



BHARAT HEAVY ELECTRICALS LIMITED
FABRICATION PLANT, JAGDISHPUR INDUSTRIAL AREA, DISTT.
CSM NAGAR-227817 (U.P.), INDIA
Phone: +91-5361-271 378; Fax: +91-5361-271 382

TENDER ENQUIRY

Tender Enquiry No: TE-FP-BM-12-07	Tender Enquiry Date: 02/11/2012	Due Date and Time for Submission of Bid through email: on or before 23/11/2012 (2:30 PM)	Due Date and Time for Opening of Bid: 23/11/2012 (3:00 PM)
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To,

KIND ATTN.:

Dear Sir,

We are pleased to invite most competitive quotations in three part bid system, strictly in line with given Terms & conditions. Please submit your lowest quotation in the format prescribed in **Annexure-A** by the due date and time.

Terms and Conditions:

- 1. Scope of Supply:** Supply, inspection at Vendor's works, packing, forwarding, insurance of Biometric Time and attendance system and its software as per Technical specification for Fabrication Plant, BHEL, Jagdishpur as per following details:

TABLE-1

Sr. No.	Description	Equipment Guarantee	AMC	Delivery Schedule	I&C Schedule
1	Supply, installation of Biometric Time and Attendance Devices and software with technical specification as per Annexure-B	1 year from date of acceptance and successful installation at BHEL, Jagdishpur	4 years after 1 year of Guarantee period	4 weeks from PO/LOI	4 weeks from supply

- 2. Prices:**
Prices: The prices shall be firm on FOR BHEL, Fabrication Plant basis. **Prices shall be quoted by vendors as per price bid schedule at Annexure-A.** If the prices are quoted in any other format then the bid is liable to be rejected.
- 3. Delivery Period:**
Complete set of items with its auxiliaries and spare parts shall be supplied on FOR BHEL Jagdishpur basis within 4 weeks from date of PO/LOI.
- 4. Installation & Commissioning Period:**
Complete set of items with its auxiliaries and spare parts shall be Installed and Commissioned at BHEL Jagdishpur within 4 weeks from date of supply of complete set of items.

5. Liquidated Damages (LD)/Penalty For Delay:

The delivery of Equipment shall be made within the time prescribed. Failure to dispatch the Equipment in time as per the delivery specified above would make the Vendor liable to an un-conditional penalty at the rate of one half percent (1/2%) of the Order value for delay of each week (or part thereof) subject to a maximum of ten percent (10%) of the Order Value. The Installation & Commissioning of Equipment shall be completed within the time prescribed. Failure to commission the items as per schedule specified would make the Vendor liable to an un-conditional penalty at the rate of one half percent (1/2%) of the Order value for delay of each week (or part thereof) subject to a maximum of ten percent (10%) of the Order Value.

6. Terms of Payment:

90% payment (alongwith 100% of taxes and duties) of supply portion against dispatch documents and balance 10% payment after acceptance of the Equipment at BHEL works and after submission of letter of Acceptance of Equipment and Performance Bank Guarantee. Freight charges shall be payable separately after receipt of material at site.

Installation and commissioning charges shall be payable after acceptance of the Equipment at BHEL works and after submission of letter of Acceptance of Equipment.

7. Equipment Guarantee:

As per above TABLE-1 and attached Technical Specification.

8. Annual Maintenance Contract (AMC):

As per above TABLE-1 and attached Technical Specification.

9. Performance Bank guarantee:

Vendor shall furnish a Performance Bank Guarantee (PBG) of 10% of the Contract Price confirming that necessary service and maintenance support and guarantee replacements will be provided during the guarantee period. The PBG shall be valid up to end of the guarantee period with additional claim period of 2 months. The PBG shall be issued as per attached Format at **Annexure-C** and from BHEL Consortium bank as per **Annexure-D** only.

10. Arbitration:

GM-CSU&FP (or any official appointed by him) shall be the sole arbitrating authority for this contract.

11. Contract Law and Jurisdiction:

This Contract shall be governed by the laws of India. No court shall entertain or try any suit or legal proceedings to enforce any claim arising out of the Contract except in a court of law having jurisdiction at **CSM Nagar**.

12. Insurance:

Transit Insurance of complete items shall be done by vendors.

