



भारतीय प्रबंध संस्थान कोषिकोड

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Indian Institute of Management Kozhikode

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Website: www.iimk.ac.in

January 27, 2012

No. IIMK/1-63/2011

NOTICE INVITING EXPRESSIONS OF INTEREST

Expressions of Interest are invited from reputed manufacturers/vendors/dealers/suppliers of BIO-METRIC PUNCHING SYSTEM - Time/Attendance Recorder for supply and installation of one **500-user capacity Bio-Metric Punching System** at Indian Institute of Management Kozhikode Campus with following system specifications.

System Specifications:

- Elegant design according to the view of human engineering
- 4.3" TFT touch screen, easy operation, fashionable and simple interface
- 6-user defined function keys
- Infrared optical system to enable user identification in dark environment
- Built-in backup battery support for 4-5 hours continuous operation during power cut
- Simple access control function and professional access control function should be available
- Built-in GPRS communication
- TCP/IP communications
- Web server management software via IE browser
- Extendable scheduled doorbell
- Combination of facial, fingerprint and RFID
- Language - English

Stage 1 : Submission of Technical Bid along with Bidder's credentials.

Stage 2 : Pre-Qualification of Bidders based on their credentials as well as suitability of their Technical Bids.

Stage 3 : Submission of Commercial Bids by the Short-listed Bidders.

Time Schedule:

1. Last date of receipt of Technical Bids : February 23, 2012 up to 3:00 pm
2. Date of Opening of Technical Bids : February 23, 2012 at 4:00 pm
3. Submission of Commercial Bids & Date of Opening of Commercial Bids : Date and time will be intimated to the technically qualified bidders

Earnest Money Deposit (EMD) and Security Deposit:

- a) Bidders shall furnish EMD @ 2.5% of the amount specified in the respective Price Bid in the form of crossed Demand Draft drawn in favour of Indian Institute of Management Kozhikode, payable at Calicut. Price Bids received without EMD or EMD in any other form than as stated above is liable to

be rejected. The EMD will be refunded to the unsuccessful Bidder within one month of the acceptance of the bid.

- b) Within ten days of the award of Purchase Order, the vendor shall furnish a Bank Guarantee for a sum equivalent to 5% of the order value as Security Deposit (Performance Guarantee) valid until the date of installation and testing of the equipment. EMD already deposited along with tender shall be returned on furnishing the performance guarantee (Security Deposit).

The Security Deposit/EMD shall not bear any interest.

Terms & Conditions:

1. Technical bid shall contain complete specifications and brand/model name/number of the above hardware items.
2. If the vendor is not the OEM for the product, a letter from the OEM authorizing the vendor to quote OEM's product on behalf of the OEM specifically for this tender shall be attached failing which the offer shall be rejected.
3. Rates quoted shall be inclusive of all taxes, and packing, forwarding and installation charges, if any. Any other charges over the quoted rate shall be clearly indicated.
4. Normal payment terms acceptable to the Institute shall be 95% payment within 30 days of satisfactory installation and testing of the equipment and the rest 5% after expiry of warranty period.
5. Delivery schedule shall clearly be indicated. IIMK shall impose penalty for delayed delivery @ 0.5% per week or part thereof; subject to a maximum of 2.5%. Delivery and installation shall be made at Indian institute of Management, IIMK Campus P.O., Kunnamangalam, Kozhikode-673 570.
6. **Installation and Commissioning:** The successful bidder has to supply, install and commission the equipment on or before the agreed date and should hand over the same for User Acceptance Test (UAT). Any defects found during the UAT should be rectified to the satisfaction of the Officer authorized by IIMK.
7. **User Acceptance Test (UAT):** Once the equipment is handed over to IIMK, the Institute will test the system on real time working conditions. During the UAT, if any defect (hardware or software) is found, the bidder shall rectify the same forthwith without any additional cost. UAT will be done for not more than three working days from the date of completion of commissioning. After three working days UAT completion certificate will be issued to the bidder. If any defects are reported during the UAT, the bidder shall rectify the same and hand over the equipment once again for UAT. Again, UAT will take three working days. This process will be repeated till the system is satisfactorily complete in all respects. UAT report will be final and if any discrepancy is found, the supply shall be treated as incomplete.
8. **Training:** Training on the use of the system will be provided by the vendor at least for basic day-to-day operations on site for two working days.
9. The vendor should have a few installations of the quoted equipment in Calicut/Kerala.
10. Proof of executing at least three similar orders during last two years to be provided.

11. The bidder should attach a list of his/her customers with supporting documents, failing which the technical bid is liable to be rejected.
 12. The vendor should have his/her own capability for repair and maintenance of the equipment quoted locally.
 13. The vendor should be able to demonstrate the capability of the equipment quoted at his/her own cost, if required.
 14. Warranty period shall clearly be indicated. Three year comprehensive on-site warranty is desirable. If warranty offered by the manufacturer is less than three years, charges for the extended warranty period shall be clearly indicated. Warranty card shall be supplied along with the items.
 15. Rate of Annual Maintenance Charges after the warranty period shall clearly be given in the Commercial Bid. Special conditions, if any, for entering into AMC after the warranty period shall clearly be mentioned.
 16. IIMK reserves the right to alter and revise the system/technical specifications or the required quantity of the item at any point of time. In case of such alteration, the bidders shall be duly notified.
 17. The acceptance of bids shall rest with the Institute which does not bind the Institute to accept the lowest bid and reserves to itself the authority to reject any or all the bids received without assigning any reason.
 18. Bids shall be submitted on sealed envelopes superscribing reference number of the EOI notice on it. Bids received without superscribing reference number of the EOI notice on the envelope shall be rejected.
 19. Technical Bids addressed to **The Chief Administrative Officer, Indian Institute of Management Kozhikode, IIM Kozhikode Campus P.O., Kozhikode – 673570**, shall be submitted by speed post/courier/in person. Those who wish to submit the Bid in person shall drop it in **“Tender Box (Purchase Section)”** kept in the Reception counter of IIM Kozhikode.
 20. IIM Kozhikode shall not be responsible for bids received in damaged condition.
 21. IIM Kozhikode shall not be responsible for delay in transit.
 22. For further clarifications, if any, you may contact IIMK Purchase Section (Phone: 0495-2809133)
- Manufacturers/vendors/dealers/suppliers are requested to send their bids in sealed cover superscribing reference of EOI Notice on it so as to reach the undersigned latest by **3:00 p.m. on 23.02.2012.**

Bids received till 3:00 p.m. on 23.02.2012 shall be opened at 4:00 p.m. on the same day.

Sd/-

Madusoodanan P.G.
Sr. Administrative Officer (GA)