



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**  
**(Regd. Office: PSEB Head Office, The Mall, Patiala)**  
Corporate Identity Number: U40109PB2010SGC033814  
(Office of CE/HR, Planning & IT, Patiala)

**LIMITED TENDER ENQUIRY NO.: HPI/1/2015**

**Supply, installation, configuration, testing and  
commissioning of Biometric (fingerprint based)  
Time Attendance System and CCTV Camera  
(Analog) surveillance system at Shakti Sadan  
Building, PSTCL, Patiala**

**Office of  
Chief Engineer/HPI,  
HEAD OFFICE, The Mall  
PUNJAB STATE TRANSMISSION CORPORATION LIMITED  
PATIALA-147001**

**Ph. No. 0175- 2225907**

**Fax No. 0175-2220054**

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## **LIMITED TENDER ENQUIRY**

Address details of issuing authority	Chief Engineer/ HPI, Head Office, The Mall, PSTCL, Patiala
Tender Enquiry No	HPI/1/2015
Scope / Short Description	Sealed tenders (in triplicate) are invited for Supply, installation, configuration, testing and commissioning of Biometric (fingerprint based) Time Attendance System and CCTV Camera (Analog) surveillance system at Shakti Sadan Building, PSTCL, Patiala.
Downloading of Specification / Tender documents from PSTCL website	Start Date 08/01/2015 Last Date 22/01/2015
Date & time up to which tenders shall be received	23/01/2015 up to 11.00 AM
Date & time of opening of tenders	23/01/2015 at 03.00 PM
Cost of Specification	Rs. 500/- in the form of demand draft in favour of AO/Cash, PSTCL, payable at Patiala is to be submitted in a separate envelope along with the tender.

Note: Tender specification can only be downloaded from PSTCL website and no hard copy of the same will be issued by this office.

**Contact Person:** Dy. Chief Engineer/HR & Admin,  
Shakti Sadan, Mall Road, PSTCL, Patiala  
Phone No. 0175-2225907  
Fax No. 0175-2220054

## **Section: I**

### **1.0 Introduction:**

PSTCL intends to install Biometric (Fingerprint based) Time Attendance system along with CCTV camera (Analog) surveillance system at Shakti Sadan Building, PSTCL, Patiala. Based on the performance of the system, the same could be extended to various other offices and substations of PSTCL across Punjab.

### **2.0 General Requirements:**

Tentative quantity of Biometric based time attendance machines and Analog CCTV cameras is as follows: -

<b>S. No.</b>	<b>Item</b>	<b>Quantity</b>
1.	Supply, installation, configuration, testing and commissioning of Biometric (Fingerprint based) time attendance machines including software	5 nos. machines
2.	Supply, installation and Commissioning of Analog Bullet Cameras (minimum 700TVL)	5 nos. cameras
3.	Supply, installation and Commissioning of DVR 8 channel + 2 TB HDD + 18.5 Inch LED + Power Supply	1 no. DVR set

*Note: The purchaser reserves rights to modify quantity of the Biometric Machines and CCTV Cameras at any stage during the pendency of the contract.*

### **3.0 QUALIFYING REQUIREMENTS for Bidders:**

#### **3.1 Basic Requirements:**

The bidder should be an IT / Security & Surveillance Company and dealing with the sale/supply of Biometric attendance products and CCTV Camera surveillance system for the last three years. Proof of such experience should be enclosed with the tender. The bidders must have successfully executed at least two nos. similar orders. Copies of the WO/PO along with completion certificates must be supplied.

The bidder shall be Original Equipment Manufacturers (OEM) / Authorized Distributer / Dealer of OEM. Bidders quoting as Authorized Distributors / Dealers of the OEM will be considered only after furnishing of the Manufacturer's Authorization Form (MAF) from the OEM.

