**TENDER DOCUMENT FOR SUPPLY & INSTALLATION OF RFID BASED TIME & ATTENDANCE MANAGEMENT SYSTEM(UOH/ADV/18-2015)**

To be opened on December 1, 2015 at 11:30 A.M. in the Office of **Convener, Tender Opening/Evaluation Committee, University of Haripur**, Hattar Road Haripur.

**Name of the Company / Dealer: (Block Letter)**

_____

**Address of the Company / Dealer: (Block Letter)**

_____

_____

Signature and Seal

Telephone No: _____

Fax No:_____

E.mail:_____

Tender Fee of Rs.2000/-(Non Refundable) vide Demand Draft / Pay order No:_____date_____

Earnest Money of Rs._____(Refundable) vide Demand Draft / Pay order No:_____date_____

Date of Submission: _____

# RFP FOR SUPPLY OF TIME & ATTENDANCE MANAGEMENT SYSTEM

| | |
|---|---|
| **Tender No** | No.UOH/Adv/18-2015 |
| **Bidding Procedure** | Open Competitive Bidding as per KPPPRA's &PPRA's rules |
| **Tender Document Cost** | Rs.2,000/- in form of DD/Pay Order in Fvour of Deputy Treasurer University of Haripur |
| **Earnest Money** | @2% amount of total bid price (be attached with Tender form) in form of DD/Pay Order in Deputy Treasurer University of Haripur |
| **Submission** | Upto December 1, 2015 at 11:00 am in Procurement Office Through Currier |
| **Opening** | Upto December 1, 2015 at 11:30 am in the Office of Convener Tender Opening/Evaluation Committee |

**Note:** Tender Notice is also available on University of Haripur website www.uoh.edu.pk

**Note:**

- Bidders should read these conditions carefully and comply strictly while sending their tenders.
- If the Tenderer find any discrepancy, error, or omission in the tender Document he may notify it to the Deputy Treasurer in writing two days before the closing date for Tenders.
- The Tender Committee reserves the right to accept or reject any or all quotations/Tenders without giving any reason as per KPPPRA's &PPRA's rules. The decision of the Tender Committee shall be final and unchallengeable in any court of law**.**

## Eligibility Criteria for Submission of Tender Document

| S.No | Description |
|---|---|
| 1 | Brief Profile of company/Firm (Detail of Services, company setup and Offices in Pakistan etc) |
| 2 | Proof of legal presence of Firm/Company in Pakistan |
| 3 | Affidavit on legal paper of appropriate value for non-blacklisting of company/firm |
| 4 | Proof of NTN & GST Registration of Firm |
| 5 | Proof of Active Tax Payer |
| 6 | Proven compliance with relevant national/international standards for quoted equipment |
| 7 | Cost of quoted items in Pak Rupee inclusive of all applicable taxes/duties/delivery charges |
| 8 | Validity period of bid (Minimum 90 days from the date of opening) |
| 9 | @2% amount of total bid price (be attached with Tender form) in form of DD/Pay Order in favor of Treasurer University of Haripur |
| 10 | In case of Tender Document is downloaded from University of Haripur website**(www.uoh.edu.pk)** it should be submitted along with Pay Order/Demand Draft of Rs. 2,000/-. No bid will be accepted without Tender Document fee |
| 11 | Complete details of quoted items/ specifications |
| 12 | Compatibility & expandability features of equipment |
| 13 | Brochures/technical & operating manuals/compatibility features of equipment |
| 14 | Warranty/guarantee details of equipment |
| 15 | Type of affiliation of firm with manufacturer of quoted items (if any) |
| 16 | Quality of the equipment/brand rating in the market |
| 17 | Availability of spare parts/technical support of quoted equipment in the market |
| 18 | Time line for delivery and project implementation detail |
| 19 | Undertaking on legal paper of Rs.50 that firm/company has not provided the equipment less than the quoted price in any other Govt/Public Sector Organization |
| 20 | Any other relevant information |

The firms/companies will considered for further evaluation by Tender Opening/Evaluation Committee if fulfill the above mentioned eligibility criteria.

