

**TENDER NOTICE for
Supply/Installation of Biometric Device for
Attendance System (through face detection/smart
card) with in-built time and attendance software
for IIT Hyderabad.**

Tender Notification No.IITH/103/MS/Tender/BIO/2026



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**భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad**

INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD

KANDI, SANGAREDDY – 502 284, Telangana

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Table of Contents

Sl.No.	Description	Page No.
1.	Tender Notice	3
2.	Check list for bid submission	4
3.	Scope of Work	5
4.	Special Terms and Conditions	7
5.	General Terms and Conditions	10
6.	Annexure – A ‘Bidding Document’	14
7.	Annexure – B ‘Price Bid’	18
8.	Annexure – C ‘Letter of Consent and Bid submission’	19
9.	Annexure – D ‘No Relationship Certificate’	20
10.	Annexure – E ‘Declaration Regarding Clean Track/No Legal Action’	21
11.	Annexure – F ‘Bid Securing Declaration Form’	22
12.	Annexure – G ‘Bank Guarantee Bond In Lieu Of Security Deposit’	23

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Indian Institute of Technology Hyderabad

Tender Notice

1. The Director, Indian Institute of Technology Hyderabad, invites online bids from the eligible bidders for providing **'Supply/Installation of Biometric Device for Attendance System (through face detection/smart card) with in-built time and attendance software for IIT Hyderabad'**.
2. The Tender Document can be downloaded from the Institute website- <https://iith.ac.in/tenders> and from the GeM portal <https://gem.gov.in/>. The bid is to be submitted online on GeM portal up to the last date and time of submission of tender. **No manual bids will be accepted.**
 - Before filing the bids, the bidders are requested to consider all the amendments/ clarifications, if any, issued by this Institute and placed on its website/GeM.

Important Dates:	
Date of Online Publication/Download of Tender	As per GeM bid document
Pre bid Meeting	
Bid Submission Start Date	
Bid Submission Close Date	
Opening of Bids	

3. Interested bidders are advised to visit the IITH Campus on any working day between 10:00Hrs to 17:00Hrs and ascertain the nature and quantum of work before bidding.
4. **Estimated value of the contract: 14.00 Lakhs.**
5. **Tender Fee:** A non-refundable tender processing fee of Rs.1180/- (Rupees One Thousand One Hundred and Eighty Only) including GST to be paid online to institute bank account, and upload scan copy of proof of payment along with their bid. **The tender fee is exempted for MSME/NSIC registered bidders.**
6. **Earnest Money Deposit:** The bidders are required to deposit Rs.70,000/- (Rupees Seventy thousand Only) towards bid security through online payment to institute bank account, and upload scan copy of proof of payment along with their bid. **The EMD is exempted for MSME/NSIC registered bidders.**
7. **IIT Hyderabad** bank account details are as follows:

Bank Name	SBI	Bank Account No	30412797764
IFSC Code	SBIN0014182	Account Name	Indian Institute of Technology Hyderabad
Branch	IITH Kandi		

8. **Performance Guarantee:** The successful bidder will have to submit a performance guarantee of 10% of the total value of the contract in the form of a security deposit or bank guarantee within 20 days of commencement of the contract. The Performance Guarantee shall cover the entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If the contract is further extended beyond the initial period, the PBG will have to be renewed for the extended period.
9. The Director, IIT Hyderabad reserves the right to award this contract for all required services either to one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason any time before award of the contract. Further, the Director, IITH is not bound to accept the lowest tender, but has the liberty to close the tender process without awarding the contract to anyone if the lowest quote is found to be unreasonably high. The decision of the Director, IIT Hyderabad in this regard shall be final and binding on all.
10. In case any document produced in support of eligibility criteria turns out to be not genuine before or after award of work, the IITH reserves the right to blacklist or debar the bidder concerned from participating in the future tendering process at the Institute.
11. The details of scope of work, eligibility and other terms and conditions of the contract may be perused in the following pages.

Sd/-
Registrar, IIT Hyderabad

Check List for bid submission

The Bidders are requested to upload the below-mentioned documents mandatorily to ease the evaluation process. Those who failed to upload the below required documents, their bids will be deemed to be rejected.

