

Indraprastha Institute of Information Technology Delhi (IIIT-Delhi)
Okhla, Phase-III, Near Govindpuri Metro Station, New Delhi-110020, India

TENDER NOTICE

Tender Document for Supply, Testing and Installation of Radio Frequency Identification (RFID) System Integrated with open source Library Management Software (preferably Koha) and Electromagnetic (EM) Security System

Tender No.:

Last Date for Submission of Tender: 07 August 2012

Date & Time of Opening: 11:30 AM, 09 August 2012

Name and Address of the bidder:

Telephone/Fax No.:

E-Mail Address:

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SECTION – I
INVITATION OF BIDS

1. IIT-Delhi invites sealed bids from eligible bidders for Supply, Testing and Installation of Radio Frequency Identification (RFID) System Integrated with Library Management Software (preferably Koha) and Electromagnetic (EM) Security System. The requirements are as follows –
 - i. RFID Tags for books and other documents- 2000.
 - ii. Open Source Library Management Software (preferably Koha - latest stable version) - 1
 - iii. Electromagnetic Security Gate - 1 Set (Single Corridor)
 - iv. Electromagnetic Tattle Tapes/Strips - 2000
 - v. Hybrid Staff Workstation (RFID+EM) – 1
 - vi. Middleware Application for Integration with RFID and open source LMS (preferably Koha) in Linux platform (preferably Ubuntu latest version) – 1
 - vii. Library labels (stickers) - 2000
 - viii. Tagging of RFID and Electromagnetic tattle tapes/strips on library Materials
(In accordance with technical specifications as specified in (Annexure -I))
2. Interested eligible bidders may obtain further information from the office of Registrar, IIT-Delhi, Okhla, Phase-III, Near Govindpuri Metro Station, New Delhi-110020.
3. Tenders must be clearly written and all the rates written in figures as well as in words. Tenders written with pencil, partly typed and partly hand written in different inks/hands or erased with inauthentic cutting/corrections will be rejected.
4. The rate quoted must be inclusive of all charges and taxes, whatsoever is applicable on supply of quoted equipment. It would be the responsibility of the successful bidder to install the equipment at respective sites and no extra charges will be paid on that account. (Please see Annexure-II)
5. The Institute is exempted from payment of Custom Duty.
6. IIT-Delhi reserves the right to accept or reject any tender or all tenders in full or a part thereof without assigning any reasons.
7. Tenders once received will not be returned.
8. The earnest money will be refunded to the unsuccessful bidder(s) within one month from the date of final acceptance of the tender.
9. Bids will be opened in the presence of bidder's representatives.

Name and signature of bidder with office seal

SECTION - II

INSTRUCTIONS TO BIDDERS

Earnest Money:

Rs.50,000/- (Rupees fifty thousand only) as earnest money must be deposited in the form of demand draft in favour of *IIIT-Delhi*, payable at New Delhi. No interest shall be payable on the earnest money deposited by the bidders. Tender documents submitted without earnest money will be rejected.

Time, Date and Venue for Tender opening:

Date: 09 August 2012 and Time: 11:30 AM (Conference Room, IIIT-Delhi)

Place of submission of Tender documents:

Registrar, IIIT-Delhi, Okhla, Phase-III, Near Govindpuri Metro Station, New Delhi-110020.

- a. The envelope containing tender documents must be clearly super-scribed with the Tender No. and Tender Name.
- b. The institute will not be responsible for tenders submitted at any other place. Tenders not received within the due date will not be considered.

Offer validity:

Three month from the date of opening tender.