13. General:

- a) The tenderer, which quotes the lowest "**TOTAL PACKAGE PRICE**" shall be L1. Normally, order shall be placed on the L1 tenderer (refer Price Bid Format at **Annexure-A**)
- b) Offer validity shall be 3 Month from the date of opening of Bid.
- c) The items should be only brand new & as per applicable Indian/International standards.
- d) BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no tenderer shall have any claim arising out of such action by BHEL.
- e) BHEL may decide to process the case through Reverse Auction. Vendors to give their confirmation for participation in Reverse Auction process. Offer of vendors not confirming to Reverse Auction shall be liable to be rejected.
- f) Failure in satisfactory performance of the contract shall lead to forfeiture of the PBG.
- g) BHEL reserves the right to increase or decrease the quantity.
- h) The offers received late after due date and time, shall not be considered by BHEL.
- i) Offers with deviations from terms and conditions of the tender shall attract Loading or may not be considered.

Instruction/procedure for submission of bids

- a. This Tender shall be issued by hand/email/fax only.
- b. The offer is to be submitted by the vendors in three parts in sealed envelopes.
- c. **Envelop-1: Tender Cost (Rs. 2000/-) in form of Demand Draft (DD).** Payment to be made through Demand Draft in favour of "Bharat Heavy Electricals Limited" payable at State Bank of India, IGFCC Branch, Jagdishpur Industrial Area, U.P., Distt. Sultanpur-271817, INDIA (Branch Code: 9072). Vendor to write Demand Draft (DD), Tender Enquiry No. & Date, Due date of opening and complete address of the Vendor on the envelop.
- d. **Envelop-2: Techno-Commercial Offer shall be sealed in Envelop-2.**
On the envelop, vendor to write Part-I, Tender Enquiry No. & Date, Due date of opening and complete address of the Vendor. This envelop should contain following documents:
- i. Tender Enquiry duly signed with stamp on each page as a token of acceptance of all terms and conditions.
 - ii. Declaration as per attached Annexure-E of NIT.
 - iii. Technical details/brochures of the offered models, if applicable.
 - iv. Duly signed with stamp on each page of Technical Specification as a token of acceptance.
 - v. Un-priced copy of Price bid format (as per Annexure-A). Un-priced means that vendor to write "QUOTED" in place of the prices offered in Original Price Bid.
 - vi. Covering Letter giving index interlinking all the documents with all the pages signed and stamped.
- e. **Envelop-3: Price Bid shall be sealed in Envelop-3.**
On the envelop, vendor to write Part-II, Tender Enquiry No. & Date, Due date of opening and complete address of the Vendor. This envelop should contain following documents:
- i. Priced copy of Price bid format (as per Annexure-A). To terms or conditions should be written in Price Bid Format, else offer of the vendor is liable to be rejected.
- ENVELOP-1, ENVELOP-2 & ENVELOP-3 shall be sealed in BIG ENVELOP. On this envelop, vendor to write Tender Enquiry No. & Date, Due date of opening and complete address of the Vendor.**
- f. Address for submission and opening of Tender Document :
- Office of the AGM (MM)**
CSU&FP, Jagdishpur Industrial Area,
Distt. CSM Nagar- 227817 (U.P.) INDIA
Tel: +91 5361 271 378
Fax: +91 5361 271 382
Email: upender@bhelcsufp.in
- The tender(s) should reach the above mentioned address on or before the due date mentioned above. BHEL will not be responsible for delay in receipt of tender(s).
- g. BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation, or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no bidder shall have any claim arising out of such action by BHEL.

Yours Faithfully,

For Bharat Heavy Electricals Limited

Upender Kumar
Engineer-MM (CSU & FP)

PRICE BID FORMAT
(Section-III)

Tender No. & Date : **TE-FP-BM-12-07 dated 02/11/2012 DUE ON 23/11/2012**
Bidder's Offer No. & Date :

All Values in INR

Sr. No.	Item Description	Unit	Qty.	Unit Rate	Total Price	Excise Duty @__%	Sales tax @__%	Any Other Taxes/ Charges	Freight	FOR BHEL Price
			1	2	3 = 1 X 2	4 (on 3)	5 (on 3+4)	6	7	8 = 3+4+5+6+7
1	Supply, installation of Biometric Time and Attendance Devices with technical specification as per Annexure-E	Nos.	6							
2	Supply, installation of Biometric Time and Attendance Software with technical specification as per Annexure-E	No.	1							
	SUB-TOTAL (SR. NO. 1 to 2)									
3	I&C Charges of Sr. No. 1 to 2									
4	TOTAL WITH I&C CHARGES									
5	AMC Chagres as per Technical Specification	Yrs.	4							
6	GRAND TOTAL with AMC Charges									

Note: Vendor to quote for all the items.

