

Ref: INS/L-5597/2022-2023(M)

Date : 17/11/2022

ENQUIRY

Please let us have your Lowest Quotation for the following materials

Sl. No	Part No	Item Description	Item Qty	UoM
1	-	Desktop ARS Win software Users for 1000 users (Specifications attached)	01	No
2	-	Optiplex 3080MT (Specifications attached)	01	No
3	-	Biometric fingerprint Attendance system (Specifications attached)	06	Nos
4	-	Desktop/Workstation System (Specifications attached)	01	No

Remarks :

Note :

1. The bids shall be enclosed in an envelope , and due date sealed duly marked "Tender for _____"
Ref No : _____. The bids should be addressed and to be mailed to "THE HEAD-PURCHASE"
The bids are liable to be rejected if the sealed envelope is not addressed to "THE HEAD-PURCHASE" with
Tender Ref No and Item Description and due date. The bids delivered in person shall be dropped in Purchase Section.
If the bids are sent through courier or mail, it should reach by submission Date and Time and inStem will not be
responsible for the delay.

2. DUE DATE FOR SUBMISSION OF QUOTATION AGAINST THIS ENQUIRY IS 02/12/2022.

3. QUOTATIONS RECEIVED AFTER THE DUE DATE SHALL BE REJECTED.

4. The Validity of your quotation should be for 60 days from the date.

5.All duties, taxes, surcharge and cess as currently applicable must be sated in your quotation, separately.
Otherwise your quote is liable to be rejected.

6.Your quotation should indicate delivery period & Warranty period.

7.Delivery to be made to our Stores. Please indicate charges, if any extra. Transit Insurance should be done upto
inStem Stores.

8.If you are unable to supply the quality, specifications or brand as mentioned in our enquiry, Please state so and
then offer alternative to quality/Specifications.

9.Payment: within one month after delivery & acceptance/satisfactory installation.

10.Please ensure that the enquiry number and the due date is superscribed on the envelope failing which your
quotation is liable to be rejected.

11.Since we are a public funded research institution, we are exempted from paying Customs Duty (Except advolerum
duty of 5% + 2% cess and 1% Cess Sec & High Edu. CESS vide Notification No.51/96 Customs dt: 23.07.1996,
Notfn No. 28/2003- custom dt: 01.03.2003,.

Institute For Stem Cell Science and Regenerative Medicine

Autonomous institute of the Department of Biotechnology, Government Of India



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12. Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the Centre Director or his nominees. The Decision of the arbitrator shall be final and binding on the parties. The venue for arbitration shall be Bangalore. The provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time shall apply. The Courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties.

13. Debarment of bidders by the institute for committing of offences or breach of contract will be governed by the provisions of Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division OM No. F/1/20/2018-PPD dated 02.11.2021 / relevant GFR provisions and based on approval of Nodal Ministry

14. Liquidity Damages: If the equipment/ items as per specifications in our P.O. is not supplied (shipped) within the specified delivery schedule, then liquidated damages (not in terms of penalty) will be imposed automatically and shall be deducted from the bill at the rate of 0.5% per week subject to a maximum of 10% of the order value.

15. *PORT of Entry FOR CUSTOM CLEARANCE-ICD BANGALORE INDIA The BILL OF LANDING & INVOICE SHOULD BE E- MAILED TO purchase@ncbs.res.in ATLEAST 2-3 WORKING DAYS IN ADVANCE. PORT OF DISCHARGE-CHENNAI AND FINAL DELIVERY-ICD BANGALORE THE ORIGINAL BILL OF LANDING AND A COPY OF INVOICE SHOULD BE SENT TO INSTEM DIRECTLY BEFORE SHIPMENT ARRIVAL FOR SPEEDY AND PROMPT CLEARANCE ANY DELAY AND DEMURAGE ON ACCOUNT OF THIS, ADDITIONAL COST INCURRED BY INSTEM DUE TO DELAY, THE SAME SHALL BE RECOVERED FROM YOUR PAYMENT.

16. Income Tax at the applicable rates as per the Indian Income Tax Act 1961 will be deducted at source for the services availed / ordered. In case of service provider, the rate of tax deduction shall be at 2% as per Section 194C, and in case of fee for professional / technical services under section 194J, the tax reduction shall be at the rate of 10%. The fee for technical service under section 194J shall be subject to TDS at the rate of 2%. In case service provider does not provide PAN number, the deduction shall be at 20% under section 206 AA. -Tax Deduction Certificates will be provided on request for non PAN holders & Foreign Vendors and PAN holders could avail them through NSDL site dealing with 26AS.

17. Micro and Small Enterprises (MSEs):

- a. Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (Ministry of MSME)
- b. The MSEs are exempted from payment of earnest money and tender fees subject to furnishing of relevant valid certificate for claiming exemption as per privilege rules of Government of India.

18. Kindly provide HSN Code for the products quoted against Enquiry.

19. **FORCE MAJEURE CLAUSE:**

a) Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable. Such events may include, but are not restricted to the acts of the purchaser either in its sovereign or contractual capacity, wars or revolution, hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock-outs, and freight embargoes. However, it should not be used by a party to effectively to escape liability for bad performance.

If there is delay in performance or other failures by the supplier to perform its obligation under its contract due to event of a Force Majeure, the supplier shall not be held responsible for such delays/failures.

