

Tender for Library Automation (RFID System Installation, Integrated Library Management software, RFID Book Tagging and Website designing etc.) for Central Library of National Institute of Ayurveda, Jaipur.

National Institute of Ayurveda, Jaipur

NIT Issue Date	:	31-08-2018
NIT No.	:	--
Last date of Submission	:	19-09-2018 (1.00 P.M.)
Pre Bid Meeting	:	20-09-2018 (3.00 P.M.)
Technical Bid Opening Date	:	19-09-2018 (3.00 P.M.)
Financial Bid Opening Date	:	26-09-2018 (3.00 P.M.)
EMD Amount	:	Rs. 42000/-

Tender document may be downloaded from Institute's web site www.nia.nic.in (for reference only)



NATIONAL INSTITUTE OF AYURVEDA, JAIPUR

(An Autonomous Institute under Ministry of AYUSH, Govt of India)

Jorawar Singh Gate, Amer Road

Jaipur-3002002

Tender Cost

By Cash/download Rs. 1000/-

राष्ट्रीय आयुर्वेद संस्थान

(आयुष मंत्रालय, भारत सरकार)

जोरावर सिंह गेट, आमेर रोड़, जयपुर-302002

फर्म का नाम एवं पता

निविदा प्रपत्र

1. विषय : निविदा जिस कार्य/वस्तु के लिये दिया जा रहा है उसका नाम :

Tender No. :- Tender for Library Automation (RFID System Installation, Integrated Library Management software, RFID Book Tagging and Website designing etc.) for Central Library of National Institute of Ayurveda, Jaipur.

2. निविदादाता का नाम :

3. प्रेषित अधिकारी/कार्यालय का नाम : निदेशक, राष्ट्रीय आयुर्वेद संस्थान, जयपुर

4. निविदा शुल्क के रूपये डिमाण्ड ड्राफ्ट/संस्थान रसीद नम्बर दिनांक द्वारा जमा करा दिये गये है ।

5. धरोहर राशि रूपये डिमाण्ड ड्राफ्ट नम्बर

दिनांक/नगद रसीद संख्या दिनांक के द्वारा

निदेशक, राष्ट्रीय आयुर्वेद संस्थान, जयपुर मे जमा कर दी है ।

6. सभी संलग्न कुलदस्तावेज पृष्ठ संख्या सेतक अंकित है एवं स्वहस्ताक्षर सहित है ।

7. मैं/हम निविदा प्रपत्र के साथ संलग्न शर्तों को स्वीकार करते है और इससे बाध्य रहेगें ।

निविदादाता के हस्ताक्षर

(मय रबड़ स्टाम्प)

स्थान:

दिनांक :

फर्म का नाम

(मय रबड़ स्टाम्प)

NATIONAL INSTITUTE OF AYURVEDA

(An Autonomous Institute under Ministry of AYUSH, Govt of India)

**Jorawar Singh Gate, Amer Road
Jaipur 302002**

No.F.4(1)/2018/NIA/Lib/

Dated: 30-08-2018

TENDER NOTICE

Sub: Tender for Library Automation (RFID System Installation, Integrated Library Management software, RFID Book Tagging and Website designing etc.) for Central Library of National Institute of Ayurveda, Jaipur.