S.No.	Name of the Document	Submitted (Yes / No)
1.	Financial Break up statement which can be downloaded from the GEM Bid document. The same must be uploaded on the GEM Bid	
2.	Firm Registration Certificate	
3.	Trade license	
4.	PAN	
5.	GST Certificate	
6.	Declaration of Registered office/Branch at Hyderabad/Sangareddy	
7.	Annexures-A, B, C, D, E, F, G, H (should be filled in all respects)	
8.	Signed and Stamped Tender document	
9.	Annual Turnover Certificate issued by Chartered Accountant	
10.	Income Tax Returns Acknowledgement for the years AY 24-25, 25-26, 26-27	
11.	Proof of Tender Fee and EMD. (In case of Exempted firms, please upload the certificate issued by the concerned authority.)	

I/We certify that all the required documents as mentioned above (sl.no. 1 to 12) are submitted on GeM portal.

Bidders are advised not to upload GeM Contract Orders, Work Orders, Agreements, as they are not considered as Experience certificates.

Signature of Bidder(s) with Stamp, Address

Note:

- The Director, IIT Hyderabad reserves the right to reject any or all bids at any time before or after opening of the bids without assigning any reason, therefore.
- The terms and conditions of contract & instructions to bidders contained herein shall form part and parcel of and shall be taken as if they were included in the contract agreement to be entered into by the successful Bidder
- Violation of any terms and conditions by the successful bidder will lead to termination of the contract agreement and will result in forfeiture of Security Deposit to the extent as would be decided by the Director, IIT Hyderabad.

Scope of Work

- 1) The service provider shall be responsible for **“Supply/Installation of Biometric Device for Attendance System (through face detection/smart card) with in-built time and attendance software for IIT Hyderabad”** and **“Annual Maintenance for five (5) years”**.
- 2) There are more than 1000 workers including employees in the Institute and Institute proposed to install machines for marking the attendance of its employees through face detection and smart card. The machine should have the following facilities:-

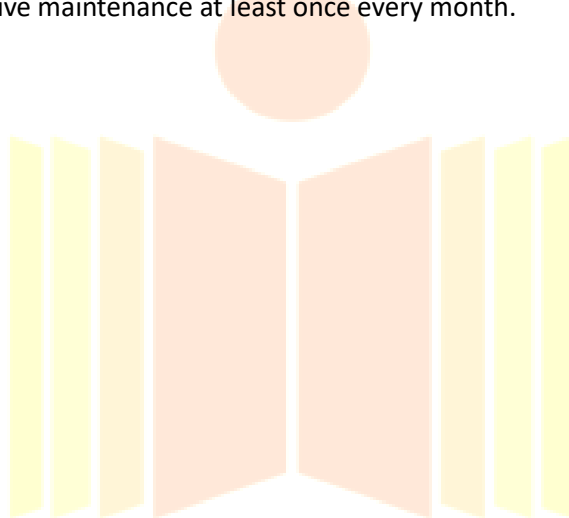
Supply & Installation of the Biometric Machines

