

Tender Ref.: NTC(SRO) CPC/AMC/BIOMETRIC/2018 Dt:10.10.2018



**NATIONAL TEXTILE CORPORATION LTD.,
(SOUTHERN REGIONAL OFFICE),
(A Government of India Undertaking)
35 – B, SOMASUNDARAM MILLS ROAD,
COIMBATORE 641009**

Phone No. 0422-2231161 & 2230191 Fax No. 0422-2232171

Web Site : www.ntcltd.org E.Mail ID: ntcscropur2013@gmail.com

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Tender Document

for

Tender for Annual Maintenance Contract for Biometric Devices at SRO Unit Mills

Pre bid meeting : 17.10.2018 at 12.00 noon

Last date for submission of Tender : 31.10.2018 up to 3.00PM

Date for Opening of Tender : 31.10.2018 at 4 .00 PM

Technical Bid Cover : Should reach our office on or before 31.10.2018 :
3.00 P.M (**without technical bid cover offer cannot be considered
as per our tender procedure**)

Price bids scanned copy E-Box through our E.mail ID :
purchase.ntcsro@ntcltd.org on or before 31.10.2018 upto 3.00 P.M.

(Hard copy Price bid cover will not be consider as per our tender procedure)



नेशनल टेक्सटाइल कारपोरेशन लिमिटेड,
National Textile Corporation Limited
दक्षिणी क्षेत्रीय कार्यालय SOUTHERN REGIONAL OFFICE
(भारत सरकार का उपक्रम)
(A GOVERNMENT OF INDIA UNDERTAKING)

एन टी सी हाउस, पो.बा.सं० 2409,
35-बी, सोमसुंदरम मिल रोड, कोयंबटूर - 641 009.
फोन -2231665/2230667, फैक्स : 91-422-2232171

NTC House, P.O. Box No. 2409
35-B, Somasundaram Mills Road, Coimbatore - 641 009.
Telephone : 2231665 / 2230667, Fax : 91-422-2232171
E-mail: ntcsrc@bsnl.in

Tender Ref.: NTC(SRO) CPC/AMC/BIOMETRIC/2018 Dt: 10.10.2018

Technical Bid Cover

(Envelop A)

1. MSME Registration Certificate / GST Registration Certificate copy.

(Envelop B)

1. Tender Document

2. Integrity Pact with seal and sign and witness signature .
See (Annexure – A)

3. Satisfactory certificate your previous supply, of minimum 3 Nos. aforesaid work in Industries during last 3 years. The documents of proof for satisfactory supply from the respective textile industries are to be enclosed. (Supplied in last three months)

4. Copy of PAN Card of the Bidder. (Bidding firms not meeting the above eligibility criteria (a tod) need not submit tender, otherwise same shall be rejected summarily).

SUBMISSION OF TENDER

The sealed Tender are to be deposited in the Tender Box kept in the office of NATIONAL TEXTILE CORPORATION LTD, 35-B, SOMASUNDARAM MILLS ROAD, COIMBATORE 641009 on or before **31.10.2018** upto 3.00 PM.

Tender Notice

Sub: Tender for Annual Maintenance Contract for Biometric Devices at SRO Unit Mills.

National Textile Corporation Limited, Southern Region Office, Coimbatore (A Govt. of India Undertaking) are inviting sealed tender under two bid system (Technical & Financial) from reputed manufacturers or authorized dealer/ distributors.

Sl. No	Description	Qty
1	Mills Wise details list enclosed	69 Machines

1. ELIGIBILITY CRITERIA FOR PARTICIPATION IN TENDER.

G.S.T. if any (Please specify % with HSN code):-

a) Documents required to be attached with tender to establish eligibility (Enclosed GST Registration Certificate)

- a. The bidding firm should have proven record for satisfactory supply, of minimum at least 3 Nos. aforesaid work in Industries during last 3 years. The documents of proof for satisfactory supply from the respective textile industries are to be enclosed. List of Biometric devices either manufacture (or) suppliers – which make and model
- b. Copy of PAN Card of the Bidder.
Bidding firms not meeting the above eligibility criteria (a to d) need not submit tender, otherwise same shall be rejected summarily.