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1. Sealed Tenders are invited from reputed, experienced and financially sound Companies/Firms/Agencies **with an annual minimum Turnover of Rs. 50 Lac to provide RFID System Installation, Library Management software, RFID Book Tagging and Website designing etc. for Central Library of National Institute of Ayurveda, Jaipur**
2. The bidding Firms should not have been blacklisted by any Ministry/Department of Govt. of India/State Government/any PSUs etc. The Performance Security Deposit will be forfeited after awarding the bid, in case the bidding firms found black listed by Central Government/State Government/Public Sector Undertakings/Universities/Deemed to be universities/Autonomous Bodies at any point of time.
3. A Tender fee of Rs. 1000/- will be charged. The fee in the form of Bank Draft/ Cash Receipt should be drawn in favour of **Director, National Institute of Ayurveda, Jaipur**. Bank Draft/Cash Receipt should be enclosed in a separate cover along with the Technical Bid.
4. The bidding firms should be continuously engaged (with Valid Licence/Registration) in the same business at least for last 3 years. The bidding firms should have at least one similar running contracts with Central Government /State Government/Public Sector Undertakings/Universities/Deemed to be universities/Autonomous Bodies.
5. Time limit for completion of all the work related to the library automation which are mentioned in tender agreement will be three months from the date of agreement with NIA.
6. Successful bidder should deploy a person for 6 months to provide onsite technical support. The contract period will be valid for a period of one year.
7. Earnest Money Deposit of Rs. 42000/- will be charged. The EMD in the form of Bank Draft/ Pay Order should be drawn in favour of **Director, National Institute of Ayurveda, Jaipur**. Bank Draft/Pay Order should be enclosed in a separate cover along with the Technical Bid. The firm who are registered with National small Industries Corporation (NSIC)/ or Small Scale Industry (SSI)/ or MSME are exempted to submit the tender fee and EMD (copy of registration must be provide along with).
8. **The bidding firm should enclose last 3 Years Audited balance sheet (2016-17, 2017-18, 2018-19) along with the Technical Bid. The sealed quotations with separate Technical Bid(Cover-A) must be subscribed "Technical Bid" and Financial Bid(Cover-B) must be subscribed "Financial Bid" filled in the specified proforma, and with requisite documents viz. Annexure-3 & 4, respectively and EMD Demand Draft/Pay order (Cover-C) must be superscribed "Earnest Money Deposited". The Main Envelope containing the Technical Bid(Cover-A), Financial Bid(Cover-B) and EMD (Cover -C) must be superscribed "Tender for Library automation (RFID System Installation, Integrated Library Management software, RFID Book Tagging and Website designing etc.) for Central Library of National Institute of Ayurveda, Jaipur. The quotations should be deposited in National Institute of Ayurveda, Jaipur at dated 19-09-2018 before 1.00 in the afternoon.**
9. The offers submitted by Telegram/Fax/Email shall not be considered. No correspondence will be entertained in this matter.
10. Bids received after the closing date and time **even through Speed Post/Post Bag/Courier/Web site etc.** shall not be considered.
11. A pre bid meeting will be held on 20-09-2018 at 3.00 PM in Committee room no.4 of the National Institute of Ayurveda, Jaipur. Interested agencies should carry small presentation for the pre bid meeting.
12. **The Technical Bid shall be opened at 3.00 PM on 19-09-2018** in Committee Room No. 4 of the National Institute of Ayurveda in the presence of such tenderers or their authorized representatives, who may wish to be present.
13. **The financial bids of those tenderers who are found to be qualified in technical bid will only be opened subsequently on 26-09-2018 at 3.00 PM in Committee room No. 4 .**
14. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet may be attached. All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the Firm/Agency/Company.
15. The bidder shall quote the Technical & Financial bids as per the format enclosed with tender document.
16. The Director, National Institute of Ayurveda reserves the right to accept or reject any/all tenders without assigning any reason, thereof.
17. The details of the tender documents are available on the Website of this Institute (www.nia.nic.in).

**PROF. SANJEEV SHARMA
DIRECTOR**

ANNEXURE-1SCOPE OF THE WORK

The National Institute of Ayurveda, Jaipur under the Ministry of AYUSH, Government of India is engaged in Ayurvedic Teaching, Education, Training, Research and Patient Care Activities. Institute requires development of Library automation software and RFID system installation in the field of Government/State Government/ Universities/Deemed to be Universities/ Autonomous Bodies/ Private institutions from reputed, well established and financially sound company/ Firm/Agency having minimum 3 years of working experience.

