

Tender Document

**Tender for Supply of
Radio Frequency Identification (RFID) Equipment
For
Annamalai University, Annamalainagar**

TenderNo: AU/DRD/RUSA 2.0/Library/Equipment/Tender/03/2020-21



**Registrar i/c
Annamalai University
Annamalainagar- 608 002
Tel: 04144-238259, Fax: 04144-238080**


Visit us at <http://www.annamalaiuniversity.ac.in>

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Signature of the Tenderer

TENDER NOTICE

	THE REGISTRAR, ANNAMALAI UNIVERSITY, ANNAMALAINAGAR – 608 002
Office of Issue	The Registrar , Annamalai University, Annamalainagar – 608 002
Tender No.	AU/DRD/RUSA 2.0/Library/ Equipment /Tender/03/2020-21
Date and Time of Issue/Publishing	18.11.2020 10:45 a.m.
Document Download/ Sale Start Date & Time	18.11.2020 10:45 a.m.
Tender Submission Start Date & Time	18.11.2020 10:45 a.m.
Tenders Submission Last Date & Time	03.12.2020 05.00 p.m
Date and Time of opening of Technical bid	04.12.2020 10:00 a.m.
Place of opening of Technical bid	Syndicate Room, Administrative Building, Annamalai University, Annamalainagar – 608 002
Date of opening of Price bid	To be intimated later

Sealed Tenders are invited on behalf of Annamalai University. Tenders are invited for supply of Radio Frequency Identification (RFID) Equipments for Annamalai University from the Indian Companies of Original Equipment Manufacturers (OEM) or Authorized distributors / Authorized Dealers. Prices quoted should be

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F.O.R. Destination, inclusive of all levies and taxes and packing & forwarding charges etc.

Tenderer shall have to deposit EMD of Rs. 50,000/- (Rupees Fifty thousand only) in the form of Demand Draft drawn on any scheduled bank payable at Annamalainagar in favour of "The Registrar, Annamalai University, Annamalainagar - 608002" along with the tender.

Tender Document fee is Rs.2,100/- (Rupees Two thousand and one hundred only) and document is available in Website www.annamalaiuniversity.ac.in & www.tenders.tn.gov.in .

**Registrar i/c,
Annamalai University
Contact No. 04144-238259**

Signature of the Tenderer

TENDER CONDITIONS

1. Introduction

1.1. This tender is for procurement of the following equipment for Annamalai University, Annamalainagar, Chidambaram, India.

No.	File No.	Description
1.	AU/DRD/RUSA 2.0/ Library / Equipment/Tender/03/2020-21	Radio Frequency Identification (RFID) Equipment

The specification for the above mentioned equipment is given in Appendix VI.

1.2. Applicability of Tamil Nadu Transparency in Tenders Act and Rules: This tender will be governed by the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000 as amended from time to time.

2. Eligibility criteria

2.1. A tenderer will be eligible for tendering only if he satisfies the eligibility criteria as given below:

- a) A tenderer should be a manufacturer, possessing a valid manufacturing license from the competent authority for manufacturing the items quoted and should have at least three years experience. (Documentary evidence to be furnished)**
- b) The manufacturer should be an ISO:9001 / Equivalent certified company. Documentary evidence should be enclosed.**
- c) Authorized Dealer / Distributor / Supplier can also bid with authorization from the Manufacturer. (Documentary evidence to be furnished). A manufacturer shall not authorize more than one dealer / distributor/supplier for participating in this tender.**
- d) In case a tenderer is participating as an authorized Dealer/Distributor/Supplier, the manufacturer of the item should satisfy the conditions mentioned at (a) and (b) above.**

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- e) **The tenderer should have a GST Registration. Copy of the Registration Certificate should be enclosed.**
- f) **The Tenderer should be an Income Tax assessee. (latest return filed should be enclosed)**

2.2 The tenderer should not have been blacklisted or debarred from participating in tenders by any Central / State Government agencies or autonomous bodies or universities/ institutions. (An undertaking to this effect should be furnished)

2.3 The tenderer submitting their offer must have supplied similar items to other Universities or institutions or Government agencies. Copies of such order must be enclosed with the offer.

3. Cost of Tendering

3.1 The Tender Document Fee is Rs.2,100/- and may download the application format from the University Web Site.

3.2 The Tenderer shall bear all costs associated with the preparation and submission of this Tender and the tender inviting authority will in no way be responsible or liable for these costs.

4. General Instructions

4.1. The tenderers are requested to go through the instructions, terms and conditions and specifications given in the tender. Failure to furnish all required information in every aspect will be at the tenderer's risk and may result in the rejection of the tender.

For any queries, tenderer may contact:

**The Registrari/c,
Annamalai University, Annamalainagar,
Chidambaram – 608 002.
Tamil Nadu, INDIA.**

4.2. Clarification on the tender

A prospective tenderer requiring any clarification on the tender may request the Office of the Registrar, Annamalai University, by a letter or by fax or

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by e-mail. The Registrar, Annamalai University, will respond in writing to any request for clarification in the tender.

4.3. Amendments to the Tender

- i. Tender Inviting Authority may amend the tender wherever it is felt that such an amendment is absolutely necessary.**
- ii. Amendment to tender may also be given in response to clarifications by prospective tenderers and it is solely the discretion of the Tender Inviting Authority. Any amendment to the tender will be uploaded on the website <http://www.annamalaiuniversity.ac.in> and www.tenders.tn.gov.in. It is the responsibility of the tenderer to verify the amendments if any and get the amendment documents before the submission of the tender provided no such change could be effected 48 hours prior to the time fixed for opening of the tender.**

4.4. The Tender document is not transferable under any circumstances.

5. Earnest Money Deposit (EMD)

5.1. The tenderer should furnish Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only) along with the tender by way of Demand Draft/Bankers cheque obtained from any Nationalized/ Scheduled Bank and drawn in favour of "The Registrar, Annamalai University" payable at Annamalainagar or Chidambaram.

