

**INDIAN INSTITUTE OF CORPORATE AFFAIRS
MINISTRY OF CORPORATE AFFAIRS (GOVT. OF INDIA)
PLOT P 6, 7, 8 SECTOR-5 IMT MANESAR
GURGAON, PIN – 122050**

TENDER NO: IICA 14-01/2014

**TENDER FOR PURCHASE OF REAL TIME TRACKING & MONITORING
SYSTEM FOR OFFICE RECORDS FOR INDIAN INSTITUTE OF
CORPORATE AFFAIRS**

Sealed tenders are invited for supply of **Real time tracking and monitoring system for office records** in the Indian Institute of Corporate Affairs office at Manesar Campus as per terms and conditions enumerated in this tender document.

SCHEDULE

Last Date/Time for receipt of Bids	:	17 th September, 2014 /3:00 PM
Date/Time of Opening of Bids	:	17 th September, 2014 /3:30 PM
Place of Opening of Bids	:	Indian Institute of Corporate Affairs Plot P 6, 7, 8 Sector-5 IMT Manesar Gurgaon, PIN – 122050
Address for Communication	:	Indian Institute of Corporate Affairs Plot P 6, 7, 8 Sector-5 IMT Manesar Gurgaon, PIN – 122050 Email: chetan@iica.in chetan.iica@gmail.com

ELIGIBILITY CRITERIA FOR BIDDERS

1. The bidders who fulfill the following requirements shall only be eligible to apply. Joint ventures are not accepted.
2. Bidder should be a reputed firm/dealer having minimum of two years experience in the field of setting up **Real time tracking and monitoring system**.
3. The quotation must be submitted in "Two bid system " **a) Technical Bid** and **b) Financial Bid**
4. The Eligibility Documents, Technical Compliance and Earnest Money should be place in a single sealed envelope marked as "**Technical Bid**" and Quotation in a separate envelope marked as "**Financial Bid**". Both Technical Bid and the Financial bid shall be placed in sealed envelope super scribed with "**Quotation for Real-time Record Management and Tracking System**"
5. **List of Documents to be submitted for eligibility.**
 - Demand Draft/Pay order or Banker`s Cheque of any Scheduled Bank against EMD.
 - Certificate of work experience.
 - Certificate of Registration for Sales Tax / VAT and acknowledgement of up to date filed return.
 - Photocopy of PAN card.
 - Certificate that the firm has not been blacklisted by any Government Department/ Ministry.
6. The quotation should reach the **Indian Institute of Corporate Affairs, Indian Institute of Corporate Affairs Plot P 6, 7, 8 Sector-5 IMT Manesar Gurgaon, PIN - 122050 on or before 17th September,2014 up to 3:00 p.m. otherwise the tender will not be accepted.**
7. EMD (Earnest Money Deposit): It is necessary to attach E.M.D. amounting to Rs.20,000/- (Rupees Twenty Thousand) only in the shape of Bank Draft in favour of **Indian Institute of Corporate Affairs, New Delhi**. Without E.M.D., the quotation will not be accepted. The EMD will be returned after supply of the item to the successful firm.
8. The bids submitted by the vendors should be valid for a minimum period of 90 days from the date of the opening of tender and the prices should be valid till execution of purchase agreement.
9. Those bidder who fail to qualify the eligibility criteria will not be considered for opening of the Financial Bid and their bids will be rejected.
10. The rates quoted should be F.O.R. this Office and inclusive of all taxes, including delivery installation, charges etc.

11. In case order is not executed, E.M.D./Security money will be forfeited. If company is unable to provide satisfactory service during warranty period, the security deposit will be forfeited.
12. If the material supplied to the Institute is not found of good quality, the Office has right to reject the whole or part thereof.
13. The quantity given in the schedule is approx. which may be increased or decreased.
14. The **DG & CEO, IICA** reserves the right to reject any or all the quotations without assigning any reason thereof.
15. The sealed envelope of the bidders containing " Tender for Purchase of Real time tracking and monitoring system for office records " shall be opened on **17th September, 2014 at 3:30 P.M.**
16. The date and time of opening of financial bids will be intimated to the bidders.
17. The supply and installation of the above equipments shall be made by the vendor **within 45 days from the date of issue of the purchase order.**
18. The vendor will provide operational manuals, OEM documents for peripherals, set of diagnostics to test all the sub-systems etc. along with the systems.
19. The supply of above equipments will be at IICA, Manesar Campus.
20. The prices quoted in the Tender should be inclusive of power cables, interface cables, packing, forwarding, freight etc.
21. The price quoted should be **inclusive of VAT, Sales Tax** and any other tax as applicable under pursuant law. All the expenses will be added in your cost to calculate landed cost.
22. Payment for the items to be supplied by the vendor against the purchase order shall be made by IICA as follows: - 100% payment will be made after supply and successful installation of the equipments.
23. The equipments will carry supplier's on-site warranty. Warranty period of one year will start from the date of successful installation of all the items at site, for which successful bidder will have to furnish a performance security in the form of bank guarantee of Rs. 50,000/- (Rupees Fifty Thousand) only in favour of Indian Institute of Corporate Affairs.
24. Parties should specify the make and model of each Item along with all other details.