1. Following points must be included in the library management software of central library:

- 1- Cloud based Library Management System.
- 2- To keep record of different categories like; Books, E-Books, Journals, Newspapers, Magazines etc.
- 3- To classify the books subject wise.
- 4- To enter new books in user-friendly way.
- 5- E-Books search/Browse/ download facility.
- 6- Request copy/form (for request a copy of an article from a journal held in the library)
- 7- To keep record of complete information of books like; Book name, Author name, Publisher's Name, Date/Year of publication, cost of the book, Book purchasing date/ Bill No. /Acc. No/Call no. etc.
- 8- To record each entry of visitors to the library.
- 9- User-friendly check in and check out (With and without books)
- 10- Different criteria for searching a book like author wise/ subject wise/ year of publication/ publishers.
- 11- Different kind of reports like; Total number of issued books, number of journals, visitors reports etc.
- 12- Easy way to know how many books are issued to a particular user.
- 13- Easy way to know the status of a book.
- 14- Event calendar for librarian to remember their dates. (In house working manual)
- 15- My notes section for librarian to write any note.
- 16- Online access for registered user to see the status of their books. User management & admin privileges. SMS alert system for members to pay & return books and other activities.
- 17- E-Cash book of library..
- 18- Keep record of basic information of members, late penalty pay status, issued books etc.
- 19- Reservation of the book for user.
- 20- Subject location/specific location book in the library.
- 21- About short book detail & pictures of the book.
- 22- Except RFID code chip, the extra electro-magnetic tape should be pasted on particular book for more extra security.
- 23- Display of current holdings/ reading materials.
- 24- Fully CCTV coverage
- 25- Complete security of software and others.

2. Following points must be included on mandatory basis in website designed for central library of National Institute of Ayurveda, Jaipur

- 1- About Library
- 2- Gallery
- 3- Events
- 4- News & Notifications

- 5- Book Search based on different criteria
- 6- Comments & feedback section
- 7- Contacts section
- 8- Privacy policies, terms of use
- 9- Site Map
- 10- Login & registration
- 11- Management of user profile
- 12- Alerts & Messages
- 13- Link to external sites of NDL
- 14- User feedback

3. RFID Staff Station with Thermal Printer

It should be small size and economic so as to use it in any library desktop configuration

Read/Write/Anti-theft programming should be done in one single operation

Read/Write – standard distance

Should be of ISO standard

The circulation station should interface with LMS:

- Tagging/Retagging after proper online validation of the title/member records in ILMS database.
- Tag monitoring by accessing item record from ILMS database.
- Sorting by accessing Title record from ILMS.
- Check out /Check in /Renewal
- Provision for display of member photograph along with member details while doing the transactions.
- Provision for display of reservations done by a member along with sequence and date of collection.
- Provision of enquiry of checkouts against a member and its due date.
- This facility is available on all transaction screens for reducing response time while presenting the details before the member.

Provision for details of fine against a member along with fine receiving functionality.

4. Library Security Gate Single Aisle

(2 EAS Pedestals)

Security gate should include two theft detection pedestals, which are interdependent of each other and also have an overlapping protection zones providing additional security. We plan to install these pedestals at one location in the library. The system should have suitable number of I/O ports for Standard electronic counter, web cam trigger, CCTV, Locking gates, etc. The offer must be complete in all respects and must include all the components required for the functionality of the system. Library security gate would have following specifications as mentioned below:

- Frequency: ISO standard
- ISO standard
- Detection Range: 100-120 CMs between two pedestals
- Can be configured to detect different chip types simultaneously.

- No need to be linked to the library database. If EAS on detected, chip type, ID number, date and time are stored.
- A pedestal including 1 antenna set (3 antennas) for large detection field and in-built Electronic Control Unit (Controller) integrated into the pedestal bottom.
- Lights and buzzer located at the top of the pedestal.
- Powerful DSP (Digital Signal Processor).
- Integrated Bi-directional People Counter (Infra-Ray Port), Counts In/Out foot falls.
- Ethernet communication interface
- Security mode:
- .
- Dimensions: standard
Base Plate: standard

5.. Self Adhesive RFID Tags for Books along with Logo stickers

The RFID chip used in the tag should have been designed specifically for Library use i.e. it should have three sections

- Lockable section—for item identification
- Re-writable section for library specific use
- Security function (EAS) for item anti-theft (which can be activated and deactivated)
- The RFID chip should have multi read function, i.e. several tags can be read at once
- Tag size should be app. standard having sufficient memory, multi-read, antitheft
- Distance for detection from pedestal -- standard

Tags should be of ISO standard

6. RFID Handheld Reader for Shelf Management

Handheld RFID Reader should be of ISO standard

Signature of the Owner/Managing Partner/
Director of the Firm

Date:

Name:

Place:

Address/Tel. No.

