of data (open/close/rejected requests)
  - Feed inputs or fetch data for the hostels

- Any other additional action
6. User-interface for Software-team to login and perform tasks at the central level for any of the 13 hostel-messes of Indian Institute of Technology Delhi, such as:
- Verification and Updates of data (open/close/rejected requests)
  - Feed inputs or fetch data for the hostels.
  - Make changes in the software as per need
  - Trigger messaging for all as and when needed
  - Any other additional action

**C. The expected behavior of the system shall be as mentioned here:**

- a. For a **Valid Entry User**, dining entry shall be allowed as per rule (explained below). Indication of validity shall be audible/visible when ID-card is tapped on the RFID Reader.
- b. Corresponding update of the users, in the local system followed by Central system or vice-versa (mobile-check-in for the meal), shall be done timely.
- c. For a **Non-Valid Entry User**, dining entry shall not be allowed as per rule (explained below). Indication of non-validity shall be audible/visible when ID-card id tapped on the RFID Reader. In case of mobile-check in for the meal; display shall show the details.
- d. Successful periodic update of data, post each meal; from the hostels to the Central system automatically.
- e. System downtime handling mechanism.
- f. Handling of error/faulty scenarios.
- g. Choice of mess by student per month/semester (controlled by Central system).

**D. Rule:**

**a. Definition of Valid Entry User:**

1. User entering with ID-card should be existing student of IIT Delhi.
2. User should be enrolled in that hostel mess.
3. Attendance could be marked online using mobile application by a Valid Entry User.
4. User has not come for the second time in the same meal-cycle (as only one-meal per-cycle is permitted for Breakfast/ lunch/dinner).
5. Single-entry for each meal should be ensured in both the cases: ID-card user and attendance being marked using mobile application.
6. Rebate is not applicable for that user on the day of dining.
7. In case of registered Guest-card user, it should be in valid period of mess-registration tenure in that mess.
8. For guests registered by students through Guest-Form, verification should be done by mess staff. Here entries in the Guest-RFID reader should be done by the mess staff accordingly.
9. Random guests should be allowed to dine post payment to mess facility (verification of payment required). Here entries in the Guest-RFID reader should be done by the mess staff accordingly.

**b. Definition of Non-Valid Entry User:**

1. User not having ID-card.

2. User not marking/showing attendance using mobile application.
3. User having faulty/damaged ID-card.
4. User having rebate applied ID-card.
5. User not registered in that hostel-mess.
6. User with non-working Guest-cards.
7. Guest with un-confirmed payment.

**E. Timeline:**

- a. Work shall be started immediately on receiving the purchase order.
- b. Complete assignment shall be executed in iterations for the 13 hostel-messes (4+4+5).
- c. First successful iteration shall be as follows:
  1. Software development and deployment in hostels- 45 day
  2. Resolving the open issues- 1 month
- d. Post this (c.); implementation of complete stable system shall be applied in other sets of hostels with 1 month time frame in each as completion target.

**F. Support and Training:**

- a. Selected participant's (vendor) team shall be present in Indian Institute of Technology Delhi, during the complete deployment phase.
- b. Selected participant's (vendor) Support team shall be available in Indian Institute of Technology Delhi, post successful execution of assignment to meet any run-time need.
- c. Training shall be given to all stakeholders in Indian Institute of Technology Delhi.
- d. Service after delivery shall be provided.

**G. Selection Process:**

IIT Delhi has decided to evaluate the tenders submitted by the various participants through Quality Cost-Based Selection (QCBS) Method.

Under QCBS, both the technical and financial proposals will be weighted proportionately to determine the winning participant. The following weights will be assigned to the proposals:

- Weight assigned for technical evaluation (T) = 70 marks
- Weight assigned for financial evaluation (F) = 30 marks

**1. Technical Evaluation**

The technical bid will be evaluated first according to the parameters mentioned here under. The total score of 70 is bifurcated as in the table below:

*Please note that a minimum score of 11 marks will be required from point 1 and 2 below, to be eligible for presentation and evaluation against point 3 and 4.*