25. All the documents required should be submitted along with the bid of the tender only.
26. The documents containing bids shall be free from cutting and erasures. However, alterations, if any, in the tender should be attested properly by the bidder, failing which the tender is liable to be rejected.
27. The tenders submitted by fax/email will not be considered. No further correspondence will be entertained on this matter.
28. Tender not conforming to any or all the above terms and conditions will be rejected.
29. Incomplete tenders are liable to be rejected.
30. All the items to be supplied should be new, of good quality and standard and as per the technical specifications mentioned in tender bid document.
31. IICA reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.
32. IICA reserves the right to reject any or all the tenders without assigning any reason whatsoever. IICA would not be under any obligation to give any clarifications to those vendors whose tenders have been rejected. The decision of DG & CEO, IICA is final and binding in case of any dispute arising out of this contract between both the parties.

DECLARATION BY THE VENDOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 24. This is also certified that I/We/our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Name:

Address:

Designation:

On behalf of:
(Company Seal)

TENDER FOR PURCHASE OF REAL TIME TRACKING AND MONITORING SYSTEM FOR OFFICE RECORDS OF INDIAN INSTITUTE OF CORPORATE AFFAIRS, MANESAR

Record Room Access Control

1. Door Access Control
 - Supports all PIN & CARD.
 - Suitable for Recording Attendance and Access Control.
 - 30000 Employee database with name and birthday.
 - 16 User Defined Time Zones.
 - 8 User Definable Reason Master card.
 - Memory to store last 60000 transactions.
 - 16 Char X 2 Line high contrast back-lit LCD display.
 - Provision to display customized message to a person, group of persons or to all.
 - Built in embedded TCP/IP Stack.
 - EM Lock for (UL Rated / 600lbs) with fittings for glass doors

IP Camera

Resolution - 1.3 Mega pixels with IR facility. Complete with Cabling and Mounting Accessories and Software for Advanced Analytics

Record Room Diary Station

Protocol to be supported	UPC/EAN, CODE 128, Code 39, QR Code, ISO 18000-6B, EPC Class 1 Gen2 (ISO18000-6C)
Protection Class & Regulatory	IP 40 , FCC & CE Compliant
Work frequency	Standard ISM 865-868Mhz, 902-928Mhz (Frequency approved for use in India)
Power Output	FHSS
Antenna	Built in 2.5dbm Circular Polarized Antenna
Operating Mode	Answer, Actice & Trigger
Read Range	0-300mm (Depending on the Tag)
Reading Clue	Buzzer & LED
Write Range	0-100mm (Depending on the Tag)
Input Power	6V DC Power Adapter or Powered by USB
Dimension	160 X 110 X 40 mm
Operating Temperature	-25 to 60 degree Celsius

Main Gate Security and Electronic Surveillance System

Protocol	ISO 18000-6B, EPC Class 1 Gen2 (ISO18000-6C)
Protection Class & Regulatory	IP 54 , FCC & CE Compliant
Work frequency	Standard ISM 865-868Mhz, 902-928Mhz (Frequency can be customized)
Power Output	FHSS
Antenna	10-30dbm (adjustable)
Interface	Built-in 12dbi linearized polarized antenna
Operating Mode	RS232, RS485, wiegand 26/34 (TCP/IP, wifi can be customized)
Read Range	0-15m (Depending on the Tag)
Reading Clue	Buzzer
Write Range	0-6 m (Depending on the Tag)
Input Power	100-240V, DC +9V (Power Adapter)
Power Consumption	1W
Dimension	405 X 405 X 35 mm
Operating Temperature	-25 to 60 degree Celsius

Special PVC Covers

As per the prescribed specifications and approved samples will make use of 1D barcodes, QR Codes, Unique ID and Electronic IDs for all the records.

System Overview

The system will make use of 1D barcodes, QR Codes, Unique ID and Electronic IDs for all the records.

The system will facilitate use of Unique barcodes, QR Codes, Unique ID and Electronic IDs bar codes for updating locations on the hosted application in real-time

When a file is put in a new storage location, the system will record file location using unique barcodes, QR Codes, Unique ID and Electronic ID.

The system will send an ASCII fixed-length, space-delimited text file with the following data:

- a. File number
- b. Date the file was put in the location
- c. Storage site indicator
- d. Depending on storage site, one of the following:
 - File-shelf indicator
 - Storage box number

The file tracking application will be on-site and No data will be sent outside.