Firm's Seal:

ANNEXURE-2

TERMS & CONDITIONS

General Conditions

1. The Firm/Agency should have an annual total minimum turnover of Rs. 50 Lac during last 3 years (2016-17, 2017-18 and 2018-19) to be eligible for consideration.
2. The bidding firms should be continuously engaged (with Valid Licence/Registration) in the same business for at least in last 3 years. The bidding firms should have at least one similar running contract with Central Government /State Government/Public Sector Undertakings/Universities/Deemed to be universities/Autonomous Bodies.
3. Time limit for completion of all the work related to the library automation which are mentioned in tender agreement will be within three months after the signing of agreement with NIA.
4. Successful bidder should deploy a person for 6 months to provide onsite technical support. The contract period will be valid for a period of one year.
5. The Firm/Agency shall not assign, transfer, pledge or sub-contract the performance of services.
6. The Institute may dismiss or remove any person or persons, provided by the Firm/Agency, who may be incompetent or may not conduct himself/herself properly and the Firm/Agency shall forthwith comply with such requirements. For any damage or loss to the institute due to any personnel, the firm/Agency will be responsible for compensation.
7. The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging, equipment's or vehicles of the personnel of the Firm/Agency deployed in the Institute.
8. The personnel deployed shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements/administrative/organizational matters as all this may be of confidential/secret nature.
9. No bidder will be allowed to withdraw after submission of the bids, otherwise the Earnest Money Deposit submitted by the bidding Firm/Agency would stand forfeited.
10. The Firms/Agencies should attach the requisite certificates, Service tax authorities along with the Technical Bid. The tenderer should satisfy himself with the terms and conditions of the Contract. No claim on grounds of lack of knowledge, in any respect, shall be entertained.
11. The Firm/Agency shall be in contact with the Institute at all times and message sent by Telephone/Mobile/E-mail/Fax/Special Messenger from the Institute to the Firm/Agency shall be acknowledged immediately on receipt on the same day. Contractor will respond the calls from institute/ or not attending or picking up the calls will be considered as hostile and will be liable to any action including cancellation of the contract.
12. The Firm/Companies/Agencies should enclose all the documents properly and the entire document should be signed by owner or his authorize signatories.
13. All entries in the Technical Bid in the Performa at **Annexure-3** should be legible and filled up clearly. No overwriting or cutting is permitted in the Financial Bid. However, cutting, if any, in the Technical Bid must be initialled by the person authorized to sign the Technical Bids. No interest is payable on the EMD.
14. Tender incomplete in any respect will be rejected out-rightly without any intimation.
15. The Bidder shall submit the following documents with Technical Bid:
 - Copy of Firm/Agency's Registration Certificate for last 3 years continually.
 - Copy of Service Tax /GST Registration certificate.
 - Affidavit to the effect that it has not been banned/blacklisted by any Central Government /State Government/Public Sector Undertakings/Universities/Deemed to be universities/Autonomous Bodies.
 - Copies of Experience Certificate/Work Order with Central Government /State Government/Public Sector Undertakings/Universities/Deemed to be universities/Autonomous Bodies for the past 3 years.
 - Copies of similar running Contracts with Central Government /State Government/Public Sector Undertakings/Universities/Deemed to be universities/Autonomous Bodies.
 - Earnest Money Deposit (EMD) of Rs. 42,000/- in the form of Bank Draft/Pay order should be drawn in favour of **Director, National Institute of Ayurveda, Jaipur**.
 - The firms who are registered with National small Industries Corporation (NSIC)/ or Small Scale Industry (SSI)/ or MSME are exempted to submit the tender fee and EMD (copy of registration must be provide along with).
 - The Firm/Agency should have an annual minimum turnover of Rs. 50 Lac during each year in last three years to be eligible for consideration. Relevant enclosures should be enclosed.
 - A tender fee of Rs. 1000/- will be charged. The Fee in the form of Bank Draft/ Cash Receipt drawn in favour of **Director, National Institute of Ayurveda, Jaipur**. Bank Draft/Cash Receipt should be enclosed in a separate cover along with the Technical Bid.
 - Copy of the tender documents with each page signed by the Bidder for acceptance of the Terms and conditions laid down by this Institute.
 - Last three years Audited Balance Sheet (2016-17,2017-18 and 2018-19)