- 3) Supply and installation of approximately 20 to 25 nos (quantity may vary as per IITH requirement) handheld biometric attendance devices inclusive of employee enrolment, software customization, report generation (Leave, official duty, tour etc. and Govt. Statutory forms as per Institute customized need) and implementation of maintaining a record of employees' attendance at IIT Hyderabad.
- 4) Specification of the Biometric Attendance Device including but not limited to the following:
 - Supply of 4" @ TFT Color Touch LED Screen with 480 × 800 Resolution,
 - Binocular Camera @ 2MP,
 - CPU: Dual Core @ 1GHz;
 - RAM: 1GB; ROM: 8GB;
 - Supplement Light: No;
 - Virtual Keypad: T9 Keyboard;
 - Fingerprint Sensor: In-Glass Fingerprint;
 - Face / Fingerprint / Card / Password Authentication;
 - Face Capacity: 3,000 (Standard) / 6,000 (Optional);
 - Fingerprint Capacity: 3,000 (Standard) / 6,000 (Optional);
 - Card Capacity: 3,000 (Standard) / 10,000 (Optional);
 - User Capacity: 3,000 (Standard) / 10,000 (Optional);
 - Transaction Capacity: 200,000;
 - TCP/IP, Wi-Fi (Optional), Bluetooth BLE 5.0, Wiegand, RS-485 and USB; IP65 Protection.
 - Credential Support- Face Detection and Smart Card
 - Event Capacity :100000 to 150000
 - Communication : Ethernet / Connectivity with Wi-Fi network and LAN
 - To provide high resolution camera for taking images of enrolled persons.
 - Verification speed less than or equal to 1 second and provides data on real time basis.
 - Supports face detection in low illumination.
 - Minimum 1 machine to be kept as stand by at all the times for the use in emergency cases.
 - In –built memory for storing the attendance record for the period of at least 1 month for 1200 employees
 - Supports various attendance statuses including Check in, Check out, Break in, Break out, Overtime in, overtime out.
- 5) Other required Reports- Machine wise Punching with machine symbol and combined punching details report, late coming report, Absenteeism report, Mis-punch report, Monthly/daily attendance report, Form-12 & 14 etc. with further discussion with IITH)
- 6) Any mobile app/link

- 7) Customized software with the facility to link every single punch with message notification facility in employee's mobile phone in future course of action.
- 8) Machine should have capability of marking the attendance of employees through face detection and smart card. Speed of face detection need to be fast i.e. upto 1 second.
- 9) One service operator for operating PC, attendance machine, all software, creation of ID Card, face detection enrolment, report generation, data base creation and its maintenance. The service provider will be required for a period of 15 days to train the concerned employees/officials of the Institute, so that they may become well verse with the operation of the machine.
- 10) Front end and back end rights of software will be held with IITH.

Comprehensive Annual Maintenance Cost (CAMC) -

- Required 1 year's warranty for the maintenance of the system. After that, charges of Comprehensive Annual Maintenance Cost (CAMC) will be fixed @ 10% annually for next 4 Years.
- Payment of CAMC will be released half yearly basis i.e. after completion of 6 months.
- All parts whether consumables/non consumables except battery will be covered under CAMC.
- Scheduled preventive maintenance at least once every month.



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Special Terms and Conditions

1. **Period of Contract:** The contract will be for a period of five (5) years. CAMC will be extended from time to time as per the quality of service rendered.

2. **Eligibility Criteria**

a) The tenderer should be a registered Service Provider/firm/company/co-operative society having a Trade license under relevant Act and should furnish proof of his experience of providing "Supply/Installation of Biometric Device for Attendance System (through face detection/smart card) with in-built time and attendance software" in Government/Private Organizations/Public Sector Undertakings/large hospital or any other similar organization of repute.

b) The Bidder should be OEM or Authorized Dealer/Distributor/System Integrator/ Company/Firm of the OEM of the offered product.

c) **Experience:**

The service provider should have a minimum of three years' experience (preferably in Govt., PSU, R&D organizations, any large Hospitals or Educational institution of repute, etc) of having executed/ completed "supply, installation, Commissioning, Testing and Maintenance of Biometric Attendance System or similar System" during the last year costing not less than 60 % of the present estimated cost of this tender and also the strength not less than 500 staff.

- Three similar contracts valuing not less than 40% of the annual estimated cost; OR
- Two similar contracts valuing not less than 50% of the annual estimated cost; OR
- One similar contract valuing not less than 80% of the annual estimated cost.

Note:

- The bidder must produce work done certificates for completed contracts or current running contracts from the clients. The work done certificate should mention the details of work executed, the annual value of the contract, no. of devices supplied/installed, the date of commencement and date of completion of the contract.

d) **Annual Turnover:**

The service provider should have an annual turnover in the last three years not less than Rs.25 Lakhs, a valid certificate from the Chartered Accountant should be submitted in this regard.

3. **Bid Evaluation Process**

- Part-I (Technical Bid): Only the Technical Bid will be opened and evaluated by the Tender Committee at the time of Technical Bid meeting.
- After verification of Part-I (Technical Bid), Part-II (Price bid) of only those tenderers who satisfy all the eligibility criteria laid down in Part-I and this notification will be opened. In case any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.
- Marks for Technical Evaluation: The below is the bid qualifying criteria.