**General**

- All Quotations should reach the undersigned within due date as specified in the advertisement through registered post.
- The submission of quotations by hand is not acceptable.
- Tenders must be enclosed in a properly sealed envelope. Any cutting/ correction in bid will make quotation invalid.
- The bidder shall mention validity of offer, terms of payment, guarantee/warranty period and schedule of delivery.
- Supply order/ contract will be issued subject to the availability of funds.
- Only Manufacturers / distributors / bona fide dealers of the goods shall give tenders. They shall, therefore, furnish necessary declaration for the same.
- Bidder, interested in bidding for one or more items separately, is allowed to do so. However, purchase committee reserves the right to award tender for accepting the bid for each item or bid of the whole items.
- The contractor shall notify forth in written form to the tender committee with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- The contractor, in respect of the contract, shall accept no new partner/ partners in the firm unless he / they agree to abide by all its terms, conditions and deposits with the purchase committee a written agreement to this affect. The contractor's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them.
- Tenders forms shall be filled in ink or typed. No tender filled in pencil shall be considered.
- The tenderer shall sign and stamp the tender form at each page. (Both side of page)
- Rates shall be written both in words and figures. There should not be errors and / or over-writings. Corrections if any should be made clearly and initiated with dates.
- The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
- The purchase committee reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tenderer has been given or distribute items of stores to more than one firm/ supplier.
- The tender shall remove the rejected articles within 15 days of intimation of rejection, after which purchase committee shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as it thinks fit, at the tenderers risk and on his account.

- The evaluation will be based on the comparison specification/ model/ makes and expiry. University of Haripur reserves the right to choose the specification/ models/ makes at its discretion.

**BID price**

- The Bidder shall indicate in his offer, list of items with specifications, standard accessories, make and origin, the unit price and total Bid prices of the goods.
- Prices of the optional accessories should be quoted separately. Rates quoted should be F.O.R and C & F, University of Haripur, Haripur.
- Taxes levied by the government, if any, shall be paid by the bidder and must be included in the quoted prices.
- University of Haripur is exempted from the whole of customs duties under to the Ministry of finance, economic affairs statistics and revenue rules.
- In case of supply from local market or from ready stock, security @ 10% of the total bill will be deducted for a period of six months and will be released subject to receiving satisfactory report from the concerned office. While in the case of C & F prices, the call deposit will be considered as security and retained as stated above.
- In case of items supplied from local stock, sales Tax and Income Tax will be deducted from the supplier's bill as per government rules. GST will be refunded subject to the provision of Sale Tax invoice.

**Currencies of BID**

- The prices shall be quoted in Pakistani rupees in case of F.O.R and foreign currencies in case of C&F,
- Letter of Credit (LC) will be opened by the University for the Import of some items/ equipments in case of C&F.

**BID validity**

- The Bid will remain valid and open for acceptance of the purchaser for a period of 90 days from the specified date of opening or closing of financial year on the case may be.

**Earnest Money**

- The Quotation must be accompanied with a call deposit of 2% of the local quoted prices with their offer in the form of demand draft/pay order in favor, of the University of Haripur, (refundable).
- The earnest money shall be denominated in Pakistani rupees and shall be in the form of demand draft, pay order or call deposit, issued by Pakistani bank or branch of a foreign bank, operating in Pakistan,
- In case of alternate prices, earnest money will be based on the maximum quoted price of the same

items. The demand draft shall be returned to unsuccessful bidders.

- The earnest money may be forfeited in the following cases:
    i. When tenderer withdraws or modifies the offer, after opening of tender but before acceptance of tender,
    ii. When tenderer does not execute the agreement if any, prescribed within the specified time.
    iii. When the tenderer does not deposit the security money after supply order is given.
    iv. When he fails to commence the supply of the items as per supply order within the time prescribed.

**Signing of BIDS**

- The person signing the Bids shall initial all the pages of the bid along with official seal/stamp where entries are made.

**Dead Line for submission of Bids**

- All Bids must reach and be received by the purchaser on or before the prescribed date line during the office hours.

**Late BIDS**

- Late bids will not be entertained and returned unopened to the Bidder.

**Canvassing**

- Counseling or canvassing staff or elected representatives by any Tenderer will become liable to disqualification.

**Delivery of Equipment / Items**

- The items/ equipment (s) will be supplied in packed form and opened in front of the Purchase Committee. The working manuals, circuit diagrams, related literature and computer programs, if any, must accompany the items/ equipment (s) in original.
- The tenderer shall be responsible for the proper packing, so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination.
- In the event of any loss, damage, breakage or leakage or any shortage the tenderer shall be liable to make good such loss and shortage found at the checking / inspection of the material by the consignee. No extra cost on such account shall be admissible.
- The goods will be delivered at the destination goo down in perfect condition.
- The supplier, if he so desires may insure the valuable goods against lost by theft, destruction or damage, by fire, flood under exposure to whether or otherwise viz., (war, rebellion, riot, etc.).
- The insurance charges will be borne by the supplier and tendering committee will not be required to pay such charges if incurred.