5.2. Any tender without required EMD will be considered as NON-RESPONSIVE and will be summarily rejected.

5.3. The Tender Inviting Authority will arrange to refund the Earnest Money Deposit to the unsuccessful tenderers after publishing the list of successful tenderers, within a reasonable time.

5.4. No interest will be paid on the EMD.

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5.5. The EMD is liable to be forfeited if:

- i. The Tenderer withdraws his tender at any stage after the last date and time fixed for submitting the tender.**
- ii. The Tenderer on becoming successful, fails to furnish the required security deposit or sign the agreement, within the stipulated time limit.**

6. Performance Security :

- i. Successful tenderer has to furnish Security Deposit equivalent to 5% of the tendered value in the form of Demand Draft drawn in favour of “The Registrar, Annamalai University”.**
- ii. Security Deposit will be released only after the expiry of the warranty period as mentioned in Part – IV - clause 1.5.**

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PROCEDURE FOR SUBMISSION OF TENDER**1. Submission of Tender:****1.1 Due Date for Tender Submission**

- i. The tender document duly filled in, signed on all pages shall be submitted in sealed cover to The Registrar, Annamalai University, at his office upto 5.00 p.m. on 03.12.2020 as per the procedure laid down herein. The tender can be submitted on all working days upto the above closing date. In the event of this day being declared as a holiday, the tenders can be submitted till 5.00 P.M. on the following working day.**
- ii. The tender inviting authority will not be held responsible for any delay in the receipt of the Bank Draft or any delay in the receipt of the document by the tenderer including loss of the document in transit or delay in obtaining any document / certificate or on any other account. No extension of the date and time for the submission of the documents will be given for any such delay.**
- iii. The tender inviting authority may extend the due date for submission of tender by issuing an amendment, in which case, all the rights and obligations of the Tender Inviting Authority and the Tenderers previously subject to the original due date for submission will then be subject to the new date for submission.**
- iv. Any tender received by the Tender Inviting Authority after the due date and time will not be considered and will be returned to the tenderer.**

1.2 Procedure for Submission of Tender

- i. Tenderers are advised to go through the tender documents and understand all the provisions and stipulations contained therein before submitting the tender.**
- ii. The tender shall be submitted as per the procedures and requirements stipulated herein.**

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- iii. **Tender submitted by fax will not be accepted and will be summarily rejected.**
- iv. **The Commercial bid should be neatly typed. Handwritten offers will be rejected. Any deviation in the offer shall lead to rejection.**
- v. **The tenderer who are supplying imported material, must be registered with the Competent Authority/Department of the Government of India.**
- vi. **The purchaser shall not be responsible for any postal delay in receipt of the offer. Any bid received by the Purchaser which does not fulfil the required terms and conditions shall be rejected outrightly and no communication in this regard shall be sent. Delayed/Late bids will not be accepted, at any circumstances.**
- vii. **All the bids will be opened in the presence of bidder's representatives, who, choose to attend the same as per the date and time specified in the Tender Document.**
- viii. **This tender is based on two-cover systems i.e. Technical bid and price bid. Therefore, the tender shall be submitted in two parts viz. Cover A and Cover B. Each part shall be placed in an independent sealed envelope and shall be superscribed as follows:**

Cover-A : "TECHNICAL BID COVER"

**"TENDER FOR SUPPLY OF RADIO FREQUENCY IDENTIFICATION (RFID)
EQUIPMENT TO ANNAMALAI UNIVERSITY"**

TENDER No.: AU/DRD/RUSA 2.0 /Library/Equipment/03/2020-21

Cover-B : "PRICE BID COVER"

**"TENDER FOR SUPPLY OF RADIO FREQUENCY IDENTIFICATION (RFID)
EQUIPMENT TO ANNAMALAI UNIVERSITY"**

TENDER No.: AU/DRD/RUSA 2.0 /Library/Equipment/03/2020-21

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The contents of each of the two covers shall be as described in the subsequent clauses. For all other references, these covers will be referred to briefly as “Technical Bid Cover” and “Price Bid Cover”.

Both the covers i.e. Cover-A and Cover-B, shall be placed inside an outer cover and shall be superscribed as follows:

**“TENDER FOR SUPPLY OF RADIO FREQUENCY IDENTIFICATION (RFID)
EQUIPMENT TO ANNAMALAI UNIVERSITY”**

TENDER No.: AU/DRD/RUSA 2.0 /Library/Equipment/03/2020-21

ix. The sealed tender envelope shall be addressed to:

The Registrari/c,
Annamalai University,
Annamalainagar – 608 002,
Chidambaram, Tamil Nadu, India

x. The tender envelope shall carry the name and address of the Tenderer prominently with Phone No. / email ID / and FAX No.

xi. The Technical Bid Cover (Cover-A) shall contain the following as per the sequence indicated below.

1.	Tender Document Fee of Rs.2,100/- as per clause- 3 of the Tender Document
2.	Earnest Money Deposit (EMD) of Rs.50,000/-as per clause-5 of the Tender document
3.	Application form for supply of equipment as per Appendix- 1
4.	Documentary evidence for payment of income tax (latest income tax return should be furnished)
5.	Letter of Tender as per Appendix-2
6.	Documentary evidence for registration under GST.
7.	Documentary evidence for ISO:9001 / equivalent certified company
8.	A copy of Manufacturing license/Registration Certificate

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9.	Authorization from Manufacturer in case of Authorized Dealers/Distributors/Suppliers
10.	Documentary evidence of supplying similar items to other Universities/Institutions/Govt. agencies.
11.	In addition to the above any document or certificates, etc., mentioned anywhere in the tender document shall also be a part of the technical tender requirements.

- xii. **The PRICE BID COVER (Cover-B) shall contain the Price Bid as per the format given in Appendix – III.**

The tenderer shall not carry out any alteration in the format prescribed for Price Bid. The tenderer shall not enclose any other document or statement that will influence the price. In such an event, the tender inviting authority shall summarily reject the tender.