S.	Evaluation parameter	Max	Method of marks allocation	Proof required to
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No.		Marks		be submitted
1	Years of operation	7	Number of years being involved in providing software solutions (with hardware): i) Each year shall be counted as 2 marks each, upto 6 marks for 3 years. ii) Above 3 years, 7 marks shall be counted.	Relevant support document to be provided (year of inception in this business)
2	Successfully completed assignments on similar software technology preferably with PSU/Govt. clients/Large MNC's/Academic institution.  <b><i>The agency must have a physical presence (i.e. a full-fledged office) located in Delhi NCR.</i></b>	14	Number of Private/PSU/Govt. clients/Large MNC's/Academic institution projects undertaken by the participants in the past 3 years i) Private or PSU/Govt. client projects ≥ 10 (14 marks) ii) Private or PSU/Govt. client projects = 8 (12 marks) iii) Private or PSU/Govt. client projects = 6 (10 marks) iv) Private or PSU/Govt. client projects = 4 (8 marks) v) Private or PSU/Govt. client projects = 2 (6 marks) vi) Private or PSU/Govt. client projects = 1 (4 marks)	Relevant supporting document to be provided along with performance certificates issued by their existing/previous clients ( <b>Annexure-III</b> )
3	'After Service feedback' from the existing/previous clients.	14	Committee may contact the clients from the given list and collect direct feedback.	List of clients
4	Presentation of Approach and O&M (Operation and Maintenance)	35	The following metrics will be considered: i) Organization profile ii) Understanding of need of IIT Delhi iii) capability to meet the requirements iv) Plan of action in fulfilling of demand v) Wireframe demonstration of approach (Interactive prototype) vi) O&M (Operation and Maintenance) services vii) Innovative approach	Copy to be submitted before the presentation

*Minimum of 42 marks will be required out of 70 marks mentioned above, in order to be eligible for financial evaluation.*

## 2. Financial Evaluation

The financial bid will be opened and evaluated after the technical proposal.

The lowest-priced financial proposal will be awarded the full weighted score (30 marks).

The other qualifying proposals will be weighed accordingly to calculate the financial bid score as explained here:

If A is the bidder with lowest bid of Rs. X, then A will be awarded 30 marks. Now other qualifying bidders say B and C have given the bid as Rs. Y and Rs. Z respectively, so the normalized score of B will be  $(30 \cdot X/Y)$  and that of C will be  $(30 \cdot X/Z)$ .

The final score of the bidder will be the total of technical and financial evaluation scores.

Final computed score = Technical score (score out of 70) + Financial score (weighted score out of 30)

The bid will be awarded to the highest scorer.

Tender is invited online from participants who would be ready to develop and provide this solution to IIT Delhi. They should attach a brief write-up with details of their organization and previous such work undertaken.

The tender Document containing the details can be downloaded from the website of the Institute [www.iitd.ac.in](http://www.iitd.ac.in). Further details, if any, may be obtained from the office of Assistant Registrar (SA) Room No. MS-207/C-11, IIT Delhi Admin Block, IIT Delhi Campus, Hauz Khas, New Delhi-110016 during working hours. Last date for submission of tender is 14-11-2019 upto 1200 hrs. Tender is to be submitted online. A presentation will be asked from the participants at any time after opening of technical bids. Financial Bid Document will be subsequently evaluated for the short listed participants only.

*Note: Director, IIT Delhi or any of its designates reserves the right to cancel this request for tender and/or invite afresh with or without amendments, without liability or any such request for tender and without assigning any reasons. Information at this stage is indicative and Director, IIT Delhi reserve the right to amend/add further details in the tender.*

**Pre-Qualification Criteria:** Following will be the minimum pre-qualification criteria. Each eligible Participant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated further:

1. The firm should be in the business of providing similar services for at least 03 years as on 30.09.2019.
2. The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2016-17, 2017- 18 & 2018-19). Kindly attach balance sheet of said three years duly signed/certified by CA with name of CA, registration number, signature and stamp to be affixed.
3. The Bidder should have atleast five regular employees during the last 3 consecutive Financial Years (FY 2016-17, 2017- 18 & 2018-19).
4. The firm should not have been blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies
5. PAN No. / Service Tax Registration Certificate/GST. Please attach relevant documents.
6. The participants should have their registered offices in NCR Delhi. Address details and proof be provided.