Un-priced copy of this price-bid to be submitted with Part-I, Techno-Commercial Offer as per NIT.

Name of the Firm
Signature of Prop./Partner with Seal

BIOMETRIC ATTENDANCE MACHINE WITH SMART CARD SENSOR TO MEET FOLLOWING SPECIFICATIONS

1. CPU: 32 bit, 200 MHz or above.
2. Flash Memory: 8 MB or above.
3. FP Sensor: Optical with min 500 DPI resolution.
4. Integrated smart card reader to read contactless Proximity cards for 1:1 verification with read range of 0 to 2.5 inch.
5. 1: N verification with finger print templates.
6. Allowable finger rotation in the reader: +/- 35
7. Enrollment Time: < 3.0 sec
8. Verification time: Less than 1 sec for 99% of cases.
9. FAR: max 0.001%
10. FRR: max 0.1 %
11. Communication Interface: Ethernet connectivity 10/100 mbps inbuilt
12. Local database Storage: Min 2,000 fingerprint templates
13. Built in backlit LCD display for Staff no, Name, time, date etc.
14. Log Storage: min 12,000 punches.
15. Must be live finger detection enabled.
16. Rating: Must be IP65 rated waterproof.
17. Built in maintenance free operational Battery Backup for minimum two hours in each machine separately.
18. 18. Function Keys: Must provide minimum four function keys for suitable employee's work hour management with the function keys provided (e.g. 1. starting work, 2.Finishing work, 3. going out, and 4. returning to work).
19. Finger print Sensor with ultra-hard surface coating that withstands greater than 10 million rubs and scratch and impact resistant. The sensors shall also withstand extreme climate differentials from hot to cold, with a commercial temperature range of -10 degrees Celsius to 60 degrees Celsius and humidity up to 95%.
20. Reader to be provided with Tower type Green and red lights and also with built in audio output.
21. Should come bundled with device management software to Manage, Control, Reset, Reboot and Configure all devices from a central point through LAN/Web.
22. Should come in a protected box or case (Steel/Wooden) so that no wiring or machine part is exposed out of the box.
23. Certification: CE, FCC.
24. Warranty: 12 months warranty from date of installation.

Note: All documentary certificates/datasheets to be submitted for verification of above technical specification of machine quoted by bidder.

SPECIFICATION OF TIME ATTENDANCE AND REGULARIZATION SOFTWARE

It will be a complete turnkey project. Bidder shall provide software to record, monitor and regularize the attendance of employees with minimum following specifications:-

1. Software should be of independent nature and can be integrated with different type and makes of attendance machines simultaneously. Data from each attendance machine should get downloaded at a scheduled time every day to a central server database using MYSQL, MS SQL Server or any other freeware (to be supplied and installed by bidder).

2. All employees should be able to view their own attendance record and should be able to mark the days as leave/tour/absent etc using a standard web browser. Several department heads to be created and he should be able to view & regularize the timings of employees under him.
3. The software should be able to generate all kind of daily, weekly, monthly and yearly reports like employees coming late after a specific time, going early before a specific time, total duty hours, overtime, shortage of hours, all employees absent/on leave on a particular date, leave/absent record of a particular employee etc.
4. System should be able to export these attendance records in MS Excel, CSV & PDF as desired using web based admin login and should have a utility to transfer data in desired customizable fields to SAP system for payroll processing.
5. The complete Installation, Testing, Commissioning & training to BHEL representative is in supplier's scope.
6. Warranty of 12 month from the date of commissioning shall be provided on complete system with all man and machine and any replacement of work to be done free of cost during that period.
7. System should be of type that in any case, attendance data is never lost.
8. Should be for Min 300 users as on date and in future should be expendable up to 1000 at least.
9. Should be customizable enough to incorporate any possible change in future.

ANNUAL MAINTENANCE CONTRACT & DOWNTIME CALCULATION

AMC for four years after expiration of warranty period is required for the complete system including all Hardware, Software & Spares. Payment of AMC charges shall be paid quarterly after deduction of downtime, if any. Downtime certificate of each quarter shall be provided by BHEL representative for payment processing.