3.2 The bidders shall also be required to fulfil the following requirements:

i) **Past dealings with erstwhile PSEB/ PSTCL/PSPCL:**

The bidder shall not be in litigation with erstwhile PSEB/ PSTCL/PSPCL. Any litigation against erstwhile PSEB/ PSTCL/PSPCL shall out rightly disqualify the applicant.

ii) The bidder shall not be a debarred/ blacklisted firm

iii) The bidder shall not be a defaulter for 25% or more quantity for more than 9 months or any quantity for more than 15 months in making supplies against earlier order placed on them at the time of issue of the documents.

- 3.3** The bidder shall be in sound financial position and shall not be in a loss for the immediate last three Financial years, otherwise, offer submitted by such bidder shall not be considered/evaluated further by the purchaser. Documentary proof like Audited Balance sheet for the last three years including Trading, Manufacturing, Profit and Loss Account etc shall be submitted by bidder.
- 3.4** If OEM is quoting directly then Minimum Average Annual Turnover (MAAT) of the OEM for last three (3) years should be at-least Rs. 1 (One) Cr. If Dealer/Distributor of OEM is quoting then Minimum Average Annual Turnover (MAAT) of the dealer/distributor for last three (3) years should be at least Rs.20 (Twenty) Lakhs. As a matter of proof, copy of the certificate of turnover for the year 2011-12, 2012-13 & 2013-14 duly authenticated by a Chartered Accountant and attested by the Notary shall be submitted
- Note: The bidder fulfilling/meeting with the above requirements (clause 3.1 to 3.4) shall be considered as qualified bidder by Purchaser for further evaluation of bid.*
- 3.5** The bidder shall have suitably qualified personnel to execute the job and shall supply detailed information of its key personnel handling job position wise providing their qualifications, past experience data, etc.
- 3.6** Notwithstanding anything stated above, the Purchaser reserves the right to assess the capacity and capability of the bidder should the circumstances warrant such assessment in an overall interest of the PSTCL, to successfully execute the scope of work covered under the package within stipulated completion period. This assessment shall inter-alia include (a) document verification; (b) bidders work/manufacturing facilities visit; (c) manufacturing capacity, details of works executed, works in hand, anticipated in future & the balance capacity available for the present scope of work; (d) details of plant and machinery, manufacturing and testing facilities, manpower and financial resources; (e) details of quality systems in place; past experience and performance; (f) customer feedback; (g) banker's feedback etc.

## **Section: II**

### **1.0 General Terms & Conditions:**

- 1.0.1 A set of tender documents containing technical specification, qualifying requirement, general instructions, terms & conditions, specified Performa/formats etc of above tender enquiry can be downloaded from PSTCL website www.pstcl.org and no hard copy of the same will be issued by this office. However the cost of specification i.e. Rs.500/- (Five Hundred only) in the form of demand draft payable at Patiala in favour of AO/Cash, PSTCL Patiala is to be submitted in a separate envelop at the time of submitting the tender failing which tender of the firm shall not be received/ accepted. Tender quoted by any other party on the basis of letter of authority/ power of attorney shall not be accepted.
- 1.0.2 Tenders of only IT/Security & Surveillance Companies and dealing with the sale/supply of Biometric attendance products and CCTV Camera surveillance system shall be received/accepted/opened.
- 1.0.3 All tenders must be accompanied by Earnest money deposit (EMD) at the rates prescribed in the tender documents/ specifications.
- 1.0.4 Telegraphic/ fax/ e-mail tenders will not be accepted.
- 1.0.5 Conditional tenders are liable to be rejected out rightly.
- 1.0.6 The bidder shall also separately quote yearly basis charges for the 5 (Five) years Comprehensive Annual maintenance charges (AMC) applicable after expiry of Warranty period.
- 1.0.7 If the day fixed for opening of tenders happens to be a holiday, the same will be opened on next working day at the same time and at the same place.
- 1.0.8 Request for extending the due date of tenders may not be considered.
- 1.0.9 Service Tax/VAT/CST as applicable shall be payable as per the actual subject to undertaking by the supplier that he will deposit the same with the Government authorities as per provisions under the Act.
- 1.0.10 The payments shall be made subject to deduction of Income Tax as per I.T. rules
- 1.0.11 PSTCL reserves the right to increase/ decrease the NIT quantity or to reject the NIT item/ quantity, whole or a part thereof, without assigning any reason (s) or liability to the Purchaser.
- 1.0.12 PSTCL reserves the right to reject any or all the tenders so received without giving any reason and shall not be responsible to pay for expenses or losses that may be incurred by the Bidder in preparation of tender bids.
- 1.1 The successful tenderer shall be responsible for implementing the applicable provisions of Factory Act, payment of wages act and workmen's compensation Act-1923 and also maintain record thereof, for inspection by the respective authorities under the said Acts under intimation to concerned PSTCL authorities.