2. SCOPE OF WORK AND SPECIFICATION.

The scope of supply shall cover complete spares supply, specifications given in tender document in functional condition in above respective Mills.

CORRIGENDUM/AMENDMENTS IN TENDER DOCUMENT

Amendments if any in tender document shall be uploaded in website www.ntcltd.org bidders are requested to download the copy of Corrigendum /Amendments from website and attached the same with tender document.

3. SCOPE OF INCIDENTAL SERVICES

- i. Catalogue of Materials/Items.
- ii. If your firm had supplied the same to any NTC Mills, Please submit the details.
- iii. Life of Product.

4 a) Implementation of Integrity pact in NTC :

Tenderers are requested to go through the implementation of Integrity pact in NTC which is attached as **Annexure-A**. This tender is hosted on our official website: www.ntcltd.org alongwith the copy of the Integrity pact, which may be downloaded and submitted duly signed with seal, alongwith the tender. "Only those vendors /bidders, who commit themselves to Integrity pact would be considered competent to participate in the bidding process. The name of the Independent External Monitors (IEM) is Transparency International India. (TII). This tendering process is being monitored by Independent External Monitor, Sh. Kalyan Chand, IRS (Retd.), at Corporation office of NTC i.e (5th Floor, Core-IV Scope Complex , 7 Lodhi Road, New Delhi - 110003) M.No - 9968095320. If any party is aggrieved they are free to approach the said IEM in terms of Integrity Pact".

b) FOR ANY CLARIFICATION.

The prospective bidders are requested to contact National Textile Corporation Limited, 35-B, Somasundaram Mill Road, Kattoor , Coimbatore - 641009. Engineering Division - 0422-2230191 for any clarifications / information regarding the tender documents.

6. SUBMISSION OF TENDER

The sealed Tender are to be deposited in the Tender Box kept in the office of NATIONAL TEXTILE CORPORATION LTD, 35-B, SOMASUNDARAM MILLS ROAD, COIMBATORE 641009 on or before **31.10.2018** upto 3.00 PM.

- Prospective tenders need not submit hard copy of price bid along with the Technical Bids on **31.10.2018** but only to submit EMD and Technical Bids. However the prospective tenderers should submit soft copy of their price bid on **31.10.2018 before 3.00 P.M** itself, at the time of submission of Technical Bids, only. through our E.Mail Box on our E.Mail ID purchase.ntcsro@ntcltd.org. As usual after evaluation of Technical Bids , Price bids will be opened by the Committee in the presence of qualified tenderers who chose to be present. **Any price bid of Softcopy submitted by the prospective tenderers after the due date and time will not be accepted.**
- Tender document No., Scope of work& due date.
 - Name & address of the bidder on left corner in all envelops

If the envelops are not sealed and marked as stated above, the Corporation is not responsible for misplacement.

Bids submitted by fax telegram, fax, shall not be entertain and shall be rejected.

8 LATE TENDERS

Tenders received by the NTC Ltd. Southern Region Office, Coimbatore after the due date & time as specified in tender documents shall not be eligible for consideration.

9. REJECTION OF THE TENDER

- a) NTC Ltd. Southern Region Office , Coimbatore reserve the right to accept or reject all or any of the tender without assigning any reason what so ever. It is not obligatory for the Corporation to give any reason for their decisions.
- b) NTC Ltd. (SRO), Coimbatore reserve the right not to proceed with the tendering process at any time without notice or liability and to reject any tender without assigning any reasons. NTC Ltd. (SRO), Coimbatore also reserves the right to retender without assigning any reasons what so ever.

10. TENDER OPENING.

- The Technical Bid shall be opened on **31.10.2018** at 4.00 PM before the prospective bidders or their authorized representative who wish to be present and tender opening committee of NTC Ltd. (SRO), Coimbatore.
- The Financial Bid / Commercial Bid of those bidders who have been found qualified in technical bid as per the document submitted for claiming eligibility criteria will be communicated by email / fax / telephone and informed the date and time of financial bid opening.
- Management has the right to postpone the opening date of technical bid and financial bid on account of any reason in that case the next date and time of opening of technical bid and financial bid shall be communicated to the qualified bidder's representative by email / fax / telephone.
- In the event of tender opening date as stated above falling on holiday the time of receipt and opening shall be same on the next working days.