- Copy of License issued by competent authority.
16. The Sealed quotations with separate Technical Bid(Cover-A) must be subscribed "Technical Bid" and Financial Bid(Cover-B) must be subscribed "Financial Bid" filled in the specified proforma, and with requisite documents viz. Annexure-3 & 4, respectively and EMD Demand Draft/Pay order (Cover-C) must be superscribed "Earnest Money Deposited". The Main Envelope containing the Technical Bid(Cover-A), Financial Bid(Cover-B) and EMD (Cover -C) must be superscribed "Tender for Library automation (RFID System Installation, Integrated Library Management software, RFID Book Tagging and Website designing etc.) for Central Library of National Institute of Ayurveda, Jaipur."
 17. Earnest Money Deposit of Rs 42000/- will be charged. The EMD in the form of Bank Draft/ Pay Order should be drawn in favour of **Director, National Institute of Ayurveda, Jaipur**. Bank Draft/Pay Order should be enclosed in a separate cover along with the Technical Bid. EMD will be returned to unsuccessful firm/agency as soon as possible.
 18. The Firm/Agency/Company shall ensure quality work in planned and time bound manner. Any sub-standard material/work beyond set out tolerance limits shall be summarily rejected by the Director, National Institute of Ayurveda.
 19. Tendered rates shall be for completed work covering all operations, labour, software carriage machinery and equipment's, any other taxes etc.(if any), wages, tools and plants transportation risks overheads, general and special liabilities/obligations as mentioned and profits etc. Tenderer shall pay necessary taxes, such as GST etc. as above to relevant authorities.
 20. Cost of maintenance of equipment's, hardware and software will be borne by the contractor for three years.
 21. It is mandatory for the selected agency to complete the installation work within stipulated time period. For this all the necessary equipment's and material will be transported to National institute of Ayurveda by his own expenses. Institute will not provide any transportation charges as well other expenses.
 22. Entry of all library books as well as members in software system will be done by the successful agency on his own. This work will be carried out at National Institute of Ayurveda, Jaipur. Required computer will be provided by the Institute.
 23. Time limit for completion of all the work related to the library automation which are mentioned in tender agreement is three months after the date of agreement with NIA.
 24. Successful bidder is responsible for tagging of new books, issuance of RFID card to the new members added to library during the period of tender validity which is 1 Year from the date of agreement.
 25. Successful bidder has to train the library in-charge and library staff to handle hardware and RFID System software.
 26. Successful bidder is responsible for any up gradation required within 3 Years.
 27. Warranty period of all the equipment's of library management system will be 3 Years from the date of Installation. During the warranty period technical service will be provided by successful bidder.
 28. After completion of all the work ownership of all software and hardware, database will be transferred to National Institute of Ayurveda and this shall be the property of NIA.
 29. Card activation system should be provided by the Bidder.
 30. All software should be licensed.