1.3. Signing of the Tender

The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender shall be signed by the person or persons signing the tender. The tenderer shall enclose a certified copy of the power of attorney authorizing the signatory or signatories to sign the tender document. This certification shall be from the Managing Director or the Legal Manager of the firm.

The tender shall contain no alterations or additions, except those to comply with instructions issued by the Tender Inviting Authority, or as necessary to correct errors made by the tenderer, in which case such corrections shall be signed by the person or persons signing the tender.

All the pages in the tender document should be signed by the tenderer, after filling the prices in figures & words.

Signature of the Tenderer

Part IV**GENERAL TERMS AND CONDITIONS****1.1. Delivery Schedule:**

The Price Quoted should be FOR CHIDAMBARAM/ ANNAMALAINAGAR

- i. Materials should be door delivered at Annamalai University, Annamalainagar, Chidambaram, Tamilnadu.**
- ii. Delivery must be made within a period of 45 days from the issue of the order either directly or through their dealer network unless otherwise specified.**
- iii. If the supplier fails to deliver the equipment ordered within the allotted delivery period as specified above, the Purchaser may procure goods/ services similar to those un-delivered upon such terms and in such manner as it deems appropriate from any other firm at the risk and cost of the supplier.**

1.2 Payment Terms:

- i. Payment will be made within 30 days from the date of delivery, installations, commissioning and demonstration of the equipment and acceptance by concerned Department/ Section.**
- ii. Payment shall be made by Cheque/ PFMS or such other mode/ electronic fund transfer offered by the Bank.**

1.3 Taxes & Duties:

- i. Annamalai University is registered with the Department of Scientific and Industrial Research (DSIR) for the purpose of availing Customs Duty exemption in terms of Notfn. No. 51/96- Customs dt. 23.07.1996, Notfu. No. 28/2003 Customs cit. 01.03.2003, Notfu. No. 43/2017- Customs dt. 30.06.2017 & Notfn. No. 47/2017- Integrated Tax (Rate) dt. 14.11 .2017, Notfu. No. 10/2018-Integrated Tax (Rate) dt. 25.01.2018 and Notfn. No.**

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45/2017- Central Tax (Rate) dt. 14.11.2017, Notfn. No. 45/2017- Union Territory Tax (Rate) dt. 14.11.2017 & Notfn. No. 9/2018- Central Tax (Rate) dt. 25 .01.2018, Notfn. No. 9/2018- Union Territory Tax (Rate) dt. 25 .01.2018

- ii. As per Govt. of India Notification 51/96 Customs dated 23rd July 1996, Annamalai University, Chidambaram, is exempted from Custom duty for all research equipment. The University shall provide all the documents under this notification to enable the supplier to clear the goods without payment of Custom duty, whenever required. Supplier should state clearly that this certificate is required.
- iii. GST may be charged as applicable against DSIR Certificate. Any statutory variation will be paid to supplier on documentary evidence. Supplier should clearly indicate the percentage of GST applicable.
- iv. Clearing & forwarding charges should also be mentioned

1.4 Loss, Damage & shortage:

Annamalai University shall not be responsible for any loss, damages and shortage during transit. Payment shall be made for the ordered material received in good condition only.

1.5 Warranty

The equipment supplied under the contract shall carry a warranty for at least Five years. Supplier shall extend free maintenance service during the warranty period.

1.6 Commissioning and Demonstration

The Supplier shall be responsible for commissioning of the equipment. Supplier should also arrange for demonstration of the equipment to the Staff of the University.

1.7 Annual Maintenance

The University reserves the right to entrust Annual Maintenance of the equipment supplied under this tender to the concerned supplier. Therefore the

Signature of the Tenderer

tenderer shall mention the annual maintenance charges AMC/SMC in the price schedule after warranty period. Tenderer should also give a brief write up about the services to be covered under the Annual Maintenance.

1.8 General:

The acceptance of the offer will rest with the Annamalai University who reserves the right to reject/accept partially or wholly the tenders received, without assigning any reason.

- i. Mere submission of tender/ proposal does not imply acceptance of the same at this end and the firms will be finalised only after meeting the laid down qualifying parameters for which decision of the Tender Inviting Authority / Tender Accepting Authority shall be final and binding on the parties.
- ii. Printed terms and conditions of the applicant on their quotation Form/ Literature/ Letter etc. if any, will not be binding on the University.

1.9 Liquidated Damages:

Timely delivery is essence of the contract and hence should any consignment be delayed, liquidated damages at the rate 0.5% of the value of the delayed consignment, for each week or part there of shall be levied and recovered subject to maximum of 5% of total order value.

1.10 Acceptance / Rejection:

The Tender Accepting Authority reserves the right to accept a quotation in part or in full or to reject all quotations or any of the quotations received, for non-compliance of any of the above items, conditions or instructions or for any other reason without assigning any reason thereof.

Signature of the Tenderer

OPENING OF TENDER**1.1 Tender Opening**

- i. Tender will be opened in the presence of the tenderers or their authorized representative who choose to be present and the tender scrutiny committee at 10.00 a.m. on 04.12.2020. The representative of tenderer who attend the tender opening must produce their identification proof and authorization letter from the companies / tenderer.**
- ii. In the event of the specified date of Tender opening being declared a holiday, the tenders will be opened at the same time on the next working day.**
- iii. Cover-A containing “Technical Bid” shall be opened first.**
- iv. On opening the tender, the details such as name of the tenderer, address, Tender Document Fee, EMD details, etc., will be read out.**
- v. Tenders found without the Tender Document Fee and EMD or with an invalid or insufficient Tender Document Fee and EMD, will be summarily rejected. Unopened tenders will be returned to such tenderers.**
- vi. On verifying the Tender Document Fee and EMD, the Technical bids will be examined to decide their service suitability for the said work. Tenderers whose Technical bids are not found acceptable will be advised of the same and their sealed covers containing the respective Financial Bids will not be opened. Their EMD will also be returned to them.**
- vii. Price bids of only those tenderers whose Technical bids are substantively responsive, will be opened.**