### **1.2 Preparation & Submission of Tenders**

- 1.2.1 The tender must be complete in all respects. Every clause should be carefully studied before submission of a complete and comprehensive tender. All the necessary

certificates/ undertakings/ Deviations (Non Compliance), Price Schedules etc should be as per the specified Performa given in the Annexure(s). The offer/ bid not strictly in accordance with these instructions are liable to be rejected.

- 1.2.2** Unit FOR destination rate for Biometric machines along with software, Analog CCTV Cameras and DVR sets offered, shall be quoted by the bidder(s) in the PRICE BID only.
- 1.2.3** Tender should be submitted in Triplicate (3 sets), each copy should be separately tagged and clearly marked as ` Original', `Duplicate' and `Triplicate'. No post tender development will be allowed regarding any change in terms of prices or technical specification
- 1.2.4** The tender shall be prepared in formal manner neatly typed or printed with all prices stated both in words and figures. There shall be no erasing. Any corrections made should be neatly done and signed. A systematic form of totaling should be adopted to avoid any ambiguity with detailed description of the equipment offered.
- 1.2.5** Schedule of Deviation:  
Performa for Schedule of Deviation must be filled meticulously and signed & stamped by the authorized signatory of the bidder. **Any deviation to the tender spec. must be brought out in the specified “Schedule of Deviation” performa (Annexure - A and B) to be submitted along with Technical / Commercial offer. Otherwise, it will be presumed that the offer is strictly conforming to the specification.** All the deviations must be listed in the above performas, along with the explanation/ remarks against that deviation.
- 1.2.6** The tenders shall be submitted in three parts i.e. Part-I, Part-II & Part-III. Each part shall be enclosed in a separate sealed envelope duly super scribed on the each envelope as under.
- (i) Bidder's Name
  - (ii) Tender Specification No etc
  - (iii) Part No. I, II or III

**Part-I** Cost of Specification & Earnest Money Deposits:

The first part will consist of cost of specification and Earnest Money Deposit (EMD) in the form of demand draft(s), to be submitted separately, each in favor of "Accounts Officer/Cash, PSTCL, Patiala" payable at Patiala.

**Part-II** Qualification/Technical/Commercial bids:

The second part will consist of qualifying requirements, technical specifications of equipment offered, schedule of deliveries, schedule of deviations, etc and all other terms and conditions *except the rates/ prices*.

**Part-III** Price Bids:

The third part shall consist of the rates quoted as well as other related terms like Freight, Insurance, ED, CST etc. and other incidental charges relevant to the price as per the specified schedule of Unit Prices (i.e. Section 3A) *indicating unit price of each item or Bill of quantity, as per purchaser requirement*.

All these three envelopes will be further enclosed in a larger sealed envelope (double covers) both covers (inner & outer) addressed to the Dy. CE/HR & Admn., PSTCL, Patiala and super scribed as follows: -

- (i) Bidder's Name
- (ii) Tender Specification No. etc

(iii) Date & Time of Opening.

