

LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA

Biometric Attendance & Verification Work

- A. Tender No: LNMU/CET-B.Ed./03/22
- B. Date of issue Tender 06.06.2024
- C. Closing Date & Time of Submission of Technical & Financial Bid: 12.06.2024
- D. Due date & time of opening of Technical Bid: 12.06.2024 at 11:00 AM
- E. Due date & time of opening of Financial Bid: 13.06.2024 at 04:00 PM

F. Subject:

| Sl. No. | Work |
|---------|---|
| 1 | Installation & use of Biometric Machines with Manpower on a turnkey basis to carry out the Biometric verification with Aadhaar-based fingerprint verification/ IRIS based Aadhaar Verification of candidates during the CET-BED:2024 Examination proposed to be held on 23.06.2024. |

1. Cost of Tender Documents: Rs. 5000/-
2. Instructions to Bidder
Pre-qualification Criterion (PQ),
schedule of requirement with the
specification. Evaluation Criterion
and Conditions of Contract: Annexure-I & Annexure I-A
3. Price Schedule: Annexure-II
4. Bid- Security (Earnest Money): Rs. 2,00,000/-
5. Contract Performance Security: Rs. 10,00,000
6. Undertaking by the Bidder: Annexure-III
7. Declaration made by the bidder: Annexure-IV

ANNEXURE-I

INSTRUCTIONS TO TENDERS, PRE-QUALIFICATION CRITERIA (PQ), SCOPE OF SUPPLY WITH SPECIFICATION, EVALUATION CRITERION AND TERMS & CONDITIONS OF PRICE AGREEMENT.

Sale of Tender documents

Tender Documents can be downloaded from websites www.lnmu.ac.in from 02.06.2024 to 10.06.2024.

Tender Document Fee of Rs. 5,000/- is to be submitted in DD in favour of the **CET- BED 2024 Examination Fund Account** payable at Darbhanga along with the tender document itself.

1. Submission of Bid

The bidder shall submit the sealed bid containing two separate sealed envelopes, one each for as prescribed below, addressed to the “**Office of the State Nodal Officer, CET-BED 2024, Pareeksha Bhawan, L. N. Mithila University, Darbhanga-846 004** by Hand or through Post/courier. State Nodal Officer will not be responsible for any delay in receipt of bids. Any bids received after the closing date and time shall not be entertained. In case, on the closing date of submission of the bid the office remains closed due to unforeseen circumstances, the bid will be received and opened on the next working day at the same time.

(1) The first sealed cover should contain:

- (i) Confirmation of understanding in the Scope of supply, specification and other terms & conditions mentioned in para 5 and details of the procedure, quality checks to be undertaken by the firm to meet the required quality and delivery schedule, payment terms, penalty clause and confirmation of the validity of Financial Bid for 90 days from date of opening of tender.
- (ii) Form of organization, whether partnership or proprietary or Limited Company must be clearly mentioned in the tender. If partnership firm, the names & addresses of the partners and if Limited Co., the names and addresses of the Directors and Registration Number may be expressly stated.
- (iii) The Bidder's each year turnover of the last 3 Financial Years should not be less than Rs. 10 (Ten) Crores (Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant), etc. *i.e.* (2019-20, 2021-22 and 2022-23). The bids with annual turnover less than the prescribed limit will not be considered for the evaluation process and would be rejected without assigning any reason.
- (iv) The Bidding Company must have an ISO 9001: 2008 and ISO 27001: 2013 certification. Copy of valid certificates must be enclosed.