Legal Conditions

31. The Personnel deployed shall not claim any benefit/compensation/absorption/regularization of services with the Institute under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect will be required to be submitted to this Institute by the Firm/Agency which has been awarded the contract.
32. The Personnel deployed shall not claim any Master-Servant or Employer-Employee relationship with this Institute. In other words, it should be made clear to the manpower so deployed by the successful bidder as per the tender that no employer-worker, employee-employer relationship is established between the Institute or the Government of India and the workers by virtue of such deployment and no claims for temporary or permanent employment in the Institute shall be entertained from any or group of such workers.
33. The Firm/Agency is required to deposit a copy of valid licence from the competent Licensing authority. If the Firm/Agency is refused a license for any reason whatsoever or fails to obtain the license, the contract shall automatically stand terminated and the Institute shall be at liberty to recover losses, if any, from the Firm/Agency including forfeiture of Performance Security Deposit.
34. In case the successful bidder declines/backes the Offer of contract for whatsoever reason(s), his Earnest money & Bid Security Deposit will be forfeited.
35. The Performance Security Deposit will be forfeited in case, if agency refuses to do the work in between the time period allotted for the completion of work, if interest of institute is getting affected by the work behaviour of the agency and satisfactory improvement in the behaviour of agency is not being observed even after warning. The firm would be blacklisted and disqualified from participation in any future tenders of the Institute.
36. Statutory deductions, as applicable, will be deducted from the payments to be made to the Firm/Agency.
37. The Firm/Agency shall engage the suitable person as required by the Institute from time to time. The

said persons engaged by the Firm/Agency shall be the employees of the Firm/Agency and it shall be the duty of the Firm/Agency to pay their wages every month. There will be no Master- Servant or Employer–Employee relationship between the employees of the Firm/Agency and the Purchaser i.e. the National Institute of Ayurveda. Further, the said persons of the Firm/Agency will not claim for any Post/Job or Absorption.

38. The Firm/Agency should be registered with the concerned Government authorities
39. The Award of the Contract will be subject to fulfilment of the conditions laid down in GFR.
40. Any dispute arising out of the contract will be settled within the jurisdiction of Jaipur.
41. The Director, National Institute of Ayurveda reserves the right to accept or reject any/all tenders without assigning any reason thereof.
42. The Director, National Institute of Ayurveda reserves the right to withdraw/relax/modify any of the term and conditions mentioned in the tender document if it is felt necessary in the benefit of the Institute.
43. The bidder at all times should indemnify the Institute against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Dispute Act, 1947; Maternity Benefit Act, 1961; as per latest amendments or any other law relating thereto and rules made there under from time to time. The Institute will not bear any responsibility in this regard.
44. The successful tenderer shall solely be responsible for settling/resolving any dispute/claim of his/her personnel during the pendency of the contract. No liability shall accrue to the Institute under any circumstances even after expiry of the contract.
45. The successful tenderer shall be solely responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons deployed by it for tendering the jobs on contract under the agreement, either under the Workmen Compensation Act or any other act in force at that time.
46. The successful tenderer shall also ensure the norms prescribed by the Human Rights Commission, Government of India, Minimum Wages Act and Industrial Disputes Act are followed or any such other legislation are fully observed and the National Institute of Ayurveda is kept harmless and indemnified. If any noncompliance is intimated by the competent authority of the Institute, the successful tenderer has to rectify it and indemnify.
47. Any relevant law/Act/Rule/Guideline operational an enfaced by Central Govt. a State Govt. A Local Authority will be automatically applicable and successful bidder has to essentially comply the same.

Financial Conditions

48. The successful Bidder shall furnish a Performance Security Deposit of Rs 2,50,000/- (5% annual contract value) of the Annual Contract Value within Ten Days of Award of the Contract in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or irrevocable Bank Guarantee drawn in favour of "**Director, National Institute of Ayurveda, Jaipur**" The Performance Security Amount of Rs. 2,50,000/- (or 5% Annual Contract Value) will be refundable after completion of Contract without any Interest.
49. 10% , 15%, 20% penalty of invoice will be charged after 1st month , 2nd month and 3rd month respectively after due date of completion of assignment, if selected bidder fails to complete the work within stipulated time period.
50. No advance payment, in any case, would be made to the Firm/Agency.
51. Financial Bid will be All Inclusive.
52. Escalation cause shall not be accepted on any grounds during the period the Contract is in force.
53. No overwriting or cutting is permitted in the Financial Bid.
54. In case of any discrepancy in figure and word. Amount written in words will be considered as final.
55. In case two or more agencies are found to have quoted the same rates, Director, NIA shall decide about the agency to whom the offer shall be granted based on the report of maximum experience (in Years) of the firm in Central Government Hospital/Central Autonomous Institutions of National importance. Or on the basis of higher Turnover. Director is such circumstances may call upon the report about performance where the firms have already worked or will working.