**Performance Security**

- Within one week of issuance of the purchase order successful bidders shall furnish to University of Haripur, the performance security bond as per ***Annexure A*** equivalent to 10% of the bid price in the form of bank guarantee, the performance security shall be payable to University of Haripur as compensation for any loss resulting from the suppliers failure to complete its obligation.
- The performance security will be discharged by the University and returned to the supplier after completion of the supplier's performance obligations under the contract.

**Forfeiture of Security Deposit**

- Security amount in full or part may be forfeited in the following case:
    i. When the terms and conditions of contract is breached.
    ii. When the Tenderer fails to make complete supply satisfactorily.
    iii. Notice of reasonable time will be given in case of forfeiture of security deposit.

The decision of the Purchase Committee in this regard shall be final.

**Mode of Payment**

- Payment shall be made in the form of cheque which shall be issued after receipt of equipment / items, installation and inspection, according to the following schedule.
    i. 90% payment will be made only after the equipment (s) is fully installed and comes in working condition.
    ii. 10% after three months from the date of commissioning.
- No advance payment will be made. Payments will be made subject to the clearance of account and audit cells.
- The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the specified period.

- If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the committee, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

**Prices**

- Prices charged by the supplier for goods deliver in services performed under the contract shall not exceed the prices quoted the supplier in its bids. The quantity of items to be purchased can be increased / decreased at the approved rates.
- The Purchase Committee reserves the right to consider a total package deal for all or group of some equipment with a total lowest quoted price for the package rather than lowest prices for the individual items.

**Standard**

- The equipment supplied must be tropical zed and it must be capable of functioning under the climatic conditions of Haipur.
- There shall be no deviation from specification and country of make as provided with each item. In case of any ambiguity in specification/accessories needed for the full functioning of the equipment, the firm must clear it with the Purchase Committee. However, the decision of the Purchase Committee will be final.
- The goods with standard accessories supplied under this contract shall confirm to the standard maintenance in the technical specification along with the set of operational and maintenance manual it will be responsibility of the supplier to quote equipment in complete package.

**Training**

- The firm supplying the item/ equipment (s) will demonstrate the operation / working of the equipment (s) to the satisfaction of the quarter concerned and provide training if needed.

**Calibration of item/equipment**

- The approved firm will install the equipment (s) in the presence and satisfaction of the Purchase Committee. In case of any defect in the supplied equipment (s) or if it is not in accordance with the desired specification, the item will be changed at the cost of the supplier.

**Guarantee / Warranty**

- The Tenderer would give comprehensive onsite warranty / guarantee that the goods / stores / articles would continue to conform to the description and quality as specified for a period of **one year** from the date of delivery of the said goods/stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/article, if during the aforesaid period of one year, the said goods/stores/articles, be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provisions relating to rejection of goods etc. shall apply.
- The Tenderer shall, if so called upon to do, replace the goods etc., or such portion thereof as is rejection by Purchase Committee, otherwise the tenderer shall pay such damage as may arise by the reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Tender Committee in that behalf under this contract or otherwise.
- The tenderer shall also replace machinery and equipments, in case it is found defective which cannot be put to operation due to manufacturing defect, etc. In case of machinery and equipment specified by the Tender Committee, the tenderer shall be responsible from carrying out annual

maintenance and repairs on the terms and conditions as may be agreed. The tenderer shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipments whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model he will give sufficient notice to the Tender Committee who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.

- The firm must have a representative office in Peshawar/Islamabad/Lahore, which can be contacted in case of any problem encountered during the working of equipment (s).

**Conforming Tender**

- A conforming tender is defined as follows:

  i. It is submitted on time.

  ii. It is lodged at the nominated place.

  iii. All required forms are completed.

  iv. Documents are properly signed.

  v. It complies with the tender conditions.

  vi. There are no commercial and contractual qualifications to the tender.

A non-conforming tender is one, which does not satisfy the above requirements and it may be rejected.

**Disqualification of Tender**

- The tenderer shall observe all relevant statutory and legal requirements when complete the tender. Any Tender engaged in collusion with other tenderers shall be disqualified from tendering.

**Delay in Delivery**

- In case of extension in the delivery period, the recovery shall be made on the basis of following percentages of value of goods stores / work completion which the tenderer has failed to supply / complete the work.

**Conditions with Percentage**

- Delay up to one fourth period of the prescribed delivery period @**2.5 %**
- Delay exceeding one fourth but not exceeding half of the prescribed period @**5.0 %**
- Delay exceeding half but not exceeding three fourth of the prescribed period @**7.5 %**
- delay exceeding three fourth of the prescribed period @**10.0 %**
- Fraction of a day in reckoning period in supplies shall be eliminated if it is less than half a day. The maximum amount of shall be 10%.

