

National Housing Bank  
New Delhi  
Lodi Road, New Delhi  
(Tender - Biometric Access System )

09<sup>th</sup> June 2011

To,

Subject: Procurement and installation of “**Biometrics Access System**” - Invitation of quotations - regarding.

Dear Sir,

National Housing Bank proposes to install “Biometrics Access System” for its office located at 3<sup>rd</sup>,4<sup>th</sup> and 5<sup>th</sup> floor premises at India Habitat Centre, Lodi Road, New Delhi- 110003. The scope of work/schedule of requirement is at **Annexure “A”**. The detailed terms and conditions may kindly be seen at **Annexure ‘B’**.

2. The bidders with experience in the field of providing solutions for applications related to smart cards and biometrics having presence in at least 2 to 3 major Government offices, public sector and private sector companies may submit their quotation. The documentary evidence in support of providing similar machines in other organizations Govt. buildings particularly those in the public sector, Govt. offices is required to be submitted.

3. The tendering firm must also submit the VAT/Service Tax Registration Certificate along with the latest VAT/Service Tax clearance Certificate. In the absence of these documents, the tender may not be entertained.

4. Interested parties may send their bids using separate envelopes for the technical bids as well as financial bids. The words “Technical bid/ Financial bid for procurement/installation of “Biometrics Access System” shall prominently be marked on the top of each envelope. The Technical & Financial bids are to be submitted separately and in prescribed proforma at Annexure “C” & “D” respectively. **In order to ensure vendor neutral specifications meeting minimum requirements of DAC, a pre- bid meeting shall be held on 17.06.2011 at 3.00 P.M. in Chintan Kaksh, 4<sup>th</sup> floor IHC Lodi Road New Delhi. The sealed quotations are to be dropped in the Tender Box kept in the Dispatch section at 4<sup>th</sup> floor of the premises by 24<sup>th</sup> June 2011 at 5.00 PM.** The technical quotations shall be opened on 27<sup>th</sup> July 2011 at 4.00 P.M. in Chintan Kaksh 4<sup>th</sup> floor, in the presence of bidders or their representatives who may like to be present. The date, time and venue of opening of Financial Bids of the technically successful bidders will be intimated as may be decided by the Bank.

***It may be specifically noted that the quotations are required to be submitted with EMD amounting to Rs 10000/- (Ten Thousand only) in the form of a Demand Draft/ Banker's Cheque from any of the Nationalized Bank in favour of National Housing Bank, and other necessary documents, in the prescribed proforma only.***

Yours faithfully,

(Ashok Kumar)  
Regional Manager

## SCHEDULE OF REQUIREMENTS

National Housing Bank proposes to install “Biometrics Access System” for its office located at 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floor premises ,India Habitat Centre, Lodi Road, New Delhi-110003. The system is intended to record arrival and departure timings of the employees to and from office and to generate/record relevant data/reports of arrival/departure/leave/late sitting etc. of the employees. The scope of work include providing of hardware, software, related accessories and installation and training of the system to the identified personnel of this Department. In other words the work has to be performed on composite basis.

**2. The machine(s) should have the storage capacity of recording of finger prints on required number of occasions of entry/exit for about 1000 employees to/ from the building. The system should be able to accommodate additional 500 employees. The system should be based on both the Smart Card and Fingerprint.** It should be sturdy and tamper proof and immune to the vagaries of nature, dust, etc. The equipment should have a proper wooden-casing. Further, it should easily upload and download records of finger prints, data, events, time and attendance. These should have built-in TCP-IP connectivity and adequate power back up.

3. The number of machines to be procured and installed is 08 **units** inclusive of all the requirements as indicated in the financial bid.

4. This department’s requisite parameters for a “Biometrics Access System” machine are:-

- (i) The machines should have 1:1 and 1: N recognition capability.
- (ii) Template storage capacity of a machine should **be 200** or more.
- (iii) The machine should support Verification mode one of the indicated below :
  - (a) Finger print only
  - (b) Card only
  - (c) Finger Print + Card
  - (d) Finger Print or card
  - (e) PIN + Card/ Finger Print
- (iv) Power Back up UPS attached to a machine should be at least 4 hours.
- (v) Optical scanner: capacity of 500 DPI at least
- (vi) Possibility of storage of Finger prints in Card
- (vii) About 2-3 seconds “ Pass through” time for every person in 1:1 mode and 4-5 seconds in 1:N mode with about 2000 templates( 4 per person\*-- ) stored.
- (viii) Acceptance/ Rejection indications
- (ix) The system should be able to generate reports as per DAC’s requirements, A few reports which may require to be generated are:-