- (v) Copies of Income Tax returns along with audited accounts of last three assessment years i.e. (2019-20, 2021-22 and 2022-23). Copies of Registration certificate of Service Tax / Pan Card must also be enclosed. Tax at source will be deducted at the rate applicable at the time of payment.
- (vi) The Bidder should have a Valid ESI and PF Number valid as of 1st January 2024.
- (vii) A list of similar work undertaken in the past 3 (Three) years for capture thumb/ finger impression of the candidates in Central Govt./ State Govt./ Education Departments/universities or PSU. Copies of the Work Order need to be enclosed.
- (viii) Bidder should have executed at least 2 work order from the Government Organization/ PSU/ Central/State Govt./universities for the provision of Aadhaar based Biometric capture and verification for Government/autonomous Organizations and at least 1 work order for at least 300000 (Three Lakh) candidates or more in a single shift during any one of the previous three financial years (2019-20, 2021-22 and 2022-23).
- (ix) Bidder should have similar prior Experience of working with at least 2 public service commission/universities in the last 3 financial year.
- (x) The bidder should not have been debarred/ blacklisted by any Organization/ Board/ Council/ University/ Commission and any other Government/ Government undertaking organization in the last five years
- (xi) The Bidding Company must have adequate project resources with a minimum of 2500 (Two Thousand Five Hundred Only) biometric devices. Proof of purchase with Model No. must be enclosed.
- (xii) The solution should not be Laptop based. It should be a handheld machine integrated with STQC approved biometric scanner. The weight of the machine should not be more than 1 kg.
- (xiii) Permission(s), if any, required, for the installation of the equipment's at different places from the local authority/competent authority be arranged by the vendor him/herself.
- (xiv) The bidder should have a sub-AUA or AUA or ASA license from the concerned regulatory authority (UIDAI) valid as of 1st January 2024.

2. The second sealed cover should contain:

The "Financial Bid" and Demand Draft as Earnest Money deposited with the Technical Bid. The envelope should be super-inscribed "Financial Bid for biometric capturing and verification work".

The "**Financial Bid**" would be opened only of those tenderers whose Technical Bids are found to be in conformity with the pre- qualification criterion of the tender and found to be capable of undertaking the work. The date and time of opening of Financial Bids are as mentioned.

2.1 Validity of Bids

The Tenderers shall keep the "Financial Bid" valid for acceptance for a minimum period of 90 days after the last date for receipt of the Bids.

3. Bid Security (Earnest Money)

Bid Security (Earnest Money) of Rs. 2,00,000/- for supply and scanning shall be deposited in the form of a Demand Draft in favour of "**CET-BED 2024**

Examination Fund Account” payable at Darbhanga with the **Technical Bid**, failing which the bid will be summarily rejected. No exemption would be permitted from submission of Bid Security under any circumstances. Bids **without** Bid security will be summarily **rejected**. The Bid security shall be kept valid for a period of 45 days beyond the Financial Bid validity period. If a tenderer withdraws or amends the bid in any respect within the validity period or fails to enter into a contract or award of work, Bid Security will be forfeited.

4. Pre-Qualification Criterion (Eligibility Criterion):

The Pre-qualification Criteria (Eligibility Condition) and General terms & conditions are as under:-

Only a Company/ Firm that fulfils the following criteria is eligible to respond. Bids received from the Company/firm which does not fulfill all or any of the following eligibility criteria is liable to be rejected.

- (i) Confirmation of understanding in the Scope of supply, specification and other terms & conditions mentioned in para 5 and details of the procedure, quality checks to be undertaken by the firm to meet the required quality and delivery schedule, payment terms, penalty clause and confirmation of the validity of Financial Bid for 90 days from date of opening of tender.
- (ii) Form of organization, whether partnership or proprietary or Limited Company must be clearly mentioned in the tender. If partnership firm, the names & addresses of the partners and if Limited Co., the names and addresses of the Directors and Registration Number may be expressly stated.
- (iii) The Bidder's each year turnover of the last 3 Financial Years should be 10 (Ten) Crores (Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant), etc. i.e. (2019-20, 2021-22 and 2022-23). The bids with annual turnover less than the prescribed limit will not be considered for the evaluation process and would be rejected without assigning any reason.
- (iv) The Bidding Company must have an ISO 9001: 2008 and ISO 27001: 2013 certification. Copy of valid certificates must be enclosed.
- (v) Copies of Income Tax returns along with audited accounts of last three assessment years i.e. (2019-20, 2021-22 and 2022-23). Copies of Registration certificate of Service Tax / Pan Card must also be enclosed. Tax at source will be deducted at the rate applicable at the time of payment.
- (vi) The Bidder should have a Valid ESI and PF Number valid as of 1st January 2024.
- (vii) A list of similar work undertaken in the past 3 (Three) years for capture thumb/ finger impression of the candidates in Central Govt./ State Govt./ Education Departments/universities or PSU. Copies of the Work Order need to be enclosed.
- (viii) Bidder should have executed at least 2 work order from the Government Organization/ PSU/ Central/State Govt./universities for the provision of Aadhaar based Biometric capture and verification for

Government/autonomous Organizations and at least 1 work order for at least 300000 (Three Lakh) candidates or more in a single shift during any one of the previous three financial years (2019-20, 2021-22 and 2022-23).