Downtime shall be calculated as below:

Bidder shall be responsible for maintaining a minimum uptime of 99% for the entire system on quarterly basis. Any down downtime above 1% will be subject to deduction of AMC charges on following basis. The downtime will be calculated as shown below:

- a) AMC amount per quarter: Rs. A
- b) Total available hours per Quarter: 24H x 30D x 3M = 2160H
- c) Down time allowed in a quarter is 1% = 21.60 Hrs
- d) Deduction Factor (F) will be calculated as below:

Downtime in a Month	Deduction Factor (F)
<5%	1.0
5%-10%	1.5
10%-15%	2.0
>15%	3.0

- e) If the system is down for 50 Hrs in a quarter, deduction will be: Rs. $50 \times F \times A/2160$

Note: If the uptime for equipment falls below 99% continuously for 1 month, the equipment shall have to be replaced by the Bidder, without any extra charge. Down time Hours will be calculated for any item failure in the system like Hardware machine, Software, connectors, Cables etc.

PROFORMA FOR PERFORMANCE BANK GUARANTEE

(To be issued on appropriate valid non-judicial stamp paper)

This Deed of Guarantee made this Day of 200 by Bank Ltd (hereinafter called the 'Bank', in favour of Bharat Heavy Electricals Limited, having its Registered Office at BHEL House, Siri Fort, New Delhi – 110 049 (hereinafter called the 'Purchaser') throughunit.

Whereas M/s (hereinafter called the Vendor) has entered into a Contract arising out of the Purchase Order No addressed by the Purchaser to the Vendor, for.....(scope of supply & services) (hereinafter called the 'Agreement').

And whereas the said Agreement provides that the Vendor shall submit a Bank Guarantee for a sum of Rs..... (Rupees..... only) towards Performance Guarantee to be made in the form and manner therein specified.

And whereas the Vendor have approached (Bank) and at their request and in consideration of the arrangement arrived at between the said Vendor and the said Bank, the said Bank has agreed to give such guarantee as hereinafter mentioned to the aforesaid Purchaser.

Now, therefore, these presents witness that we (Bank) by the hand of Shri..... its lawfully and duly constituted attorney do hereby undertake to pay the aforesaid Purchaser a sum of Rs..... (Rupees) by virtue of this Guarantee without any demur, merely on a demand from the Purchaser and to keep the company indemnified to the extent of Rs....., by virtue of this guarantee against any loss or damage caused to or would be caused to or suffered by the Purchaser by reason of breach by the said Vendor of any of the terms or conditions contained in the said Agreement or by reason of the Vendor's failure to perform the said Agreement and for the payment of any money payable by the said Vendor to the Purchaser under the terms and conditions of the said Agreement (the decision regarding the breach, loss, damage or payment due being solely at the discretion of the Purchaser).

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the Vendor, any suit or proceeding pending before any court or Tribunal relating thereto, our liability under these presents being absolute and unequivocal. The aforesaid guarantee will remain in force and we shall be liable under the same, irrespective of any concession for the time being granted by the said Purchaser to the Vendor in or for fulfilling the said Agreement and the guarantee will remain in full force irrespective of any change of terms, conditions or stipulations or any variation in the terms of the said Agreement irrespective of whether notice of such change and/or variation is given to us or not and claim to receive such notice of any change and or/variation is given to us or not.

ANNEXURE-D

LIST OF BHEL CONSORTIUM BANK	
1	State Bank of India
2	Canara Bank
3	Bank of Baroda
4	Punjab National Bank
5	State Bank of Hyderabad
6	State Bank of Travancore
7	Corporation bank
8	Syndicate Bank
9	Indian Bank
10	Oriental Bank of Commerce
11	UCO bank
12	Central bank of India
13	IDBI Ltd.
14	HDFC Bank Ltd.
15	ICICI Bank Ltd.
16	Kotak Mahindra Bank ltd
17	The Federal bank Limited
18	ABN-AMRO Bank
19	Citi Bank
20	HSBC
21	Deutsche Bank
22	Standard Chartered Bank
23	United bank of India
24	Vijaya Bank
25	Union Bank of India
26	Bank of India
27	Andhra Bank
28	Punjab & Sind Bank
29	Axis Bank

DECLARATION

1. Name of Bidder :

2. Contact details of Bidder :

3. Our quoted Price is as per format at **Annexure-A** : **CONFIRMED**

We accept all terms and conditions of this Tender Enquiry No. **TE-FP-BM-12-07** dated **02/11/2012** and our offer is in accordance to the same.

We also hereby declare that we have not been banned or de-listed by any PSU / Govt. Department / Financial Institute / Court.

(Seal & Signature of authorized signatory of Vendor)