Description	Marking	Max. Marks
Turnover of the bidder in similar works	15 Marks for annual turnover of Rs.25 Lakhs and 1 Mark each for each additional 2 Lakhs of the average annual turnover over and above the minimum required turnover of Rs.25 Lakhs.	20
No. of Contracts handled by the Bidder over and above the minimum eligibility criteria	8 marks for each additional eligible contract of value 80% of estimated contract cost. 5 marks for each additional eligible contract of value 50% of estimated contract cost.	20

	4 marks for each additional eligible contract of value 40% of estimated contract cost.	
No. of Devices supplied	2 marks for every 10 Devices supplied. Supporting documents: 1) Experience Certificate to be enclosed duly mentioning the Number of Devices.	30
No. of CAMC Years	2 marks for every CAMC Contract Supporting documents: Experience Certificate to be enclosed duly mentioning the number of years.	30
Total Technical Score		100

No scores will be awarded if no proper supporting documents are submitted.

- Minimum score for bid qualifying is 60 marks. The bids receives less than the 60 marks stands automatically disqualified.
 - Those bids get 60 and above marks in technical bids will become eligible for financial bid opening. The L1 bid in financial evaluation will be identified as a successful bidder.
4. **Training:** Upon completion of the installation & commissioning, the Successful Bidder shall provide the hands-on training on the installed equipment to the concerned officials along with the training materials on the equipment installed at IITH.
 5. **Warranty Period:** The complete solution including all equipment, active and passive components supplied against this RFP shall have warranty for a period of 1 (One) years from the date of installation and commissioning.
 6. Bidders should share all the relevant firmware/OS/Patches etc. as and when they are released by OEM during entire warranty period at no cost to IITH.
 7. The vendor will liaison on behalf of IITH, with other different OEMs for repairing or replacing of equipment(s) and all other accessories during warranty period.
 8. **Penalties:** The penalty shall be deducted from the Service Charge of the Service Provider from the Bills or from the Security Deposit. For any act of inadequate performance of contract not specifically stated herein, the person authorized by the Institute will determine the penalty based on the merits of each act after providing an opportunity to the Service Provider.
 - In case of technical snag resulting into non-functional of device the same has to be restored or replaced within 48 hours failing which a stand by machine needs to be provided at his cost, failing which penalty of Rs.1000/- per day will be imposed.
 - Re-installing software if the server crashes or whenever required without any extra charges. Resolving issue related to software within 2 hours for smooth functioning of Biometric Attendance System.
 - In the event of delay in affecting the delivery within agreed period, a reduction in the price shall be levied @ 1% of the total order value per week or part thereof subject to maximum of 5% of the total order value. The date of submission & inspection call letter will be considered as delivery date for the purpose of price reduction for late delivery clause.
 9. In the event of the Service Provider failing to execute the work under contract in whole or in part an alternative arrangement will be made by the IITH totally at the cost & risk of Service Provider besides any suitable fine /penalty.
 10. Inspection: Inspection of work or material or parts supplied would be done by IITH representative