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1.2 Process to be Confidential

- i. Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced.**
- ii. Any effort by a tenderer to influence the tender accepting authority, scrutiny / evaluation committee or its members in the processing of tenders or award decisions may result in the rejection of his tender.**

1.3 Criteria for Technical Evaluation

(Evaluation of Technical Bid)

- i. The tender accepting authority will determine whether the tenderer has fulfilled all the tender conditions as stipulated in the tender document and whether the tender is substantially responsive or not.**
- ii. A responsive tender is one which conforms to all the terms, conditions and specifications of the tender documents without material deviation or reservation. A material deviation or reservation is one:
 - a) Which affects in any substantial way the scope, quality or performance of the contract.**
 - b) Which is a substantial way of inconsistent with the Tender conditions, the tender accepting authority's rights or the Tenderers obligations under the Contract, or**
 - c) Whose rectification would affect unfairly the competitive position of other Tenderers presenting substantively responsive Tenders.****
- iii. Tenderers who have not fulfilled the tender conditions shall be a non-responsive tender and will not be taken up for further evaluation and Price Bid opening.**

Signature of the Tenderer

- iv. To assist the examination, evaluation and comparison of Tenders, the tender accepting authority may at its discretion, ask any tenderer for clarification on his Tender. The request for clarification and the response shall be in writing or by fax but no change in the substance of the Tender shall be so sought, offered, or permitted**
- v. When a tender fails to be responsive, it will be rejected by the tender accepting authority and may not subsequently be made responsive by correction or addition / withdrawal of the non-conforming deviation or reservation.**

1.4 Price Bid Opening and Evaluation of Price Bid

- i. The Tender inviting Authority will then proceed with opening of Cover-B, i.e., "PRICE BID COVER" of those tenderers whose technical bid has been found substantively responsive. The opening of the "Price Bid cover" will be done in the presence of those tenderers or their representatives who choose to be present. The Tender Inviting Authority will inform such tenderers in advance about the acceptance of their technical tender and the date and time of opening of the "Price Bid Cover".**
- ii. The tender will be evaluated based on the prices offered by the tenderers for the concerned equipment.**
- iii. The tender who has bid the lowest evaluated price will be determined considering the following factors:**
 - a) the quoted price shall be corrected for arithmetical errors.**
 - b) in cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered.**
- iv. The evaluation shall include all central duties such as customs duty (for the imported items), central excise duty, GST, as a part of the price, as detailed below:**

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- a) In evaluation of the price of an imported item, the price has to be determined inclusive of the customs duty.
 - b) In evaluation of the price of articles which are subject to excise duty, the price has to be determined inclusive of such excise duty.
- v. Annual Maintenance charges will not be included while evaluating the tender.

2.Award of Tender

2.1 The award of the tender shall be made strictly in accordance with the "Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000 and no deviation will be made.

2.2 Notwithstanding anything that is said herein, the Tender Accepting Authority reserves the right to accept or reject any tender or all tenders, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers on the grounds for the tender accepting authority's action.

3. Notification of Award

3.1 The tenderer whose tender has been accepted will be notified by the Tender Accepting Authority, in writing.

3.2. Upon furnishing the security deposit by the successful tenderer or tenderers and upon signing the Agreement (Appendix-4), the EMD will be returned to the unsuccessful tenderer within a reasonable time period.

4. Disputes and Jurisdiction:

Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the court of competent jurisdiction located within the town of Chidambaram in Tamil Nadu.

Signature of the Tenderer

5. Acknowledgement:

It is hereby acknowledged that we have gone through all the conditions mentioned above and we agree to abide by them.

Date:

Signature of Tenderer

Place:

Official seal and address

Signature of the Tenderer

Appendix-I**APPLICATION FORM FOR SUPPLY OF EQUIPMENT****1. NAME OF THE EQUIPMENT:****2. TENDER NUMBER:**

S.NO.	VENDOR DETAILS	
1	Name and Address of the Manufacturer/Firm/Vendor	
	Phone Number	
	Fax	
	E-Mail	
	Contact Person Name	
	Mobile Number	
2	Name and Address of the Local Authorized Dealer/Distributors/ Supplier	
	Phone Number	
	FAX	
	E-Mail	
	Contact Person Name	
	Mobile Number	
3	GST No. of the Firm/Dealer (copy to be enclosed)	
4	PAN No. of the Firm/Dealer (Copy to be attached)	
5	Tender Document Fee (DD No., Date & Amount and issuing Bank)	
6	EMD (DD No., Date & Amount and issuing Bank)	
7	Name of the University/ Government Institutes who have purchased similar equipment from your concern (attach copies)	

Signature of the Tenderer

7. Declaration by the tenderer.

- i. **We hereby declare that all the particulars given in this application are true and complete to the best of our knowledge and belief and we will produce all the relevant documents promptly, if necessary or as and when asked for by Annamalai University, Chidambaram. We understand that information provided by us will serve as Prequalification Criteria for supply of equipment under this tender and in the event of any information being found false or incorrect or ineligibility being detected even after the award of contract, our contract may be cancelled and all our claims may be forfeited by the Annamalai University, Annamalainagar. We have read and understood all the terms and conditions of the tender and we fully agree to it.**
- ii. **We also declare that we will not sell our products at a lesser price to other parties than those supplied to Annamalai University and in the event of happening of such situation, we will be bound to refund the difference and our contract may also be cancelled at the discretion of Annamalai University.**
- iii. **We also undertake that all the terms such as Product Range, Price, Discount, Delivery/other charges, Terms of Payment and also the name/s of the Dealer/ Distributor will remain unchanged during the contract period and no alteration will be done without the approval of Annamalai University.**

Date : **Signature :**

Place : **Name :**

Designation :

Seal of the firm :

Signature of the Tenderer

Appendix – II

**TENDER FOR SUPPLY OF RADIO FREQUENCY IDENTIFICATION (RFID)
EQUIPMENT TO ANNAMALAI UNIVERSITY**

LETTER OF TENDER

To

**The Registrar,
Annamalai University,
Annamalai Nagar,
Chidambaram – 608 002.**

Sir,

Sub: Tender for Supply of Radio Frequency Identification (RFID) Equipment.