- (ix) Bidder should have similar prior Experience of working with at least 2 public service commission/universities in the last 3 financial year.
- (x) The bidder should not have been debarred/ blacklisted by any Organization/ Board/ Council/ University/ Commission and any other Government/ Government undertaking organization in the last five years.
- (xi) The Bidding Company must have adequate project resources with a minimum of 2500 (Two Thousand Five Hundred Only) biometric devices. Proof of purchase with Model No. must be enclosed.
- (xii) The solution should not be Laptop based. It should be a handheld machine integrated with STQC approved biometric scanner. The weight of the machine should not be more than 1 kg.
- (xiii) Permission(s), if any, required, for the installation of the equipment's at different places from the local authority/competent authority be arranged by the vendor him/herself.
- (xiv) The bidder should have a sub-AUA or AUA or ASA license from the concerned regulatory authority (UIDAI) valid as of 1st January 2024.
- (xv) Bid security (Earnest Money) of Rs. 2,00,000/-for the work in the form of a Bank Draft in favour of the **CET-BED Examination Fund Account**, payable at Darbhanga.
- (xvi) The Bidder should have GST, VAT Registration Certificate along with the latest GST return/payment Challan from the concerned Government Department. (Photocopies of relevant documents may be enclosed)

5. GENERAL TERMS & CONDITIONS FOR BIOMETRIC CAPTURING AND VERIFICATION WORK:

- i. State Nodal Officer, CET-BED:2024 will provide centre-wise data of all registered candidates to the service provider. The Service Provider will then use this data for the biometric devices and shall enable fingerprint matching and digital photograph for candidate verification during the examination.
- ii. Installation of Biometric Machine at each & every Examination centre at the time of CET-BED:2024 examination conducted by the Nodal University LNMU across the districts of BIHAR.
- iii. The service provider will use this data on the biometric devices for Candidates' registration during the examination with additional Aadhaar-based fingerprint verification/ IRIS based Aadhaar Verification.
- iv. The capturing of biometric by the Biometric Machines shall not be stopped on any ground and data capturing / identification work must be completed during the stipulated period of the examination.
- v. A sufficient number of portable equipment and trained manpower shall be utilized during the verification process such that the entire operation of biometric registration gets completed within the specified time frame.
- vi. The entire data shall be the property of the Nodal University and the bidder shall not be allowed to take away any data either in hard copy or soft copy and the work is to be carried out in the designated exam centres.

- vi. The bidder must carry on the verification/identification work of each of the candidates at the time of Examination.
- vii. The bidder will have to ensure that the Biometric Machines must be functional and has captured the thumb/finger of each candidate who has appeared in the examination at each centre.
- viii. The bidder has to submit a work completion certificate by the centre-Superintendent along with the centre details as provided by the State Nodal Officer, CET-BED:2024, Nodal University LNMU.

7. Standard for Evaluation

The Tender shall be decided based on Financial Bids. The L1 Bidder shall be awarded the work.

8. Penalty

The penalty shall be imposed on the agency for the following, at the discretion of the State Nodal Officer, CET-BED:2024, LNMU, Darbhanga.

- i) Penalty for non-capturing of the biometric data shall be imposed at the rate of triple the rate on which the work is awarded to the bidder if such non-capturing is greater than 1 per cent of the candidates appeared in the examination.
- ii) Penalty for non-capturing of the biometric data shall be imposed at the rate of four times the rate on which the work is awarded to the bidder if such non capturing is greater than 2 per cent of the candidates appeared in the examination.
- iii) In either case (i and ii mentioned above), the entire security deposit will also be forfeited.

9. Contract performance Security (Security Deposit):

The firm/firms entering into a contract for the performance of the Work Agreement will be required to deposit Contract Performance Security (Security Money) of Rs. 10.00.000 (Ten Lakh Only) by furnishing a demand draft drawn in favour of the **CET-BED 2024 Examination Fund Account**, Payable at Darbhanga. The security deposit will be retained by the State Nodal Officer, CET- BED:2024, LNMU, Darbhanga till satisfactory completion of the work. It should be clearly understood that in the event of the Contract not being executed and completed as per the quality and schedule laid down, the security deposit is liable to be forfeited. It will be in addition to the penalty, if any, which may be imposed as specified in the delivery schedule.