Eligibility for Bidders:

- a. The bidder should have at least 1 crore average annual turnover for last 3 years from software development/ IT services.
- b. The bidder should have an experience of successful installation of RFID integrated with Library Management software (preferably Koha) and Electromagnetic Security system in minimum 3 academic libraries (as per Annexure-III).
- c. Only those firms should respond who are the manufacturers or authorized dealers/agents of the stores specified in the tender specifications.
- d. The foreign manufacturers of the tendered stores will have to specify in the tender document, details of the sales service to be provided after expiry of warranty period.
- e. Indian agents of foreign manufacturers are allowed to participate in the tender subject to the following conditions: -
 - i. The Indian agent will submit along with the tender documents a copy of latest authority letter /agreement from the foreign manufacturer /principal.
 - ii. Such agreement/authority with the foreign manufacturers should be a long- term agreement and not merely for the present tender.
 - iii. If the agreement is only for the present tender, the offer received is liable to be rejected.
 - iv. The Indian agent will provide details of the after sales service and post contractual support i.e. repair, maintenance, supply of spare parts etc. that he will carry out.
 - v. Offers from firms whose business activities are limited to procuring items from manufacturers, both Indian and Foreign and supplying the same to the purchaser, and having no after sales service backup will not be entertained.
 - vi. Where the quoting party/Indian representative claims to be subsidiary or branch office or an authorized representative or principal foreign manufacturer/supplier in India, then a copy of approval from RBI/Ministry concerned for operating business in India as subsidiary /branch /liaison or joint –venture may be submitted with offer. The Indian agent of foreign manufacturer should be registered with DGS & D.
- vii. The bidder must have latest income tax clearing certificate /PAN /TIN

- viii. The bidder must have latest VAT/S.T. Clearance certificate
- ix. The firm must have trade registration certificate

Opening of tender:

Tendering firms can authorize a representative to be present at the opening of the tender. The representative must bring with him a letter of authority from the firm to be present at the opening of tender.

The purchaser has the right to have a demonstration of the equipment/item in his premises. The demonstration has to be arranged by the supplier at his own cost.

Delivery Time:

8 – 10 Weeks from the date of issue of offer letter for supply of goods.

Termination of Contracts:

Time shall be the essence of the contract. The purchaser shall have the right to terminate the contract without any notice in part or in full in any of the following cases.

(a) The delivery of goods is delayed for causes not attributed to Force Majeure after the scheduled date of delivery.

(b) The seller is declared bankrupt or becomes insolvent.

(c) The delivery material is delayed due to causes of Force Majeure by more than reasonable time.

Any change in Address /Telephone/Fax/e-mail of the bidder should immediately be informed. The state of non-communication by the firm will make the offer liable for rejection.

Late / Delayed tenders:

Tender received after the due date shall not be considered at all. Post tender revision/correction shall also not be considered.

Acceptance OR rejection of offer:

IIIT-Delhi reserves the right to accept OR reject any tender in part OR full without assigning any reason thereof. The successful bidder should submit order acceptance letter within 15 days from the date of issue.

Page Numbering and Signatures:

Every page of the tender must be numbered and signed by the authorized signatory giving his/her name and designation below the signature.

Inspection after receiving of goods:

The inspection will be done by the related authorities in the presence of firm's representative. The successful bidder will have to provide at his own cost and arrangement technically qualified personnel at the consignee's location for joint inspection. These personnel must be able to unpack, assemble and demonstrate the use of the equipment fully and identified each Part/Machines supplied. Any consumables that are essential will be provided by the supplier free of cost.

In case of receipt of materials in damaged condition the suppliers will have to arrange the replacement of goods free of cost. All expenses in this regard will be borne by the supplier.

Guarantee/Warrantee:

The entire supplied items should have comprehensive warranty of three years from the date of satisfactory commissioning and final acceptance by IIIT-Delhi. In case at installation stores/part of stores are found defective /damaged during or after delivery to consignee, the suppliers will replace or repair the store under warranty at consignee's location in India free of cost or if any case it is

required to sent back to the foreign manufacturer. Bank Guarantee equivalent to the cost of equipment is required to be submitted before lifting the store. All expenses in this regard will be borne by the supplier.