1) I / We, the undersigned do hereby tender and undertake to Supply of _____ equipment to Annamalai University in strict accordance with and subject to the terms and conditions set forth or mentioned in the Tender documents and appendices.

2) I / We have gone through the instructions in the tender and carefully read all the conditions of tender and agree to abide by all the conditions mentioned there in.

3) I / We hereby state that I/we have remitted _____ (Rupees only) in the form of Demand Draft/Bankers Cheque No. _____ Dated : _____ drawn on _____ Bank _____ Branch, in favour of the “Registrar, Annamalai University”, as Earnest Money Deposit and agree to have it forfeited by the Annamalai University in case of my / our failure to supply the equipment.

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4) I / We hereby certify that the price offered is final and I / We will not come forward for any revision or alteration in rates quoted subsequently due to hike in prices or any other reasons. However, I/We are aware of the University's right to negotiate the discount rate while evaluating the tender.

5) I / We confirm that our Tender is in conformity with the technical specifications and commercial terms & conditions as stipulated in the Tender Document and without any deviations whatsoever. I am / We are aware that our Tender is liable for disqualification in the event of technical and commercial deviations observed by the Tender Accepting Authority at a later date during the process of evaluation of our Tender.

6) I / We further declare that the information and documents furnished in the Tender submitted by us are correct and genuine. I am/We are aware of the Tender Inviting Authority's right to forfeit the Earnest Money Deposit and / or Security Deposit and blacklisting me/us if, any information furnished by us proved to be false at the time of inspection and not complying with the tender conditions.

7) I/We state that I/We have not been blacklisted or debarred from participating in tenders by any Central/State Government agencies or autonomous bodies or universities / institutions.

8) In the event of my/our tender becoming successful, I/We undertake and agree to forward to the Registrar, Annamalai University, in ten (10) days, after the notification of the acceptance of this tender has been received by us.

9) We undertake and agree that we will not withdraw this Tender during the period that will be required for intimation of acceptance or non-acceptance as stipulated in clause 10 of the Tender document. If I/We do so withdraw, I/We shall forfeit the Earnest Money Deposit to Annamalai University. I/We agree to execute at our cost the Agreement in ten (10) days after the notification of the acceptance of our Tender has been received by us. In the event of our failing to make the Security Deposit or to execute the Agreement in the said manner, the Earnest Money Deposit accompanying this Tender shall be forfeited to the Annamalai University and this concluded Contract

Signature of the Tenderer

shall in such case be considered as having been cancelled or terminated and I/We agree to be liable, irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

As witness our hand this.....day of.....of 2020.

Signature of the Tenderer :

Name & Address :

Company Seal :

Signature of the Tenderer

Appendix- III**PRICE BID FOR RADIO FREQUENCY IDENTIFICATION (RFID) EQUIPMENT**

S.No	Item	Quantity					Rate/ Unit Rs.	Total Cost Rs.
		Agri Library	DDE Library	Marine Library	University Library	Total		
1	Library Management koha-- Software <u>Description:</u> LMS Software integrated with RFID Technology	1	1	1	0	3		
2	RFID HF Book tags <u>Description:</u> HF technology RFID Tags	10000	60000	10000	0	80000		
3	Anti-Theft Sticker <u>Description:</u> Printed with Library Instruction	10000	60000	10000	0	80000		
4	RFID staff station with card reader	1	1	1	1	4		
5	Tag Station <u>Description:</u> Newly tagging and assigning books into the library Server database.	1	1	1	2	5		
6	Patron Check station The patron check station is a quick facility for the library members to check the account summary of their respective accounts without need to login	1	1	1	1	4		
7	Self Checkout Kiosk <u>Description:</u> Providing convenient Circulation of books inside library.A Self- checkout unit comprise of a RFID reader, antenna, a CPU with a large screen touch monitor, a receipt printer, a student ID Card Reader	1	0	1	0	2		

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8	Anti Theft Security Gate <u>Description:</u> Placed in the entrance to prevent book theft and wrong entries	1	1	1	0	3		
9	RFID card for user (qty:) Operating frequency: 13.56 MHz Standard: ISO 14443 vicinity cards	8,000	1,000	9,000	0	18,000		
10	Book Drop Box <u>Description:</u> Provides ease in book return even when the library is closed. It contains a 100 book bin. A receipt is issued to the customers on book return	1	0	1	0	2		
11	OPAC Station kiosk <u>Description:</u> A Well equipped Wall mountable All in one Desktop used to check availability of books in the library	1	1	1	2	5		
12	Handheld Reader	0	0	0	2	2		
13	SG350-28-K9 Internet switch 28-Port Gigabit Managed Switch	0	0	0	2	2		
14	Installation Charges	1	1	1	0	3		
15	Software Migration	1	1	1	0	3		
16	CAT 6E Cables – (305 meter per cable)	5	5	5	0	15		
17	IO Box	30	30	30	0	90		
18	5 KVA Online UPS with 1 hr backup	1	1	1	2	5		
19	RFID Central Admin and Monitoring software	1	1	1	1	4		

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20	Centralized cloud based RFID remote monitoring software connecting all 4 libraries	0	0	0	1	1		
21	Student ID Card Designing Software License version (Compatible with Data Card Printer)	0	0	0	1	1		

IMPORTANT NOTE:

- 1) The price quoted above shall be inclusive of all taxes and charges except GST.
- 2) GST shall be mentioned separately.
- 3) FOR; Destination as given in the purchase order.
- 4) Warranty period for the above items must be at least 5 years from the date of installation.
- 5) Annual Maintenance Charges (after expiry of warranty period)
- 6) Training must be provided to the faculty members and research scholars for three days after the successful installation of the Equipment.