The system for tracking will maintain a record of the following information for each File:

The basic file data received

- File number
- File caption
- File type
- File cause

The system needs to retain a record of previous locations.
IICA staff will be able to retrieve this information from their logins by searching

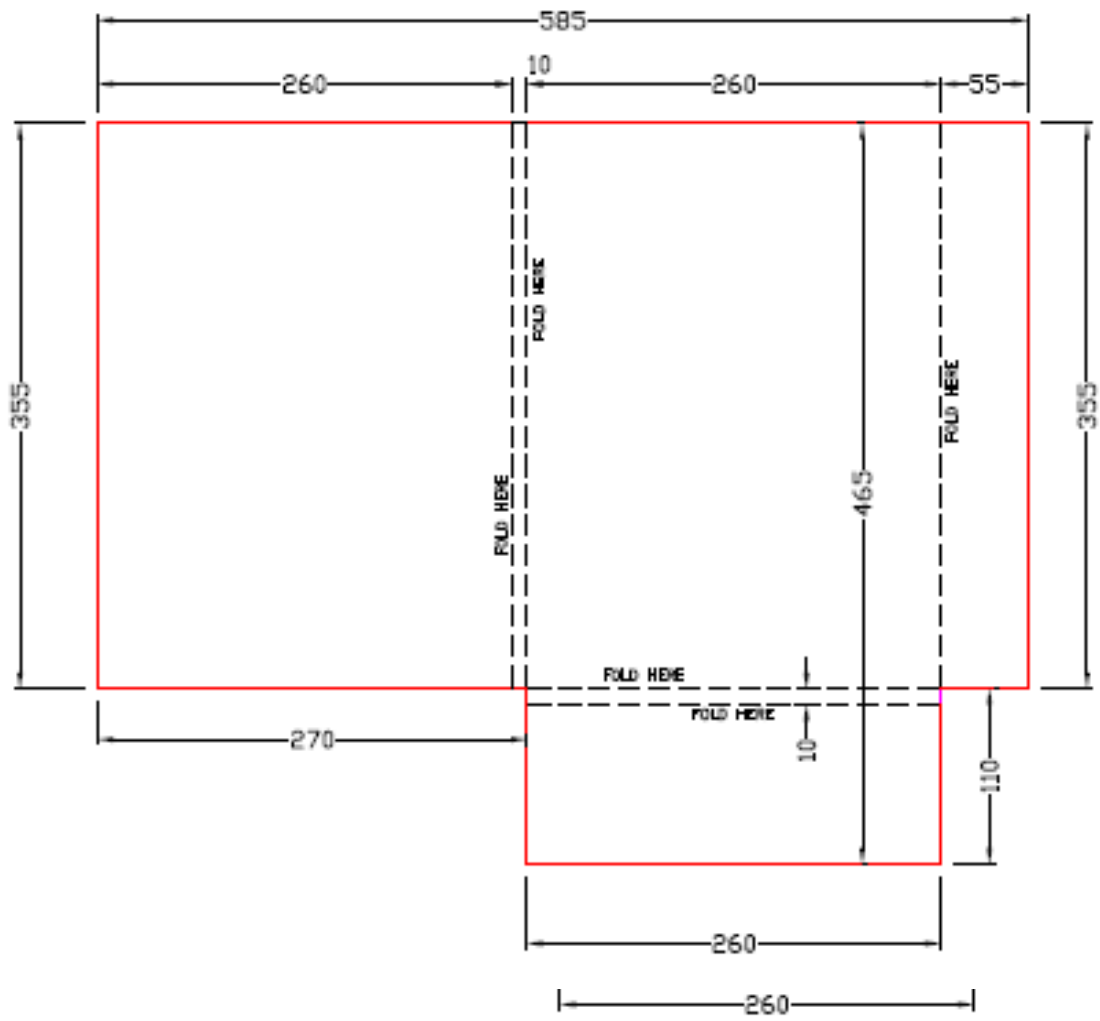
Mobile App / Module for Real Time tracking using Android Smart phones for authorized officials.

The work will be done on turn key bases.

Note: - Parties must mention make & model no. of the equipment offered by them, with detailed specification (on separate sheet), and will be required to give a demo of the system.

Only those tender will not be accepted which meets the requirements and are qualified as technically compliant by the screening committee.

PVC File Cover Specifications



General Information

Name of the Company

Full address of company

Telephone no.

Fax no.

E-mail address:

Financial Bid for Supply & Installation of Real time tracking and monitoring system for office records

S/N	Items	Offered Specification with Make & Model No.	Qty	Rate /Unit	Taxes	Amount
1	Record Room Access Control		2 Sets			
2	IP CAMERA 1.3 MP H.264,NETCAM,TRIPLE CODEC-STREAM,2W AUDIO,RECORDING SW		2 Sets			
3	Record Room Diary Station		1 Set			
4	Gate Security and Electronic Surveillance		4 Set			
5	PVC Cover as per specifications		2000 Nos			
6	Multiuser Software (Hosted Application, Web Module and Mobile Application)		1 Set			
7	Onsite Support for Customisation, Training & Support for Implementation		3 Months			