**COMPLIANCE SHEET****Technical Specification**

S. No.	Technical Specifications	Compliance Y/N
1	The firm should be in the business of providing similar services for at least 03 years as on 30-09-2019	
2	The bidder has to profitable and should not have incurred loss in any of the last 3 consecutive financial year (FY 2016-17, 2017-18& 2018-19).Kindly attach balance sheet of said three years duly signed/certified by CA with name of CA, registration number, signature and stamp to be affixed. This clause is exempted in case of a Trust or a Society or a not-for profit company or an institution as defined at S. No.1 above.	
3	The Bidder should have atleast five regular employees during the last 3 consecutive Financial Years (FY 2016-17, 2017- 18 & 2018-19).	
4	The firm should not have been blacklisted by any Central Govt./State Govt./ PSU/ Govt. Bodies	
5	PAN No./ Service Tax Registration Certificate/ GST. Please attach relevant documents.	
6	The applicants should have their registered offices in NCR Delhi. Address details and proof be provided.	

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

**Signature of Bidder**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Contact No. :** \_\_\_\_\_

**<< Organization Letter Head >>  
DECLARATION SHEET**

We, \_\_\_\_\_ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 GST Number	
7 PAN Number	
(In case of on-line payment of Tender Fees)	N/A
8 UTR No. (For Tender Fee) (In case of on-line payment of EMD)	
9 UTR No. (For EMD)	
10 Kindly provide bank details of the bidder in the following format: a) Name of the Bank	
b) Account Number	
c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

**(Signature of the Tenderer)**  
**Name:**  
**Seal of the Company**



## List of Govt. Organization/Deptt/Autonomous bodies or other reputed educational Institute/Deptt.

List of Government Organizations/Deptt./Autonomous bodies or other reputed educational Institute/Deptt. for whom the Bidder has undertaken such work during last three years (must be supported with work orders)		
Name of the organization	Name of Contact Person	Contact No.

Signature of Bidder

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact No. : \_\_\_\_\_

**PREVIOUS SUPPLY ORDER DETAILS**

**Annexure - IV**

**Name of the Firm** \_\_\_\_\_

Order placed by (Full address of Purchaser)	Order No. and Date	Description and quantity of order equipment	Value of order	Date of Completion of delivery as per contract	Has the equipment been installed satisfactorily (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: \_\_\_\_\_

**ORIGINAL EQUIPMENT MANUFACTURING (OEM)**

**MANUFACTURING AUTHORISATION FORM**

**(On Letter Head of Manufacturer)**

**Annexure-V**

Tender No. :- .....

Date:- .....

To  
The Director,  
  
Indian Institute of Technology Delhi,  
  
New Delhi- 110016

Dear Sir,

We manufactures of original equipment at (.....address of factory.....) do hereby authorize M/s (Name and address of Agent) to submit a bid, negotiate and receive the order format you against your tender enquiry.

No company or firm or individual other than M/s. .... I authorized to bid, and conclude the contract in regard to this business.

We hereby extend our full guarantee and warranty as per clause ..... of the terms and conditions NIQ for the goods and services offered by the above firm.

Yours Faithfully,

(Name)

(Name & Seal of manufactures)

Note:- This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by bidder in its techno-commercial unpriced bid.

## Bid Submission

### Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **two** Envelops as explained below:-

<b>Envelope – 1</b>			
(Following documents to be provided as single PDF file)			
Sl. No.	Document	Content	File Types
1.	Technical Bid	Compliance Sheet as per Annexure - I	.PDF
2.		Organization Declaration Sheet as per Annexure - II	.PDF
3.		List of organizations/ clients where the same products have been supplied (in last two years) along with their contact number(s). (Annexure-III)	.PDF
4.		Technical supporting documents in support of all claims made at Annexure-I (Annexure-IV)	.PDF
5.		PREVIOUS SUPPLY ORDER as per Annexure - IV	.PDF
6.		ORIGINAL EQUIPMENT MANUFACTURING (OEM) MANUFACTURING AUTHORISATION FORM as per Annexure - V	.PDF
<b>Envelope – 2</b>			
Sl. No.	Document	Content	File Types
1.	Financial Bid	Price bid should be submitted in given BOQ_XXXX.xls format. <b><i>(Note: -Comparison of prices will be done ONLY on the bids submitted for the Main Equipment and anything asked as 'Optional' in the specs is not to be included for overall comparison.)</i></b> Bids for optional items are to be submitted in 'sheet2_Quote for optional items'	.XLS