Signature:

Name:

Designation:

Seal of the Firm:

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Appendix – IV

CONTRACT AGREEMENT

THIS AGREEMENT made on the day of 2020 between The Registrar, Annamalai University, Annamalainagar – 608 002, Chidambaram. (Herein after “the Purchaser”) of the one part and (Name of Supplier) of (Address of the Supplier) (herein after called “the Supplier) of the other part:

WHEREAS the Purchaser is desirous of procuring _____ equipment as per the tender reference No..... and has accepted a bid by the Supplier for the above said equipment, the price offered by the Supplier is Rs. _____ (Rupees in words))

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Tender referred to, and they shall be deemed to form and be read and construed as part of this agreement.
2. The following documents shall be deemed to form, be read and construed as part of this Agreement, viz;
 - a) The letter of Acceptance issued by the purchaser.
 - b) The Notice Inviting Tender.
 - c) The supplier’s bid including enclosures, appendixes, documents, Price Catalogue etc.
 - d) The Tender Document including various Terms and Conditions.
 - e) Any other document listed in the Tender document.
3. In consideration of the payments to be made by the Purchaser to the Supplier within thirty (30) days from the date of delivery and acceptance by concerned department/ section.
4. The warranty period is _____ years.

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5. The AMC/SMC for the subsequent year after the warranty period will be as follows.

For the First year after the expiry of the warranty	
For the Second year after the expiry of the warranty	
For the Third year after the expiry of the warranty	
For the Fourth year after the expiry of the warranty	
For the Fifth year after the expiry of the warranty	

IN WITNESS whereof the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the Said (For the Supplier) in the presence of

Signature

Name &Address

Signed, Sealed and Delivered by the Said (For the Purchaser) in the presence of

Signature

Name &Address

Signature of the Tenderer

Appendix - V

**TENDER NO. : AU/DRD/RUSA 2.0/Library/ Equipment/
Tender/03/2020-21**

EQUIPMENT: RADIO FREQUENCY IDENTIFICATION (RFID) EQUIPMENT

TECHNICAL SPECIFICATION**1. Implementation of Koha based Library Management Software**

Following initial level configuration/ customizations are required

The following required fields should available in cataloguing –

- a) Option for Z cataloguing
- b) Date of Accessioning should come automatically at the time of cataloguing of books and other documents
- c) Type of document, i.e. Book, Serial, Project Report, DVD/CD, e-Book, e-journals, etc.
- d) ISBN/ISSN
- e) Author
- f) Title
- g) Edition
- h) Volume
- i) Publisher
- j) Year of Publication
- k) Physical description (Pages, Size etc.)
- l) Notes
- m) Class No.
- n) Book No.
- o) Curriculum area
- p) Subjects
- q) List Price (INR, GBP, USD, UKP with conversion rates option)
- r) Price after discount
- s) Vendor/Source
- t) Invoice details
- u) PO details
- v) Remarks

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Patron details

Following fields should available in Patron details –

- a) Patron ID
- b) Patron category (i.e. director, scientists, technical officers, technical assistants, administrative staffs, research assistants, research associates etc.)
- c) Gender (Male/Female)
- d) Date of birth
- e) User id and Password)
- f) Department
- g) Area of interest
- h) E-mail id
- i) Mobile No./Contact No.
- j) Membership start date
- k) Membership Expire date
- l) No dues detail

Instant e-mail/messages

- a) Reminder on overdue
- b) On check-in/check-out of books from library
- c) Instant reminder to publisher/vendor for due books, not received issues of journals on due date or after grace period.

Reports

- a) Accession Register
- b) Book suggestions report from Patrons for approval
- c) Purchase order for vendor for book supply
- d) Resource summary (i.e. Department wise, Subject wise, Date wise, Class No. wise, Vendor wise, Publisher wise etc.
- e) Daily book issue report
- f) Daily book return report
- g) Current issued books report
- h) New arrivals
- i) Shelf list report
- j) Most popular books
- k) Overdue charges report date wise
- l) Resource usage report Acc. No. Wise
- m) Current subscription of journals

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2. RFID Tag with antitheft sticker (qty)

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 the same time
1. Tag size should be 81mm x 49mm with at least 2kb memory, multi-read and antitheft
 2. Integrated Circuit (IC) NXP ICode SLIX
 3. Tags Air interface protocol should be ISO 15693, ISO 28650 and ISO 18000-3 compliant with supporting proof
 4. Lifetime replacement Guarantee of Tags and replacement of defective tags if found during first time tagging
 5. Enclose specimen of Tag

Mechanical dimensions			
Coil size	45 x 76 mm	± 0,5 mm	1,772 x 2,992 in
Die-cut size	49 x 81 mm	± 0,2 mm	1,929 x 3,189 in
Web width	53 mm	± 0,5 mm	2,087 in
Pitch, length per piece MD	85 mm	± 1,5 mm	3,346 in
Die-cut to web edge	2 mm	± 1,5 mm	0,079 in
Die-cut to register mark	0,5 mm	± 1,0 mm	0,020 in
Coil to die-cut (MD)	2,5 mm	± 1,5 mm	0,098 in
Coil to die-cut (CD)	2 mm	± 1,5 mm	0,079 in
Thickness of the IC	120 µm	± 15 %	
Overall thickness of transponder package (excluding IC and siliconized paper)	208 µm	± 10 %	
Thickness of the siliconized paper	56 µm	± 5 %	

- 8cm by 10cm size stickers to cover the RFID tag
- Sticker should be printed with custom design, which is to be approved by the university

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3. Library Staff Station with card reader

- Read/Write/Anti-theft programming should be done in one single operation
- Biometric Enabled for staff station
- Read/Write distance of up to 35 cm and programming time of 1 second
- Should be ISO 15693, ISO14443, ISO 28650 and ISO 18000-3 compliant with supporting proof
- Library will only have to operate koha (no extra key to be pressed for staff station toggling)

Parameter	Technical Specs
Operating Frequency	13.56 MHz \pm 7 kHz
Sub Carrier	424 kHz
Power Supply	12V
Power Consumption	1.2W minimum
Transmitting Power	4W minimum
Read Range	Up to 35 cm
Communication Interface	USB/RS232/Ethernet
Supported Transponders	ISO 15693, ISO14443, ISO 28650 and ISO 18000:3
Indicators	LED for power, read verification etc.
Baud Rate	26.5 kbps
Operating Temperature	-10°C to +70°C

4. Tagging station

Tagging station should facilitate the programming of the tags and the activation of the smart cards issued by the library. The tagging station must integrate with the Library Management Software and perform the operation without any delay. The tagging station includes various hardware and software.