Performance:

The successful bidder will have to submit a Performance security of equivalent to 10% of the Contract /Order value before the issue of award letter valid till expiry of the Warranty/Guarantee period in shape of crossed Demand Draft/Pay order/Bank Guarantee/FDR in favor of the IIT-Delhi payable at New Delhi. The performance security will remain valid till expiry of warranty period. This will be released after completion of warranty period.

Submission of tender:

The bidders are requested to submit the tender in two parts, Part I-Technical Bid Quotation and Part II-Financial Bid Quotation

Payment:

In case of equipment 90% payment after the delivery of goods and balance 10% payment after satisfactory installation, commissioning and performance. In case of software 50% payment after the successful installation and balance 50% after initial level configuration/customization, system performance and staff training.

Annual Maintenance Contract (AMC):

After the warranty/Guarantee term is over, the firm should mention the charges of AMC at least for first three years.

Staff Training:

The bidder shall provide required onsite training to the staff members, all the expenses in this regard will be borne by the supplier.

Name and signature of bidder with office seal

ANNEXURE - I
TECHNICAL SPECIFICATIONS

Technical specification of Radio Frequency Identification (RFID) System Integrated with open source Library Management Software (Koha) and Electromagnetic (EM) Security System

Sl. No.	Specifications	Specification of the product quoted
1.	<p>RFID system integrated with open source library management software (preferably Koha)</p> <p>RFID Tags</p> <ul style="list-style-type: none"> a. The RFID chip should have been designed specifically for Library use (2000 RFID chip for books and other documents). b. Lockable section—for item identification c. Re-writable section for library specific use d. The RFID chip should have multi read function, i.e. several tags can be read at once e. Tag size should be approx 50mm x 50mm (+/- 10%) with at least 1024 bits memory, multi-read, antitheft f. Distance for detection from pedestal should be minimum of 36 inches g. Tags should be ISO 15693/18000-3 compliant h. Life time guaranty of the tags 	
2.	<p>Hybrid Staff Workstation for RFID+EM</p> <ul style="list-style-type: none"> a. Tagging of books and other documents /patrons smart cards b. Check-in/check-out c. Sensitize/de-sensitize of tattle tapes/strips d. Should be ISO 15693 and ISO 14443A Mifare Compliant 	
3.	<p>Middleware Application for integration with RFID and open source library management software (Koha) in Linux platform (preferably Ubuntu latest version)</p>	
4.	<p>Electromagnetic (EM) tattle tapes/strips</p> <ul style="list-style-type: none"> a. The size of electromagnetic tattle tapes/strips should be minimum 160 MM X 3 MM for hardbound and paperback books and periodicals. b. Tattle tapes/strips once applied on material should be hidden in nature. c. Electromagnetic tattle tapes/strips shall be one-piece, flexible, thin, non-rusting metallic alloy coated with an adhesive film. The film shall not discolor or lose its adhesive or cohesive strength with age. The strips shall require no moisture, heat or additional glue, or adhesive for affixing to library materials. d. There should be lifetime warrantee/guarantee of tattle tapes/strips 	
5.	<p>Electromagnetic (EM) Security gates</p> <ul style="list-style-type: none"> a. Systems shall use Electromagnetic Detection Principles. b. The Detection Panel Height should be approximately 6 feet in height. c. Must be able to detect Print Materials, CD, Single sided DVD, 	