General Terms and Conditions

1. The tenderer submitting tender would be deemed to have inspected the IITH Campus, considered and accepted all the terms and conditions of tender. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
2. All works shall be executed as per detailed specifications and as directed by an officer/official nominated by the Director.
3. The areas of work indicated are purely approximate and likely to vary on either side up to any limit.
4. In case the Service Provider fails in fulfilling the obligations fully and in time, the IITH shall have the absolute right to take up the work at the Service Provider's cost and risk and recover any and all such expenses from the amounts due to the Service Provider including Security Deposit. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
5. The Service Provider will be required to post skilled Technical manpower as may be needed to supervise and guide for proper execution of the work as per directions of the Officer-in-charge nominated by Director of the Institute to administer the contract.
6. All letters/emails posted to Service Provider at the address given by him will be considered to have been delivered in time.
7. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated, and Security deposit forfeited. The Service Provider will have no claims whatsoever on the IITH.
8. In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Service Provider shall remain liable to pay compensation to the Institute for the inferior works as determined by the IITH and in case all payments have been made to the Service Provider for this work, this amount may be deducted from any sum due to the Service Provider on any other work within the Institute.
9. Service Provider will be fully responsible for any accident or mishaps involving workers engaged by the Service Provider and the Service Provider would pay claims made by these victims. The Service Provider shall indemnify the IITH from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Service Provider. The Service Provider will fully indemnify IITH against all claims in this regard. In this respect the service provider must submit a copy of workmen compensation policy taken for all the eligible worker deployed at IITH from his service charge.
10. The Service Provider shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the IITH from any claims in this regard.
11. Any liability arising on the IITH shall be deducted from the bills of the Service Provider and if the full amount is not recovered then the same shall be recovered from the security money of the Service Provider. There would be no liabilities towards the workers of the Service Provider by the IITH.
12. The Service Provider is required to post his authorized representative at the site of the work who shall receive the instructions from the Officer to be nominated by the Director of the Institute from time to time. All such instructions received by the authorized representative on behalf of the Service Provider shall be deemed to have been received by the Service Provider within the scope of this work order.
13. The Service Provider shall be liable to pay compensation for any loss & damage caused to the property of the IITH or its Staff Members/Students/Visitors by the Service Provider or his workers.
14. The Service Provider shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff.
15. The persons deployed by the Service Provider should be reliable, trustworthy, alert and efficient.

16. The persons deployed for work should not be involved in any police case or any case should not be pending against them.
17. The Service Provider should not be employee of IITH, or any other central/state Government. He should submit a declaration to this effect.
18. The Service Provider shall not lease or sub-contract the whole or any part of the contract to anybody without the prior permission of the Director, IITH.
19. The Service Provider shall provide replacement of personnel, in case of absenteeism, casual/sick leave, etc., so as to ensure full staff at all times. In case of absence/leave by any particular person, the Service Provider shall make alternate arrangement immediately
20. The Service Provider shall ensure the level of service required is of the highest professional standard and shall ensure full compliance to the terms and conditions of the Contract.
21. The Service Provider shall cover its personnel for personal accident and death whilst performing the duty and IITH shall own no liability and obligation in this regard.
22. When a bid price w.r.t scope of work appears so low, a concern is raised as to the capability of the bidder to perform the contract at the offered price, Institute may seek justification of price from the bidder with detailed price analysis of the bid price. If after evaluating the price analysis, Institute determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the said bid(s) will be rejected.
23. The successful bidder would be required to execute a contract agreement with IIT Hyderabad on a Non-Judicial stamp paper of Rs.200/- (Rupees Two Hundred Only).

24. PAYMENT TERMS:

- No advance payment in any case would be made. The payment will be release after successful delivery, installation and commissioning and the satisfactory report submitted by the vendor duly certified by the IITH nominated official.
- All the Bills should be submitted on printed forms, duly signed and pre-receipted in triplicate/duplicate.

25. Security Deposit:

The successful bidder will have to deposit a security deposit for an amount equivalent to 10% of the total contract value in the form of Performance Bank Guarantee (PBG) from any nationalized/Scheduled Bank in favour of the Director, IIT Hyderabad. The PBG shall cover the entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If the contract is further extended beyond the initial period, the PBG shall have to be renewed for the extended period.

26. Cancellation Of Contract:

- Notwithstanding any other provisions in this contract, the IITH reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The service provider is not eligible for any compensation or claim in the event of such cancellation.
- If at any later date, it is found that the documents and certificates submitted by the Service provider are forged or have been manipulated, the work order issued to the Service provider shall be cancelled and Security Deposit issued to the IITH shall be forfeited without any claim whatsoever on IITH and the service provider is liable for action as appropriate under the extant laws.
- The IITH reserves the right to terminate the contract without assigning any reason by giving a notice of three months. The Service Provider will also have to serve a notice of three months, if he wishes to terminate the contract.