A. General Reports like employees late on a particular date wise general, Designation wise, division wise, at the click of the button, Basic reports. The Department is looking for from the report software as:-

(i) Arrival/ departure on days (with query for specific days)- Name, Designation, Division or other parameters wise as defined for an individual in the software

(ii) Arrival/ departure of officers at a particular time again Name, Designation, Division or other parameters wise defined for an individual in the software

(iii) Arrival in time/ Permissible time for different categories of officers again Name, Designation, Division or other parameters wise defined for an individual in the software

B. Roles to be defined for access of reports and the system

C. Generation of reports at various periodicities wise daily, monthly, yearly, Name, Designation, Division or other parameters wise defined for an individual in the software.

(x) LAN connectivity.

(xi) Immediate switch-ability among various models prescribed at (iii) above.

(xii) Number of fingers it can enroll (Max. 10)

(xiii) The system should have a capacity of record storage of 2 lack or more records.

(xiv)The system should have minimum requirements to future up-gradation in technology.

(xv) System should work in a fool proof manner round the year during different climate conditions.

## ANNEXURE 'B'

### TERMS AND CONDITIONS

- The contract shall be for providing "Biometrics Access System" for the National Housing Bank for its office located at 3<sup>rd</sup>,4<sup>th</sup> and 5<sup>th</sup> floor premises of India Habitat Centre Lodi Road, New Delhi-110003. The equipment will be installed by the supplier at the specific location suggested by the Bank and all the machines will be equipped with/connected to data base with finger prints. The system shall have to remain under guarantee/warrantee of the supplier for a period of three years which shall include replacement/maintenance of the system and related equipment including software.
- The supplier will have to provide all the hardware/software related support and training and any problem/defect occurred in the machine will be rectified by the supplier within 24 hours of the complaint having been lodged. For this purpose, names and contact number of service engineers shall be provided to the Department. The penalty of nonoperation of the machine on any working day shall be ` 500/- ( five hundred only) per machine per day.
- Whenever the system is required to be repaired at the workshop of the supplier's end, alternative system will be provided for the same immediately. The repaired system will be returned to the Bank within a maximum 7 days for which no transportation/ other incidental expenses shall be provided.
- The preventive maintenance of the complete system shall be carried out as and when necessitated but in any case once in a month and the report thereof must be submitted to Administration Section within a week of close of the month. In case the company fails to submit the report in time, penalty clause as provided shall apply.
- The training, enrolment of new employees, deletion, report generation, etc. may be provided by the supplier.
- The offers shall be kept open for acceptance for a minimum period of 60 days from the date of tender opening. The bids only with requisite amount of EMD and other details as per Performa shall be accepted. The Bank reserves the right to accept or reject the offer of tenders including that of the lowest bidder or scrap the tender without assigning any reasons and no claim in this regard shall be entertained.
- The contract shall normally be awarded to the vendors/firm/company who have requisite infrastructure, experience and meeting other terms/conditions of the tender.
- The firms will be evaluated based on meeting the tender criteria wise submission of EMD/experience/accepting the terms and conditions etc. and other things equal the contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily. The bidders are not allowed to alter or modify their bids after

expiry of the deadline for receipt of bids. *It may be specifically noted that the bids not meeting even the basic cost of the inputs i.e. unreasonably low prices just to undercut and obtain contract are liable to be ignored to maintain the required standards of work being awarded.* In the detailed scrutiny of technical bids, the participants may be required to arrange demonstrations of their product before the designated authority of the Bank. Keeping in view the nature of procurement, the Bank shall be free to select a vendor, which it consider, shall fulfill the requirement of the Bank completely in all respects. The Bank also reserves the right to reject any or all the tenders without assigning any reason thereof.

- The resultant contract will be interpreted under Indian Laws and the settlement of disputes, if any, emanating from the result contract shall be by the General Manager National Housing Bank.

- .• The payment shall be made on installation of the system to the entire satisfaction of the Bank.. The Bank shall not pay for any other incidentals other than those mentioned in the tender, like transportation etc. and the contracted price shall be firm/ fixed. There shall also be no advance payment for any jobs assigned in terms of the contract. If the firm awarded the contract fails to execute the order or the arrangement, is not satisfactory, the same will be got installed/operated by the Bank through alternate sources and at the risk/cost of the contractor and the contractor shall be obliged to pay additional expenditure made in this regard.

- The scope of work, the deliverables expected from the contractors could be discussed and site inspected on any working day. The tenders are free to seek any clarifications or submit their reservations, if any, about terms and conditions stipulated in this letter.