	<p>Audio Cassettes and Video Cassettes.</p> <p>d. Optional CCTV and Voice alarms System must be available.</p> <p>e. Upgradeable facility from Single to Dual Corridor should be there.</p> <p>f. The system must provide both an audible and visible alarm when responding to an active strip in the corridor.</p>	
6.	Library labels with institute logo, Name & Address (Sticker size 10cm x 10cm) – 2000	
7.	<p>Job work</p> <p>a. Job work of tagging and pasting RFID and tattle tapes/strips on books and other documents.</p>	
8.	<p>Open Source Library Management Software (preferably Koha) Following initial level configuration/ customizations are required</p> <p>The following required fields should available in cataloguing –</p> <ol style="list-style-type: none"> i. Option for Z cataloguing ii. Date of Accessioning should come automatically at the time of cataloguing of books and other documents iii. Type of document, i.e. Book, Serial, Project Report, DVD/CD, e-Book, e-journals, etc. iv. ISBN/ISSN v. Author vi. Title vii. Edition viii. Volume ix. Publisher x. Year of Publication xi. Physical description (Pages, Size etc) xii. Notes xiii. Class No. xiv. Book No. xv. Curriculum area (i.e. Computer Science, Electronics and Communication, Maths, Physics, etc.) xvi. Subjects (i.e. Algorithms, DBMS, Programming Languages, etc.) xvii. List Price (INR, GBP, USD, UKP with conversion rates option) xviii. Price after discount xix. Vendor/Source xx. Invoice details xxi. PO details xxii. Remarks <p>Patron details</p> <p>Following fields should available in Patron details –</p> <ol style="list-style-type: none"> i. Patron ID ii. Patron category (i.e. Teaching/ Non-teaching staff, UG student, PG student, PhD Scholar) iii. Name iv. Gender (Male/Female) v. Date of birth 	

<ul style="list-style-type: none"> vi. User id and Password) vii. Department viii. Area of interest ix. E-mail id x. Mobile No./Contact No. xi. Membership start date xii. Membership Expire date xiii. No dues details <p>Instant e-mail/messages</p> <ul style="list-style-type: none"> i. Reminder on overdue ii. On check-in/check-out of books from library iii. To related faculty on arriving of suggested/recommended books iv. Instant reminder to publisher/vendor for due books, not received issues of journals on due date or after grace period. <p>Reports</p> <ul style="list-style-type: none"> i. Accession Register ii. Book suggestions report from Patrons for approval iii. Purchase order for vendor for book supply iv. Resource summary (i.e. Department wise, Subject wise, Date wise, Class No wise, Vendor wise, Publisher wise etc. v. Daily book issue report vi. Daily book return report vii. Current issued books report viii. New arrivals ix. Shelf list report x. Most popular books xi. Overdue charges report date wise xii. Resource usage report Acc. No. Wise xiii. Current subscription of journals 	
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Name and signature of bidder with office seal

ANNEXURE - II
QUOTING PRICE (To be given in a separate sealed Envelope)

Sl. No.	Specifications	Rate/Unite	Net Price
1.	RFID Tags for books and other documents – 2000		
2.	Open Source Library Management Software-initial level configuration / customization (preferably Koha - latest stable version) – 1		
3.	Electromagnetic Security Gate - 1 Set (Single Corridor)		
4.	Electromagnetic Tattle Tapes/Strips – 2000		
5.	Hybrid Staff Workstation (RFID+EM) – 1		
6.	Middleware Application for Integration with RFID and open source LMS (preferably Koha) in Linux platform (preferably Ubuntu latest version) – 1		
7.	Library labels (stickers) – 2000		
8.	Tagging of RFID and Electromagnetic tattle tapes/strips on library Materials		
	I) Ex factory price offer (excluding agency commission, to be invariably separately shown and if nothing is claimed reasons thereof must be indicated failing which the bid will not be considered)		
	II) Training Cost, if any		
	Packaging & handling charges		
	FOB Price excluding agency commission		
	Any payment to be paid in Indian Rupees towards agency commission, supply of Indian made item and other charges like VAT /S.T. Name of items: -		
	1. _____		
	2. _____		
	3. _____		
	4. _____		
	VAT + S.T. _____		
	Total		

Name and signature of bidder with office seal

ANNEXURE - III
PERFORMANCE STATEMENT OF LAST 3 YEARS

Sl. No.	Item	Purchaser	Order details	Order Price	Delivered in time OR not	If not please specify the reason	Attach satisfactory working report from each office (Yes/No)

Name and signature of bidder with office seal