10. Delivery Schedule

- i) The Schedule of delivery will be indicated by the State Nodal Officer, CET-BED:2024, LNMU, Darbhanga for the CET-BED:2024 Examination. It may be kept in mind that time is the essence of this contract.
- ii). State Nodal Officer, CET-BED:2024, LNMU, Darbhanga shall give the order

of the work one week from the date of the contract. This contract shall be valid for one year from the date of order.

11. Payment Terms

Payment shall be made as per attendance (no. of candidates captured biometric).

70% of the Payment work would be made by the State Nodal Officer, CET-BED:2020, LNMU, Darbhanga in the following manner:

State Nodal Officer, CET-BED:2024, LNMU, Darbhanga may, at its discretion, release part-payment of 70 % (seventy per cent) of the total value of work within one month from the date of completion of CET-BED:2024 Examination after submission of satisfactory work completion certificates from the respective Centre Superintendents of the different examination centres. The remaining 30% (thirty per cent) after the closure of the entire Admission process.

Note: - Company/firm shall submit Bills, in triplicate, as per prescribed format for the work during the contract period immediately as per terms of payment.

12. Other Terms & Conditions

- (i) Printed terms and conditions of the tenderers will not be considered as forming part of the tenders. No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation to tender.
- (ii) Hypothetical and conditional tenders will not be entertained.
- (iii) The State Nodal Officer, CET-BED:2024, LNMU, Darbhanga reserves the right to accept or reject all or any of the tenders without assigning any reason.
- (iv) There shall be no commitment of minimum quantity which can be ordered during the currency of the contract.
- (v) The Bidder has to sign the agreement within three days of the opening of the Financial Bid.

Annexure-I

**SHORT TERM TENDER FOR BIOMETRIC CAPTURING AND
VERIFICATION WORK**

PROFORMA FOR TECHNICAL BID

To be put on the cover for Technical Bid.

Details as quoted at para I of Annexure-I

The first sealed cover should contain:

- (i) Confirmation of understanding in the Scope of supply, specification and other terms & conditions mentioned in para 5 and details of the procedure, quality checks to be undertaken by the firm to meet the required quality and delivery schedule, payment terms, penalty clause and confirmation of the validity of Financial Bid for 90 days from date of opening of tender.
- (ii) Form of organization, whether partnership or proprietary or Limited Company must be mentioned in the tender. If partnership firm, the names & addresses of the partners and if Limited Co., the names and addresses of the Directors and Registration Number may be expressly stated.
- (iii) The Bidder's each year turnover of the last 3 Financial Years should be 10 (Ten) Crores (Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant), etc. i.e. (2019-20, 2021-22 and 2022-23). The bids with annual turnover less than the prescribed limit will not be considered for the evaluation process and would be rejected without assigning any reason.
- (iv) The Bidding Company must have an ISO 9001: 2008 and ISO 27001: 2013 certification. Copy of valid certificates must be enclosed.
- (v) Copies of Income Tax returns along with audited accounts of last three assessment years *i.e.* (2019-20, 2021-22 and 2022-23). Copies of Registration certificate of Service Tax / Pan Card must also be enclosed. Tax at source will be deducted at the rate applicable at the time of payment.
- (vi) The Bidder should have a Valid ESI and PF Number valid as of 1st January 2024.
- (vii) A list of similar work undertaken in the past 3 (Three) years for capture thumb/ finger impression of the candidates in Central Govt./ State Govt./ Education Departments/universities or PSU. Copies of the Work Order need to be enclosed.
- (viii) Bidder should have executed at least 2 work order from the Government Organization/ PSU/ Central/State Govt/universities for the provision of Aadhaar based Biometric capture and verification for Government/autonomous Organizations and at least 1 work order for at least 300000 (Three lakh) candidates or more in a single shift during any one of the previous three financial years (2019-20, 2021-22 and 2022-23).
- (ix) Bidder should have similar prior Experience of working with at least

2 public service commission/universities in the last 3 financial year.