Signature of the Owner/Managing Partner/
Director of the Firm

Date:
Place:

Name:
Address/Tel. No.
Firm's Seal:

Check List

		Page No.	Y/N	Remarks
1	Name of Firm/Agency/Company (Attach certificates of registration with a brief profile of the Firm)			
2	Aadhar No. Proprietor/Director of Firm/Agency/Company			
3	Full address of Registered Office with Telephone No., FAX and E-Mail			
4	Banker of Firm/Agency/Company with full address Telephone No., FAX and E-Mail.			
5	PAN/GIR No.			
6	GST Registration No.			
7	Firm/Agency/Company Registration Number			
8	Annual Report and Audited Balance sheet & Profit Loss Account for the last three financial years to be attached.			
9	Affidavit stating that the Firm/Agency/Company is / has not been black listed by Central Government /State Government/Public Sector Undertakings/Universities/Deemed to be universities/Autonomous Bodies at any point of time.			
10	List of similar assignments and number of; Manpower provided to Central Government /State Government/Public Sector Undertakings/Universities/Deemed to be universities/Autonomous Bodies during the last three years. Satisfactory performance certificate should also be attached.			
11	Acceptance of Terms and Conditions			
12	Demand Draft/ Pay order for Tender document fee (non-refundable) of Rs.500/- (Rs. Five hundred only) attached (Name of bank, DD/Cash receipt (in case tender download from web site) Date and amount)			
13	Demand Draft/ Pay Order for EMD of 42000 /- attached (Name of bank, DD/Pay Order No. Date and amount.			
14.	Copy of License issued by Competent Authority.			
15.	The Firms who are registered with National small Industries Corporation (NSIC)/ or Small Scale Industry (SSI)/ or MSME are exempted to submit the Tender fee and EMD (copy of registration must be provide along with)			
16.	ISO Certificate if Available			

Date:

Place:

Signature of the Owner/Managing Partner/
Director of the Firm

Name:

Address/Tel. No.

Firm's Seal:

ANNEXURE-3PROFORMA OF TECHNICAL BID - (COVER – A)

(To be placed in a Separate Sealed Cover)

1.	Name of Tendering Company/Firm/Agency	
2.	Name of Owner/Partners/Directors	
3.	Full Particulars of the Head Office	
(a)	Address	
(b)	Telephone No.	
(c)	Fax No.	
(d)	E-mail address	
4.	Full Particulars of the Bankers of the Company/Firm/Agency, with full Address/Tel. No.	
(a)	Name of the Bank	
(b)	Address of the Bank	
(c)	Telephone No.	
(d)	Fax No.	
(e)	E-mail address	
5.	Registration Details:	
(a)	Copy of Firm/Agency's Registration No.	
(b)	PAN/GIR NO.	
(c)	GST Registration No.	
(d)	Aadhar No. of Owner/Partners/Directors	
6.	Details of Earnest Money Deposit	
(a)	Amounts (Rs.)	
(b)	DD/PO No. and Date	
(c)	Drawn on Bank	
(d)	Valid upto	
7.	Details of Tender Fee	
(a)	Amount	
(b)	DD/PO No.	
(c)	Drawn on Bank	
(d)	Valid upto	

8.	Annual Turnover of the Company/Firm/Agency for the last 3 years (With Proof duly certified by Chartered Accountant/Auditor) Last 03 Years balance sheet and copies of Income tax returns for 3 Years as stated in Terms & Conditions.		
	2016-2017		
	2017-2018		
	2018-2019		
9.	The Firm who are registered with National small Industries Corporation (NSIC)/ or Small Scale Industry / or MSME are exempted to submit the Tender fee or EMD (copy of registration must be provide along with)		
10	Experience in the field for the 3 Years(with Proof)		
	Experience in the field for the minimum 3 Years	Similar running Contracts with Central Government /State Government/Public Sector Undertakings/Universities/Deemed to be universities/Autonomous Bodies.	
11	ISO Certificate if Available.		