27. Force Majeure:

- In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the CONTRACT, the relative obligation of the party

affected by such Force Majeure shall be suspended for the period during which such cause lasts. The service provider is not bound to provide services without break in such a situation. Similarly, the Institute is not bound to make payments to the service provider without appropriate deductions towards absence of services

- The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the CONTRACT, Flood and Acts and Regulations of respective government of the two parties, namely IITH and the SERVICE PROVIDER.
- Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 48 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, IITH shall have the option of cancelling this CONTRACT in whole or part at his discretion without any liability at his part. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

28. Arbitration & Jurisdiction:

- In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, IITH or any other officer nominated by the Director, IITH for arbitration whose decision shall be final and binding on the parties. The service provider agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.
- The work shall be awarded to that party, whose rates are found genuine, lowest & capable to work at IIT Hyderabad. The rates should be inclusive of all taxes. The Institute holds the right to reject any/all the bid(s) without assigning any reason.
- Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the bidders who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the bidder to any officer or staff of IIT Hyderabad shall block his/ her tender from being considered. Canvassing on the part or on behalf of the bidder will also make his tender liable to rejection.
- The courts at Hyderabad shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Indian Institute of Technology Hyderabad

Bidding Document
Part-I

A. Documents details to be mandatorily submitted:

Sl. No.	Particulars	Fill in the details	Submitted? (Y/N)	Page No.
1	Name of Firm/Bidder/Company (in BLOCK letters) <i>[Firm registration certificate to be attached]</i>			
2	Full Postal Address, Telephone/Fax No. E-mail:			
3	Whether the firm/ agency has any office at Hyderabad, if so, Address, Telephone and email-id <i>[Attach separate sheet]</i>			
4	Details of infrastructure, persons employed, and number of offices/branches available <i>[Attach separate sheet]</i>			
5	Name of the bank, address, account number, IFSC code			
6	PAN No. <i>[copy to be attached]</i>			
7	GST No. <i>[copy to be attached]</i>			
8	Tender Processing Fee (Transaction ID and Date) <i>[copy to be attached]</i>			
9	EMD (Transaction ID and Date) <i>[copy to be attached]</i>			
11	Experience Certificates <i>[copies to be attached]</i>			
12	Income Tax Returns (for the last three Assessment years) AY 24-25, 25-26 and 26-27 <i>[copies to be attached]</i>			
13	Annual turnover for FY 23-24, 24-25 and 25-26 certified by CA <i>[copies to be attached]</i>			
14	Declarations as per Annexure-A, B, C, D, E, F, & G <i>[Copies to be attached]</i>			
15	Any other relevant information <i>[copies to be attached]</i>			

B. Details of existing Clients: Details of existing major clients where the bidder implemented similar projects in last 3 years, should be furnished in the following format:

Name of the client and full address	E-mail and Telephone number of the client/contact Official	Tenure of the CAMC contract	Value of contract & No. of Devices	Supporting documents to be attached as enclosure & refer here

Part-II

C. Details of the Service Charges: Bidders are requested to quote total price on GeM.

It is certified that the particulars given above are true to the best of my/our knowledge/belief and I/We have read the terms and condition of the Tender for Supply/Installation of Biometric Device for Attendance System (through face detection/smart card) with in-built time and attendance software on contract basis and have also understood the same and do hereby undertake to abide by the same without any reservation on any ground whatsoever. In case of any breach of the said conditions I/we shall be responsible for consequences of the same.

Date: _____

Name & Signature of the Authorized Signatory of the Bidder

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Indian Institute of Technology Hyderabad

PRICE BID

(To be submitted on Bidder's letter Head)

(To be downloaded from Financial Breakup Statement and upload the same on the GEM only)

Details of Expenditure for Supply/Installation and Commissioning of Time Attendance System.