If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof within 21 days of occurrence of such event with reasonable evidence thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means of performance not prevented by the force majeure event.

If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of force majeure for a period exceeding 90 days, either party may at its option terminate the contract without any financial repercussion on either side.

b) There may be a Force Majeure situation affecting the institute only, under which the institute shall have equal rights to claim relief under such Force Majeure situations.

Yours faithfully

For and on behalf of Institute For Stem Cell
Science and Regenerative Medicine



Maniarasan B

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Biometric Finger print Attendance system

The system should be a Finger print based Attendance Machine **and** should be single package type, combining in one package, in the following configurations:

The system should have a LCD display.

The system should have one touch one second employee recognition.

The system should have the intelligent fingerprint image capture technology for dry, oily and damp finger.

The system should have Built-in auto sensing technology to extract fingerprint without pressing any button.

The Authentication Method should be Fingerprint, Password & Proximity card.

The system should have the Audio visual indications for acceptance & rejection of valid and invalid fingerprints.

The reader should have a Wiegand output port and should operate under internal control for read only access control applications.

It should be capable of providing unique tone sequences for various status conditions.

It should have SD memory card for data back up support.

It should have flash memory to allow future feature enhancements to be added in the field.

The reader should contain an integral magnet for use with an external magnetic reed switch to provide tamper protection when connected to an external alarm system.

The reader should have separate terminal control points for the green and red LED's, and for the audio alarm.

Customization of software as per the requirement for multiple entry exits with multiple device and necessary report generation like.

1. Employees coming late by 1 hour and
2. Employees leaving early by ½ an hour
3. Battery back up in case of power failure

The overall system design and operation shall be user friendly and should require minimum training to allow an operator to perform his daily routine with minimum supervision required.

The software training should be provided to the operators & Supervisors and manuals of software should be provided with the quote.

The software provided should have lifetime license key. No yearly charges should be applied for data management.

The company should provide proper training to employees for software operation and report generation Reader should have a 3 year warranty against defects in materials and workmanship.

The system should be supplied with all the accessories required to function.

The system should be CE/ISO Certified

The vendor should have the base in Bangalore. Office address and service Engineer contact details should be enclosed with the quotation.

The past performance/service support in NCBS/instem/ccamp should be satisfactory and the technical evaluation will be done accordingly.

Technical/Maintenance manuals, Certificate of calibration and inspection from factory to be supplied with system.

Compliance to each of the above points should be separately indicated and evidence presence for each of them (Product brochures should be highlighted wherever required).

The offer should have minimum two reference from Bangalore base research institute about product and service support.

The system should be supplied with suitable desktop for data management.

Time and attendance Software feature

Should able to define Company/Department/Designation/Creation etc

Should support Multiple Time Attendance Devices, Fingerprint, RFID etc

Should have flexibility to define Holiday assignment and Calculation

Attendance views

Annual leave assignment and calculation

Manual attendance entry option with password

Access control feature with scheduler and movement report

Grace period for work Start /End times

User defined leave types

Attendance data reprocessing

Automated Late in/Early Out calculations

Monthly leave Entitlement and Balance

Complex and Rotating shifts

Overlapping shifts

Customizable attendance Report

Daily, Monthly and yearly reports

Automatic downloading and Sync of Data feature

History of edited data by the user

Color coded report

Recycle Bin

It should be a server client application with required tire technology

Should support multiple database

User creation with roles and permission

Should support USB network also

Reporting by E mail to the authorized personnel

Centralized database system

Enhancement capability to accommodate Payroll and HR software as an future option

A separate open date base needs to be provided with the table containing user ID,

Punching date and punching time

The controller should have the minimum following specifications

1.Finger Storage Capacity:	3000 Finger Images(1000 user capacity)
2. Logs Storage Capacity:	100000 Records
3. Templates	2200
4. .Transaction capacity	100,000
5. Operation Modes	Finger/Card/Password
6.Scanner (Sensor)	High quality optical /Chip Sensor
7.Wiegand signal	Input and output
8.Inbuilt Reader (Optional)	Proximity Card
9.External Reader Port	1 Reader port (26 Bits wiegand for Exit
10.Communication Port	RS485,TCP/IP USB host
11.Operating Voltage	230Volt , 50Hz
12.Alarm and door bell in access control	Yes
13.Standard function	SMS, DLST, Webserver,Workcode
14.AntiPass Book	Local (Controller wise)
15.No of fingers that can be enrolled in	More than 2 fingers the machine per employee
16.Verification Speed	< 1 Second
17.Quality standard	CE, FCC
18.Keypad	12 Key Numeric Keypad
19.Access/Remote Management System	Yes
20.LED/Buzzer	Bicolor LED bar, Multi Bone Buzzer O/P
21.Battery Backup Power Supply	minimum 4-5 hours

Desktop/Workstation System Specification.

Make: Dell/HP/Lenovo/fujitsu

Intel 7th gen Core i7 / Xeon Processor
8/16GB DDR4 2400MHz Memory
2.5" 128/256GB SATA Class 30/40 Solid State Drive
1TB 3.5" 7200rpm HDD
8x Slimline DVD+/-RW Drive
NVIDIA 2GB graphics card with 4K resolution
Dell USB keyboard and Mouse
Windows 10 Pro (64bit) English
5 years Professional Onsite support for Entire Hardware
Dell 2417H/2416D Professional FHD LED Monitor.
Warranty: 3 Years