- (x) The bidder should not have been debarred/ blacklisted by any Organization/ Board/ Council/ University/ Commission and any other Government/ Government undertaking organization in the last five years (in the form of undertaking.)
- (xi) The Bidding Company must have adequate project resources with a minimum of 2500 (Two Thousand Five Hundred Only) biometric devices. Proof of purchase with Model No. must be enclosed.
- (xii) The solution should not be Laptop based. It should be a handheld machine integrated with STQC approved biometric scanner. The weight of the machine should not be more than 1 kg.
- (xiii) Permission(s), if any, required, for the installation of the equipment's at different places from the local authority/competent authority be arranged by the vendor himself.
- (xiv) The bidder should have a sub-AUA or AUA or ASA license from the concerned regulatory authority (UIDAI) valid as of 1st January 2024.
- (xv) Bid security (Earnest Money) of Rs. 2,00,000/-for the work in the form of a Bank Draft in favour of the **CET-BED Examination Fund Account**, payable at Darbhanga.
- (xvi) The Bidder should have GST, VAT Registration Certificate along with the latest GST return/payment Challan from the concerned Government Department. (Photocopies of relevant documents may be enclosed)

Annexure-II

PROFORMA FOR FINANCIAL BID

(To be put inside the cover for Financial Bid)

For Installation of Biometric Machines with Manpower on turnkey basis for carrying out biometric capturing of Candidates during the examination period at different examination centres allocated by State Nodal Officer, CET-BED:2024, LNMU, Darbhanga for CET-BED: 2024 Examination on the day of examination.

The installation of Biometric Machines should be done on the scheduled date of examination and/or in such a way that the Biometric machines are required to be functional during the scheduled time of commencement of the examination. The Bidder should keep in mind that no candidate should get left during the process. Required manpower shall be provided by the Bidder only. At any point of time, no Biometric facility shall be interrupted due to any technical fault/power failure etc. and the Agency shall take due care of the functioning of the process with adequate power backup/buffer stock at each examination centre during the conduct of examination and as per the time mentioned in the Work Order.

Detail of the rate Quoted

| Sl. No. | Rates Quoted per candidate Per shift | Rates Per Candidate (Exclusive of taxes) |
|----------------|--|---|
| 1 | Installation & use of Biometric Machines with Manpower on a turnkey basis to carry out the Biometric verification with Aadhaar-based fingerprint verification/ IRIS based Aadhaar Verification of candidates during the CET-BED:2024 Examination proposed to be held on..... | |

- i) The rates should be quoted exclusive of taxes.
- ii) If rates are not quoted as specified and extra terms and conditions are added, the quotation shall be rejected without entertaining any further correspondence.
- iii) Income Tax at the rate as applicable shall be deducted from the amount paid.
- iv) Taxes shall be paid as per applicable rates.

| |
|--|
| <p>Signature of the authorized person Full Name Seal</p> |
| <p>Date: Place:</p> |

ANNEXURE-III

UNDERTAKING BY THE TENDERER

- (i) **I declare that I have gone through the Instructions to Tender, Pre-Qualification Criteria (PQ), Scope of Supply with Specification, Evaluation Criterion and Terms & Conditions of Price Agreement contained in the tender document and shall fully abide by these terms and conditions.**

- (ii) **I also confirm the validity of the Financial Bid containing the Price Schedule (Annexure-II) has been kept for a period of 90 days from the due date of opening of Technical Bid.**

| |
|--|
| <p>Signature of the authorized person Full Name Seal</p> |
| Date: Place: |

ANNEXURE-IV

DECLARATION MADE BY THE BIDDER

I, _____, do hereby declare that our firm has not been blacklisted, debarred or prohibited by the Government of India / Government of Bihar or any other State Government/ Union Territory / any other University / Authority during the last five years. I also declare that no cases, criminal or civil, or enquiries are pending against the firm.

I further undertake that all information furnished in the tender document and the documents attached thereto by our Firm are true & correct and in the event that any information/document is found to be incorrect/untrue/false or found violated, then the Nodal University shall without giving any notice or reason, therefore, may summarily reject the bid or terminate the contract, including the forfeiture of the full earnest money deposit and the Nodal University shall be free to take proper legal action against me.

Signature of Bidder with Seal