- The successful tender will be required to furnish Performance Security @ 10% of the total cost of system in the manner/form/time desired by the Bank . The Performance Security shall be forfeited if there is any breach by the contractor in performance/ meeting terms and conditions of the contract. Otherwise, the same shall be refunded after completion of the contract to the satisfaction of the Bank with no liabilities due from the contractor.

(Ashok Kumar)  
Regional Manager

**ANNEXURE : "C"**

**PROFORMA FOR TECHNICAL BID**

To

The Deputy General Manager  
National Housing Bank  
India Habitat Centre  
Lodi Road, New Delhi- 110003.

Subject : Procurement and installation of "Biometrics Access System" - Technical Quotation - regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/ accept all the terms and conditions stipulated in tender for Biometric Access System . The information desired is as under:-

Sr. No. 1.

1.	Hardware	
2.	Software	
3.	Installation	
4.	Training	
5.	Others	
6.	Details No. of Units	

2. EMD Details (Amount, Name of Bank Branch, DD date and No.)

3. Experience Details Name of the organization Year and Value of work done (in Rs.)

4. Details of works premises including infrastructure available

5. The details of registration(s) wise No., date, validity etc. with Government authorities towards incorporation of the firm, running of stated business, etc. - Yes/No

6. The details of the PAN and other statutory registration.

7. Acceptance to the Schedule of work & other terms & conditions of the tender

8. Requirement

- (i) The machines should have 1:1 and 1: N recognition capability.
- (ii) Template storage capacity of a machine should be 2000 or more.
- (iii) The machine should support Verification mode one of the indicated below :

- (a) Finger print only
- (b) Card only
- (c) Finger Print + Card
- (d) Finger Print or card
- (e) PIN + Card/ Finger Print

- (iv) Power Back up UPS attached to a machine should be atleast 4 hours.
- (v) Optical scanner: capacity of 500 DPI at least
- (vi) Possibility of storage of Finger prints in Card
- (vii) About 2-3 seconds "Pass through" time for every person in 1:1 mode and 4-5 seconds in 1:N mode with about 8000 templates( 4 per person\*2000) stored.
- (viii) Acceptance/ Rejection indications

(ix) The system should be able to generate reports as per DAC's requirements, A Few reports which may require to be generated are:-

A. General Reports like employees late on a particular date wise general, Designation wise, division wise, at the click of the button, Basic reports. The Department is looking for from the report software as:-

- (i) Arrival/ departure on days (with query for specific days)- Name, Designation, Division or other parameters wise as Compatibility System Configuration - Yes/No & other Details defined for an individual in the software
- (ii) Arrival/ departure of officers at a particular time again Name, Designation, Division or other parameters wise defined for an individual in the software
- (iii) Arrival in time/ Permissible time for different categories of officers again Name, Designation, Division or other parameters wise defined for an individual in the software

B. Roles to be defined for access of reports and the system

C. Generation of reports at various periodicities wise daily, monthly, yearly, Name, Designation, Division or other parameters wise defined for an individual in the software.

(x) LAN connectivity.

(xi) Immediate switchability among various models prescribed at (iii) above.

- (xii) Number of fingers it can enroll (Max. 10)
- (xiii) The system should have a capacity of record storage of 60,000 records.
- (xiv) The system should have minimum requirements to future upgradation in technology.
- (xv) System should work in a fool proof manner round the year during different climate conditions. 2. I/we undertake that documents and genuine/ authentic and nothing material has been concealed and that I /we are not debarred by any Government organization and are competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Representative)

Name of the bidder:

Complete Address :

Address (Works), if any,

Contact Nos.

PROFORMA FOR FINANCIAL BID

To

N. Udaya Kumar,  
Deputy General Manager,  
National Housing Bank ,  
Administration Department,  
Core 5A, 4<sup>th</sup> Floor,  
India Habitat Centre  
Lodi Road, New Delhi-110003

Subject : Procurement and installation of "Biometrics Access System" - Financial Quotation - regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/ accept all the terms and conditions stipulated in National Housing Bank letter No.--- dated -----The rates quoted are as per following details :-

1. Rate per unit (This should include cost of all technical parameters and requirements, wooden-casing for each unit, installation charges, training, finger-printing and data-inclusion etc. and commissioning of the comprehensive system.)
2. Taxes/ Duties
3. Total price per unit

(Total Rate Quoted in words: \_\_\_\_\_)

4. I/we undertake that documents and genuine/authentic and nothing material has been concealed and that I /we are not debarred by any Government organization and are competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Representative)

Name of the bidder:

Complete Address

Address (Works), if any, Contact No.