- The security money shall be refunded immediately after expiry of warranty period provided there is no breach of contract by the supplier and provided there is no outstanding against the tenderer.

**Recoveries**

Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills.

C&F = Cost and freight basis

FOB = Freight on Board

*Annexure -A*

**Performance Bond**

To

The Registrar/Treasurer
University of Haripur

Dear Sir,

The AGREEMENT DATE:_____ BETWEEN University of Haripur & M/S _____ NO._____ in consideration of your having concluded a CONTRACT Evidenced by purchase order No. _____Dated._____. With Messer's _____ (supplier) for _____and in consideration of value received from the supplier, we agree and undertake as follows:

1. To make conditional payment of _____or unconditional payments from time to time is called upon totaling the said sum of _____ being 10 % of the contract price mentioned in the said purchase order / agreement upon your written demand (s) without further recourse, questions or reference to the suppliers default in compliance with its obligations, liabilities and responsibilities arising under and in pursuance of the warranties and guarantees committed in the said purchase order / agreement.
2. To accept written intimate (ion) from you is sufficient evidence of default or non compliance as aforesaid in the part of supplier and to make payment accordingly within 15 days of receipt of the written intimations.
3. To keep this guarantee in full force from the date of this guarantee up to two year after the date of installation and successful operation of items/ equipments.
4. No grant of time or other indulgence to or composition or arrangement with supplier in respect of the performance of its obligation under and pursuance of the said agreement / purchase order of any clause thereof, with or without notice to us shall in any manner discharge or otherwise how so ever effect this guarantee and out liabilities and commitments here under.
5. This guarantee should also cover obligations of the supplier so for as the liquidated damages as concerned as provided in agreement / purchase order any recovery on account of liquidated damages shall not reduce the value of 10% provided here in.
6. This guarantee shall be binding on us at our successors in interest and shall be irrevocable.

Yours Faithfully

_____

**Name of Person & Designation**
**Name of Firm/Company**

**SUPPLY OF ITEMS TO UNIVERSITY OF HARIPUR**
**Schedule of Rates**
**Minimum Hardware Specification Required**

| | | |
|---|---|---|
| 1 | Attendance + RFID Card Reader Qty 4 | • Country of Origin: UK, Korea, US, European<br>• Capacity: 10,000 users (upgradeable up to 30,000 users)<br>• Transaction Storage: 75,000 logs<br>• Mode of Authentication: RFID Card<br>• Carrier frequency: 125 KHz<br>• Card reading time: <1sec<br>• Warranty: Extendable (with parts and backup)<br>• Operates in Standalone or Network modes<br>• Operating temperatures of -20C to 50C<br>• Built-in TCP/IP Support<br>• Transaction storage<br>• Reporting Software with MS Access/SQL/Oracle Database support<br>• |
| | RFID Card Printer Qty 1 | • Dual Side with high Definition printing HDP<br>• Dual side printing with single side lamination<br>• Over the edge printing<br>• Fast print speed<br>• Smart Screen ™LCD control panel<br>• Removable card cleaning cartridge with replaceable cleaning tape<br>• Comprehensive Cards Designing & Printing Software with ODBC<br>• Color cartridge for 5000 cards.<br>• HDP film 3000 images(optional)<br>• HDP cleaning Kit<br>• Polyguard 1.0 mil clear overlaminate 250 counts |
| | 125KHz RFID Card Qty 5000 | 125KHz Card, Plain RFID Cards<br>Same Size and Thickness as ISO Regulation Credit Card |

To
Deputy Treasurer
University of Haripur,
Hattar Road Haripur
Sir

I/we have gone through, understood fully and declare that I/ we shall abide by the terms and conditions detailed in the tender document for supply of the items required -

**My / our rates are as under-**

| S.# | Description of items | Qty | Unit Price Including (All Taxes) | Total Including (All Taxes) |
|---|---|---|---|---|
| 1 | Access Control & Time and Attendance Management System | 1 | | |
| 2 | RFID Card Readers | 4 | | |
| 3 | RFID Cards | 5000 | | |
| 4 | RFID Card Printer and Accessories | 1 | | |
| 5 | Software& Database Licenses or any other licenses required to operationlized the application mentioned at Sr.No.1 (Optional) | 1 | | |
| 6 | • Installation of Hardware and Software<br>• Hardware Deployment, Configuration , Integration of all Software and Hardware modules/ components<br>Training, Testing and Commissioning | - | | |

**Name of Person & Designation**
**Name of Firm/Company**