The tagging station must be compatible with Windows 7,8,10 (32 & 64 Bit) operating Systems. The staff station antenna should be fully shielded and should have a concentrated reading area. i.e., it should only read items that are placed on it. It should not read items that are in the vicinity.

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The RFID Reader with inbuilt Antenna must have the following specifications: -

- USB
- Operating Frequency 13.56 MHz
- ICode2,ISO 15693, ISO 18000 compliant
- Multi read option Compatible with existing tags and smart cards
- Read/Write distance of up to 25 cm
- Operating Systems Supported Windows 7,8,10 (32 & 64 Bit)

The Application Software for tagging station must have the features:-

- The software should integrate with the Library Management software installed in the library.
- Single software must allow the user to perform both the programming of the tags as well as the activation of the smart cards. Pin must be generated for each smart card that is activated.
- The software must have a user friendly interface and must have administration module for creation of users. The administrator must have the option to customize the access rights of each user.
- The software must handle all failed transaction and display appropriate message for every failed transaction.
- The software provide the option of updating the mobile number as well as the email id of the user at the time of activation of the smart cards and the same must be updated in the database of the Library management software.
- Programming/ Tagging time of 1 second
- The software should have the option to be customized as per requirements of the Library. Operating Systems should support Windows 7,8,10 (32 & 64 Bit)

5. Patron Check station

- The patron check station is a quick facility for the library members to check the account summary of their respective accounts without need to login. The library patron has to simply place the RFID smart card on the reader and it shall display the account summary like book checkout, due date etc.
- The software installed on the patron check station must have a friendly interface and the software should integrate with the Library Management software installed in the library. The software should have the option to be customized as per requirements of the Library.

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The patron check station computer system must have the following configuration:-

- Operating System Windows 10
- The Smart card reader must have following features:-
 - Smart Card Reader – USB
 - Supports both 13.56 MHz contactless and contact smart card technology can be used with existing ID cards
 - Supports all relevant operating systems of Windows platforms readily Compliant

6. Self-Service Kiosk

- RFID Integrated
- ISO15693 card for user identification and Biometric for authentication before issuing.
- Student photo to be displayed during transaction
- Book issue, book return and book renewal functionality
- 80mm Receipt printer

Mechanical Specifications:

Make	Metal and acrylic
Aesthetics	Dual color based on library interior

Hardware:

RFID transponder supported	ISO15693; ISO18000
Input voltage	230V
Output	12V DC
Transmitting power	1.2W max
Read distance [iso15693]	35 to 40cm
Patron identification method	Biometrics

7. Security Antenna – 2 panel

EAS Pedestals Library Security Gate

Security gate should include two theft detection pedestals, which are interdependent of each other and also have an overlapping protection zones providing additional security. The system should have suitable number of I/O ports for Standard electronic counter, Locking gates, etc. The offer must be complete in all respects and must include all the components

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required for the functionality of the system. Library security gate would have at least following specifications as mentioned below:

- Security gate should be atleast 1800mm tall.
- Two panel with 13.56 MHz frequency range
- Phase Change (patented technology) real 3D detection (Should not Interdependent one another)
- EAS - Electronic Article Surveillance on detection system sounds an alarm, different types of Tag ID, date and time are stored. (Has to be linked to the LMS)
- Should be ISO 15693 compliant with supporting proof
- The security gate should be integrated with the LMS via SIP2 protocol.

Parameter	Technical Specs
Operating Frequency	13.56 MHz
Power Supply	AC 230V / 50Hz
Power consumption	30W maximum
Transmitting Power	6 W RF Power
Read Range	Up to 1 m with pair of gates
Communication Interface	RS232/Ethernet
Supported Transponders	ISO 15693, I Code
Operating Temperature	-10°C to +70°C
Alarms	Lights and buzzer
People Counter	Counts in/out traffic
Communication Parameters	Baud Rate: 115200 Kbps

8. RFID card for user (qty:)

- Operating frequency: 13.56 MHz
- Standard: ISO 14443 vicinity cards
- IC type: ISO 14443

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- Memory capacity: minimum 1024 bits , organized in 32 blocks of 4 byte each Data re-write: 100,000 times
- Data retention: > 10 years
- Case material: PVC (Polyvinyl Chloride). White Surface finish: Glossy
- Dimensions:85.6(L)x54(W)x0.76(thickness)mmCR80
- Printability: Thermal Transfer (dye sublimation preferred).Silk screen Tamp on (Pad on)
- Compatibility: Should be compatible with existing RFID system installed in the Library

9. **RFID Book Drop Station:**

The RFID Book drop Station must operate with industry standard tags and cards at **13.56 MHz**. It supports global Standards like **ISO 15693-3 (ISO 180003 Mode. It should be compatible with existing RFID setup.**

- (a) The book will be shown on dropbox by the user. Only if it is a valid item, the flap will open and allow the book to go in.
- (b) On the slider, the book stops at the RFID reader. After it is being read, it will be moved to the bin.
- (c) Two RFID readers to be used. One for operating the flap and control books going in. Second reader to read and return the book.
- (d) To work integrated with the existing library software via SIP2

It should have the following:

1. Two ISO 15693 RFID readers
2. 80mm receipt printer
3. roller with 80rpm motor and 75kg torque
4. Webcam to record the user transacting

Mechanical Specifications:

Make	Metal and acrylic
Aesthetics	Dual color based on library interior

10. **Opac kiosk station**

Features:

- Features an inbuilt touch screen keyboard along with a keyboard tray for easy accessibility.
- Comes with a widescreen 18.5inch monitor
- This comes with an attractive enclosure to suit and enhance the library aesthetic.
- Multipurpose terminal – Can be integrated with any application

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Specifications:

Monitor	18.5” LED capacitive touch screen
Hard disk	500 GB
RAM	2 GB
Power consumption	150 to 200W
Connectors	4usb; 12V 1A internal power output
External	<ul style="list-style-type: none"> • One button on/off • Network card [Ethernet]
Enclosure	Acrylic and/or metal

11. **RFID Handheld reader:**(1No.)**Features:**

- Stock control can be used to do stock check and search misplaced books.
- Stock report could be integrated with LMS database.
- Location check/shelf management option can also be configured.
- This product has inbuilt Wi-Fi which can connect directly to laptop or through the local network. Through network, it enhances the connecting distance.
- RFID inventory reader uses fast – read performance to simultaneously interrogate between 15 to 20 items per second.
- The search option is very useful to the student as staff can find the books easily.
- Stock device would also be able to find any duplicated books inside the library.
- This can also be used to find any book inside the library, which is already issued.

Specifications:

- The proposed system should be able to work in sync with existing library setup.
- Ergonomically designed Cordless WiFi Handheld- Inventory Reader + Internal Antenna integrated with chargeable battery (minimum 4 Hours life).
- The proposed system shall be fully compliant with ISO 15693/ISO 18000-3 Mode-1 standards &supplied tags.
- Software Components: supply of compatible software for laptop &PC.
- Features: Long lightweight handheld; performs stock-checking, re-shelving, and also locates specific items, sorting and monitoring of library material on shelf along with locating misplaced documents. To locate items that is out place on the shelves.
- Operating Frequency: 13.56 MHz
- Power Supply: 5V/ 3 Amp DC Adopter
- Read Range: Upto 25 Cms
- Transmitting Power: Upto 1W max
- Power boost mode for inventory on steel rack
- Software should have abilities to

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- (i) find misplaced book
- (ii) find duplicate
- (iii) identify issued books if there are any in library
- (iv) Complete stock check

12. Internet Switch SG350-28-K9

Product Details

- 28-Port Gigabit Managed Switch
- 24x GbE (1000Base-T) | 4x SFP | Managed, VLAN- Rackmount
- Internes Netzteil | Device Type:-Switch - 28 ports - L3 – Managed
- Enclosure Type:- Rack-mountable 1U | Subtype:- Gigabit Ethernet
- Performance:- Switching capacity: 56 Gbps | Voltage Required :-AC 120/230 V (50/60 Hz)
- Ports:- 24 x 10/100/1000 + 2 x Gigabit SFP + 2 x combo Gigabit SFP

CAT65 CABLE

- Quality PVC jacket Meets CAT-6 TIA/EIA standards
- 23AWG
- 4 Pair (8 cable)
- Suitable for quality and reliable network
- Transmit data at 1000 Mbps (Giga Bit) at 350 MHz
- Connectivity: Used for network adapters, hubs, switches, routers, DSL/Cable modems, patch panels and other twisted-pair applications

13. 5 KVA UPS along with SMF Battery

S.No.	Technical Parameters	Parameter Description
1	Type	Single Phase IGBT Based online UPS
2	Input	240V \pm 10% V AC, 50 \pm 5% Hz, Single phase – three wire (Phase+Neutral+Ground)
3	Output	5.0 KVA 240V \pm 10% V AC, 50 \pm 5% Hz, Single phase – three wire (Phase+Neutral+Ground)
4	Output Waveform	Sinusoidal
5	Voltage Regulation	\leq + 2%
6	Inverter Efficiency	\geq 80%
7	Overload Capability	110% for \geq 10 minutes
8	Total Harmonic distortion (THDI)	< 5% at Full load

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9	Transient response	Less than $\pm 10\%$ voltage variation at sudden application/ removal of full load and it shall recover within 500 msec
10	Environment	Approx.: 0-50° C & 95% RH
11	Charger	Charging mode shall be provided
		Battery charging voltage & current shall be adjustable
		Line & load Regulation: $\leq \pm 2\%$
		Output Ripple: $\leq 3\%$
12	Battery	Battery shall be of Sealed Maintenance (SMF) or VRLA Type
		Battery Backup shall not be less than 4 Hrs at full load
13.	Functional Test Certificates	<ul style="list-style-type: none"> • Insulation Resistance & HV test • Load Regulation & Transient response test • Efficiency • Ripples • Battery capacity test • UPS Functional test • Spare PCBs/ Cards Test Reports
14.	User Manual	One set of User Manual (It shall include Specification, Operating Procedure, BOM, Alarm-annunciations, PCB Functions details, PCB Circuit diagrams & Trouble shooting) shall be provided with each UPS

Terms & Conditions for RFID Components:

1. List of reputed organizations/Institutions, where similar orders have been executed during last three years.
2. The vendor must have support office inside Tamil Nadu.
3. The bidder or OEM must have supplied complete RFID solution to at least 10 reputed libraries inside Tamil Nadu and minimum 3 universities inside Tamil Nadu.
4. Satisfactory certificates from at least 7 institutions to be provided.
5. Vendor must provide demo before participating in the tender.
6. The product supplying must be compatible to 2CQR's RFID central admin and remote monitoring software implemented at Annamalai University Central Library;

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7. RFID central admin software implemented at Annamalai University does the following functionalities:
- a. RFID Central Admin controls all the RFID products installed across the site.
 - b. It provides options to monitor live transactions, get reports of all software's day wise from anywhere.
 - c. Monitor Live Transactions from anywhere
 - d. Get specific details of transaction happening instantly
 - e. Get Report instantly
 - f. Can view statistics of each software day wise
 - g. Easy navigation with clear UI
 - h. All the products to be supplied should be integrated with this software as well as koha. Only on successful demonstration, the quotations will be accepted.

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