Sl. No.	Item Description	Estimated Cost (Rs.)	Quantity	Total Estimated Cost (Rs.)
	Device Cost (including all)			
1	Supply and Installation of Devices at designated Locations on IITH Campus	Not to be quoted here	25	Not to be quoted here
2	Supply of Wi-Fi Module for above Device			
3	Time Attendance Software with Customization report			
4	Installation of Device and Configuration of Time Attendance Software			
5	LAN Network/Wi-Fi & UPS/Raw power upto Devices	IIT Hyderabad		
6	PC for Time Attendance Software	IIT Hyderabad		
7	Sub Total	Not to be quoted here		Not to be quoted here
8	GST @ 18%			
9	Total Hardware and Software Cost			
	CAMC Charges:			
1	2nd Year CAMC Charges (for 25 Devices after 1 Year Warranty)	Not to be quoted here		Not to be quoted here
2	3rd Year CAMC Charges	Not to be quoted here		Not to be quoted here
3	4th Year CAMC Charges	Not to be quoted here		Not to be quoted here
4	5th Year CAMC Charges	Not to be quoted here		Not to be quoted here
5	Sub-total	Not to be quoted here		Not to be quoted here
6	GST @ 18%	Not to be quoted here		Not to be quoted here
7	Total Hardware and Software Cost	Not to be quoted here		Not to be quoted here

Note:

- Estimates from suppliers for each of the items must be enclosed with this statement. **Bids without enclosures (Estimates/quotations from suppliers) to Annexure-C stand automatically disqualified.**
- Catalogue, literature, specification details should accompany the quotation. Incomplete Quotations are liable to be rejected.

Date: _____

Signature of the Tenderer with Seal and Address

Letter Of Consent And Bid Submission
(To be submitted on Bidder's letter Head)

Date: _____

To
The Director
IIT Hyderabad

Sub: Providing Supply/Installation of Biometric Device for Attendance System (through face detection/smart card) with in-built time and attendance software at IIT Hyderabad

Ref: GeM/ Tender Notice No. _____.

Dear Sir/Madam,

I/We hereby offer to provide the Supply/Installation of Biometric Device for Attendance System (through face detection/smart card) with in-built time and attendance software and hereby accept all the terms and conditions of your Tender. Further, I/We understand the nature and quantum of work to be carried out and agreed to abide by the terms & conditions of the Tender Notice and hold our bid open and valid till 90 days from the date of opening of the same.

2. I/We have understood and fulfilled Eligibility Criteria, General Terms and Conditions and Scope of Work, Technical Specifications and Special Conditions of Contract and am/are fully aware of the nature and quantum of the services required and my/our offer is to provide services strictly in accordance with the requirements of your Institute.
3. The rate quoted is confirmed and I/we will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract.
4. As advised, a Self-Declaration is hereby enclosed in lieu of Earnest Money Deposit. I/We fully understand that I/We shall be blacklisted and debarred from future tendering process at the IIT Hyderabad if:-
I/We do not execute/give acceptance of the contract documents within 7 (seven) days after getting award letter from IITH, or
I/We do not commence the work within 15 (fifteen) days after award of the contract to us from IITH,
5. This bidding document of mine/ours consists of _____ Nos. of pages in total.
6. Bidding documents and submission of Tender have been duly signed and attached herewith.
7. I/We know that acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Bidder(s) with Stamp, Address

Note: The formats have been made available for the convenience of bidders in word format in the document titled 'Annexure'. The formats may also be downloaded. No change should be made by the bidders except filling-up details. In case any change is made in the content of the formats, except filling-up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.

No Relationship Certificate
(to be provided on letter head of the firm)

1. I/We hereby certify that I/We* am/are* related/not related(*) to any officer of IIT Hyderabad. (If Related provide the details of the employee)
2. I/We* am/are* aware that, if the facts subsequently proved to be false, my/our* contract will be rescinded with forfeiture of E.M.D and security deposit and I/We* shall be liable to make good the loss or damage resulting from such cancellation.
3. I//We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Place:

Authorized Signatory with seal

Name:

Designation:

Contact No.:

భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Declaration Regarding Clean Track/No Legal Action
(to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I hereby certify that there is no police case/ vigilance enquiry pending against Partners of the firm or sole proprietor or company as the case may be, and that he has never been punished by any Hon'ble Court.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:

Authorized Signatory

Name:

Designation:

Contact No.:

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भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Bid Securing Declaration Form
(to be provided on letter head of the firm)