11. SITE VISIT

The prospective bidders are requested to visit our said mills for collecting all detail about scope of work.

12. PRICES

The bidder should quote their prices in prescribed price bid format clearly and distinctively for all components. The offer quoted in different format shall be liable for rejection.

13. VALIDITY OF OFFER

The rate quoted for the entire turnkey work shall be valid for 365 days from the date of opening of the tender.

14. CONTRACT RATES

The offer of the successful bidder shall be valid for 1 year from the date of confirmation. increase in the Price.

15. PAYMENT TERMS

As per NTC Standard payment terms

16. DELIVERY PERIOD AND WORK COMPLETION PERIOD

The work should be completed satisfactorily **15 days** from the date of work order.

17. PENALTY FOR DELAY IN COMPLETION

0.5% of contract value per week for delay. The delay shall be reckoned from the end of **12 months** from the date of work order.

For claiming waiver in such cases supplier has to inform to the management with complete detail for verification of their claim by Mills nominated officials and consultant.

Based on above verification of claim for waiver of penalty the General Manager of the Mills shall have the power for waiver of penalty.

18. RESOLUTION OF DISPUTES

The Terms & Condition of this tender document shall prevail in case of any dispute arising out of this contract and any dispute directly or indirectly connected with this contract will be referred to sole arbitration of the Chairman & Managing Director of National Textile Corporation Ltd. New Delhi or any other officer appointed by the Chairman-cum-Managing Director of the corporation for this purpose. The decision of the said arbitrator shall be final, conclusive and binding upon all concerned.

19. FORCE MAJURE

The General Manager of said mills shall not be liable for any failure or delay in execution of contract due to any cause beyond their control including fire, floods, strikes, go-slow, lock-out, closure, pestilence dissilience dispute with staff dislocation of normal working conditions, war riots epidemics political upheavals Government actions commotion, breakdown of machinery, shortage of labour, demands or otherwise or any other cause or conditions beyond the control of aforesaid causes or not and the existence of such cause or consequence may operate at the sole discretion of The General Manager of Respective Mills. To extend the time of execution on the part of The General Manager, for said mills by such period as may be necessary to enable The respective General Manager to affect execution after the cause of delays will have ceased to exist. The provisions aforesaid shall not be limited or abrogated by any other terms of the contract whether printed or written.

20. JURISDICTION

All suits or proceedings relating to any dispute or claim arising out of or in course of performance in this contract shall be filed in appropriate court having jurisdiction in the State of Tamil Nadu/Kerala/ A.P./Karnataka as case may be.

TERMS AND CONDITIONS

1. The interested bidders are requested **to visit the mills site of work before submission of tender.** Their own interest and acquaint themselves with the site condition on any working day between **10.30 am to 4.00 p.m.**
2. The Quotation is to be submitted only in the prescribed format.
3. Bidders are requested to submit their offer for labour and materials. The rates should be inclusive of all Taxes.
4. The comparison of rates will be carried out on individual mill, based on lowest rates. NTC reserve the right to award contract of individual mill or combine.
5. The contractor shall take all necessary precaution to prevent any damage to the property such as machinery, Building and stock etc. If any damage caused during the course of work shall be recovered from the contractor's bill "OR" contractor has to repair the damage with his own cost on priority basis.
6. Any debris arising out of old work shall be removed from the site as directed by mill authority.
7. The Contractor will use his own tools, tackles & work force.
8. The contractor shall be responsible for the safe custody of the materials brought for work.
9. The Contractor shall abide by the all the contract / labour rules & regulations as applicable from time to time.
10. PF / ESI of the workers employed by the contractor shall be deducted as per rules.
11. TDS/Income Tax & other taxes, if any, will be deducted as per prevailing rules.
12. The contractor shall be in responsible to provide necessary insurance cover to their workers as may be required under the law.
13. Entire jobs should be carried out under supervision of qualified Engineer & skilled labour.
14. All the material purchased / used should be approved stander make.
15. Material Bills should be submitted along with test certificate and one year guarantee certificate.
16. The entire Tender Document including terms and conditions & work schedule must be signed & stamped by the bidder and submit the same in envelope - B.