Signature of the Owner/Managing Partner
Director of the Firm

Date:

Name:

Place:

Address/Tel. No.

Firm's Seal:

CERTIFICATE

(To be submitted with the Technical Bid)

The Annual Turnover of M/s. _____ for the last 3 years are given below and it is certified that the Statement is true and correct:

Sl.No.	Year	Turnover Rs. In lacks
1.	2016-2017	
2.	2017-2018	
3.	2018-2019	
	Total	Rs_____ lacks

Average Turnover Per Annum:

Rs. _____

Lakhs.

With Seal

Signature of
Chartered Accountant/Auditor

ANNEXURE-4

PROFORMA OF FINANCIAL BID - (COVER – B)

(To be placed in a Separate Sealed Cover)

1. Name and Address of Tendering Company/Firm/Agency :
2. Financial Bid
To be considered in the Financial Bid.

SI	DESCRIPTION	SPECIFICATION	QTY.	RATE (PER HEAD)	TOTAL AMOUNT
1.	RFID MEMBER IDENTITY CARD (BOTH SIDED PRINTED)	Top quality pvc/abs dimension: contactless <u>smart cards</u> of ISO standard, standard size and frequency:	1500		
2.	LIBRARY MANAGEMENT SOFTWARE	(Licensed web centric library management software); with server and integration. Server- intel® xeon® processor E5-2600v4 product family processor; RAM-DDR4- 16GB HDD-2TB	1		
3.	ALL BOOKS DATA ENTRY (APPX.50,000)	Books/CD data base from .xls format to marc 21 format-UNICODE	50,000		
4.	ALL MEMBERS DATA ENTRY (APPX. 1200)	Member data base With photograph and other details	1200		
5.	RFID Staff Station with Thermal Printer (ONE STAFF STATION & ONE SELF CHECK IN/OUT KIOSK)	<ul style="list-style-type: none"> • Integrated with library desktop configuration • Read/write/anti-theft programming should be done in One single operation • Read/write- standard distance For other see tender document	2		
6.	Library Security Gate Single Aisle (2 EAS Pedestals)	As mentioned in tender document	1		
7.	Entrance access control gate	optical flap barrier turnstile gate with sensitive infrared sensors/ Entrance access control tripod turnstile gate	1		
8.	RFID CODE tag STATIONARY APPX. (50,000 x2) including logo sticker (Extra 5000)	Standard size	50000		
9.	LAN CABLE CAT6 305 MTR BOX	Cat6	1		
10.	RFID Handheld Reader for Shelf Management	As mentioned in tender document			
	TOTAL IN WORDS			TOTAL	

Note:

1. The firm, who will fail to comply any of the above said condition, their bid will summarily be rejected.
2. Financial bid quoted should be all Inclusive.
3. No overwriting or cutting is permitted in the Financial Bid.
4. Firm/Agency/Company should paste cello tape on financial bid Rate.
5. In case two or more agencies are found to have quoted the same rates, Director, NIA shall decide about the Agency to whom offer shall be granted based on the report of Maximum experience (in Years) of the firm in Central Government Hospital/Central Autonomous Institution of National importance. Or on the basis of Maximum Turnover. Director in such circumstances may call upon the report about performance where the firm have already worked or still working.

Date:

Place:

Signature of the Owner/Managing Partner/
Director of the Firm

Name:

Address/Tel. No.

Firm's Seal:

DECLARATION

1. I, _____ Son/Daughter of Shri _____
Proprietor/Partner/Director/Authorized
Signatory of _____
_____ am competent to sign this Declaration and
Execute this Tender Document.
2. I have carefully read and understood all the Terms and Conditions of the Tender and I hereby convey my acceptance of the same.
3. The Information/Documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any vague/false information/fabricated document would lead to rejection of my/our Tender at any stage besides liabilities towards prosecution under appropriate Law.

Signature of the Owner/Managing Partner/
Director of the Firm

Date:

Name:

Place:

Address/Tel. No.

Firm's Seal:

The above Declaration, duly signed and sealed by the authorized signatory of the agency in token of their acceptance, should be enclosed with Technical bid.