Date: _____

Tender No. _____

To

The Director,

IIT Hyderabad,

Kandi, Sangareddy-502284

Dear Sir/Madam,

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported with EMD.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (insert signature of person whose name and capacity are shown)

in the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name: _____ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

Bank Guarantee Bond In Lieu Of Security Deposit

(To be executed by the State Bank of India or any other scheduled Bank recommended by Reserve Bank of India on non-judicial stamp paper)

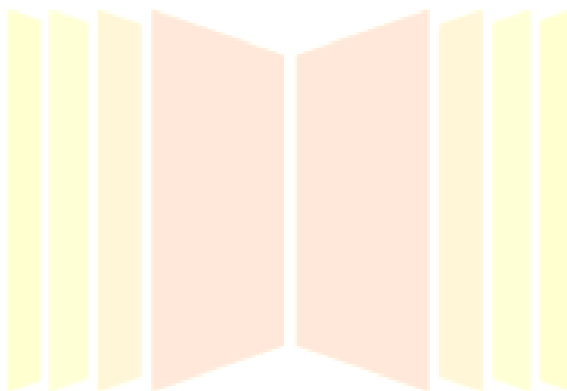
To
The Director
IIT Hyderabad
Kandi,
Sangareddy – 502 284.

Dear Sir/Madam,

Sub: Your contract award letter no. _____ dated _____ for
_____ services" on contract basis at IIT Hyderabad.

- 1) The Registrar on behalf of Director IIT Hyderabad, have entered into a contract vide Agreement dated _____ with _____ Address: _____ (herein after referred to as the "Service Provider") for providing _____ services" on contract basis at IIT Hyderabad (herein after referred to as Principal Employer) for the price and on the terms and conditions as contained in the said contract.
- 2) In accordance with the terms of said contract you have agreed to exempt the security deposit for the due fulfillment by the said Service Provider of the terms and conditions contained in the said contract, on production of a bank guarantee for Rs. _____ (Rupees) _____ Only) being ____% of the total value (Rs. _____) of the said services to be supplied by you.
- 3) In consideration thereof, we hereby at the request of the contractor, expressly, irrevocably and unconditionally undertake and guarantee to pay on written demand, without demur and without reference to the Service Provider, an amount not exceeding Rs. _____ (Rupees _____ Only) against any loss or damage caused to or suffered or would be caused to you by reason of any breach by the said Service Provider of any of the terms and conditions contained in the said contract or by reason of the Service Provider's failure to perform the said agreement. Your demand shall be conclusive evidence to us as regards the amount due and payable by the Bank under this guarantee. However, liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ Payment by us to you will be made within thirty (30) days from receipt of your written request making reference to this guarantee and on demand.
- 4) We further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and that it shall continue to be enforceable till all your dues under or by virtue of the said contract have been fully paid and its claims satisfied or discharged or till you certify that the terms and conditions of the said contract have been fully and properly carried out by the said Service Provider and accordingly discharges the guarantee. Notwithstanding anything herein contained, our liability under this guarantee is restricted to Rs. _____ (Rupees _____ Only) and the guarantee shall remain in force up to and including the ____ day of _____ 20__ being reported to us by you and returned to us duly discharged.

- 5) This guarantee shall not be revoked without your express consent and shall not be affected by your granting any indulgence to the Service Provider, which shall include but not be limited to postponement from time to time of the exercise of any powers vested in you or any right which you may have against the Service Provider and to exercise the same in any manner at any time and either to forbear or to enforce any covenant contained or implied in the said contract or any other course or remedy or security available to you, and our Bank shall not be released from its obligations under this guarantee by your exercising any of your rights with reference to matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on your part or any other indulgence shown by you or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving our Bank from its obligation under this guarantee.
- 6) Unless a demand or claim under this guarantee is made on us in writing on or before the aforesaid expiry date as provided above or unless this guarantee is extended by us all your rights under this guarantee shall be proscribed and we shall be discharge from the liabilities hereunder.
- 7) This guarantee shall not be affected by any change in the constitution of our Bank or of the Service Provider or for any other reason whatsoever.



Sd.....
Bankers
Seal of the Bank

Date:
Place:

Witness:

1.

2.

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