ACCEPTANCE OF THE TENDERER.

We have read all the terms and condition of tender documents and we agree to abide by the same. We will supply all materials/equipments strictly as mentioned in tender document and corrigendum to tender document. We are aware that any additional condition will not be accepted and there will be no change in scope of work.

Name of the Firm _____

Address. _____

Contact No. _____

Email ID. _____

Signature. _____

DETAILS ABOUT BIOMETRIC

- NTC –SRO Unit mills have installed Biometric devices for attendance registration and capturing attendance punch data for salary and wage preparation. There are 69 Devices installed in all the 14 Mills and following are the present working status of those machines. (Details are given Annexure)
 - # of Devices in Working Condition - 56
 - # of Devices Not Working - 9
 - # of Devices partial working and under repair - 4
- It is being observed that there are multiple repairs and breakdown issues occurring frequently with these biometric devices. Since these devices are malfunctioning, time keepers will have to take manual attendance which will consume additional time and cost and lead to erroneous data. Also, manual process may lead to errors and delays, leading to non-compliance to NTC HR Policy and Directives.
- As of now, these devices are not covered under annual maintenance contract; vendors, who originally supplied the machines then, are not now providing the required support and services on time to Mills.
- Therefore, considering the above facts and issues, it is advised to bring these biometric devices under Annual Maintenance Contract with vendor/service provider so that the issues once reported will be addressed immediately to ensure any malfunction with devices and attendance data.
- The Scope (in Major and not limited to) for AMC will be as below
 - To keep the Devices in Working Condition 100% in Mills at all the shifts 24/7-365 days
 - To harden the security of attendance device software to prevent any unauthorised changes in the device settings
 - To make periodical visits (once in a quarter to each Mill) to perform Device Health Check and report the status to SRO-HR Dept.
 - To periodical update the device interface software with latest releases and patches to match minimum 1000 head counts
 - Supply and fitment of all parts that may need replacement in the equipment from time to time.
 - Period of Contract will be 1 year.
- The approximate service cost of AMC for biometric devices comes around Rs.1,25,000/- for all the devices in all Mills excluding spares cost, taxes, travel cost for engineers to Mills etc.

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Tender Document

FINANCIAL BID

for

Tender for Annual Maintenance Contract for Biometric Devices at SRO Unit Mills

Last date for submission of Tender: 31.10.2018 upto 3.00 PM

Date for Opening of Tender(Technical Bid): 31.10.2018 at 4.00 PM

Price bids scanned copy E-Box through our E.mail ID
purchase.ntcsro@ntcltd.org on or before 31.10.2018 upto 3.00 P.M.

(Hard copy Price bid cover should not consider as per our tender procedure)

(Tenderers are advised to submit by way of soft copy of their price bids only
On E-Box through our E.mail ID : purchase.ntcsro@ntcltd.org on or before
31.10.2018 upto 3.00 P.M.)

**NATIONAL TEXTILE CORPORATION LTD.(SOUTHERN REGIONAL OFFICE
COIMBATORE.**

FINANCIAL BID - I

**Sub : Tender for Annual Maintenance Contract for Biometric Devices
at SRO Unit Mills – REG.**

(Tenderers are advised to submit by way of soft copy of their price bids only on E-Box through our E.mail ID : purchase.ntcsro@ntcltd.org on or before 31.10.2018 upto 3.00 P.M.)

Sr. No.	BILL OF QUANTITY	Quantity	Basic Rate per unit-	Total value
1	Biometric Devices	69 Nos. Rate per Machine		
	Sub Total (Basic Price)			
	GST % for Basic			
	Packing & forwarding charges			
	GST % for P& F Charges if any			
	Transportation charges			
	GST % for Transportation charges			
	Transit insurance			
	GST % for Transit insurance			
	GRAND TOTAL			

Total quoted value in words- Rs.....

Sign and stamp of Bidder0