- 1.2.7** Tenders shall be received in the office of Dy. CE/HR & Admn., Shakti Sadan Building, Mall Road, PSTCL, Patiala up to specified time on the due date given in the tender notice. In case the due date of receipt/ opening tenders happens to be a holiday, tenders shall be received and opened at the same time on the next working day.
- 1.2.8** Tenders received late will not be considered/ opened regardless of the date of posting of the tender.
- 1.2.9** The tender should be submitted strictly as per tender specification complete in all respects. Mere writing that deviations/ variations/ comments are “As per previous supply & as per catalogue attached” will not be entertained. Deviations/ Variations/ Comments, if any, should be clearly detailed out clause-wise in the same chronological order as given in this specification, otherwise it will be presumed that all clauses stipulated therein are acceptable to the tenderer. No post tender development will be allowed regarding any change in terms of prices or technical specification.
- 1.2.10** Any inconsistency or ambiguity in the offers made by the Tenderer shall be interpreted to the maximum advantage of PSTCL and disadvantage of the Tenderer. The Tenderer shall have no right to question the interpretation of the Purchaser in all such cases and the same shall be binding on the Tenderer.
- 1.2.11** Tender must bear signatures of a person authorized as per constitution of the firm. Authenticating documents to prove authority of signatory (Legal power of attorney in favor of signatory) must be attached with the tender.
- 1.2.12** Purchaser reserves the right to modify requirements, technical particulars and specification at any time and to place order as a whole or in parts and to reject any or all tenders received without assigning any reason (s) or liability to the Purchaser.
- 1.2.13** For the firms having permanent Earnest Money Deposit of Rs.10.0 (ten) lac with PSTCL, a certificate to this effect issued by the respective Accounts Officer during three months immediately preceding the due date for tender opening and showing the Serial Number/ Account Number allotted in the permanent Deposit Register shall be submitted by the Tenderers in the envelope for Earnest Money, for seeking exemption thereof. Similarly Public Sector Undertakings fully owned by the Punjab Govt./ Central Government/ Other state Governments supplying material directly through units owned by them shall submit a certificate of Govt. ownership issued by the concerned Govt. Department in the envelope for Earnest Money for exemption from Earnest Money. Exemption shall not be applicable if the tender is submitted for supply of material through private unit/ manufacturer.

### **1.3 Opening of Tenders**

- 1.3.1** Offers/ tenders will be opened on the date and time prescribed in the tender enquiry in the presence of tenderers or their authorized representatives, who may like to be present.
- In case the date of opening of tender falls on a holiday or holiday is subsequently declared on that date, the tenders will be opened on the next working day following the holiday at the same time and venue as notified in the tender enquiry. The following procedure will be adopted for the opening of tenders:
- 1.3.2** Firstly the main envelope containing the bids will be opened in the presence of the bidders' representatives who choose to be present at the time & date as notified in the



Limited Tender enquiry. After opening the main envelope, the envelope marked Part-I (Cost of tender spec & Earnest Money) shall be opened first and if these deposits are found to be as per the requirement of the specifications, only then the envelope marked Part-II shall be opened. The bids without earnest money deposits shall be out rightly rejected.

- 1.3.3 After opening Part-II of the bids (Qualification/technical/commercial), the bids will be taken up for qualification, technical & commercial evaluation.
- 1.3.4 The third part of the bids (Price bid) shall be opened in case of only those firms whose Part-II of the bids after evaluation is found to be conforming to the specifications. The date and time for opening Part-III of the bids will be intimated to the qualifying bidders.
- 1.3.5 The price bids (Part-III) will be opened in the presence of the representative of the qualifying bidders who choose to attend.

**1.4** The material offered should be strictly according to the specifications laid down in the tender documents. The offer should also indicate the make/name of the manufacturer, brand of the equipment offered accompanied with other descriptions, literature and sample, if any, at Tenderer's own cost. Fully dimensioned drawing of the equipment, technical particulars and detailed literature shall also accompany the tender. For bought out assembly/ units, detailed drawings, part number and name of the vendors will be provided in the bid. No such equipment/items shall be offered/supplied by bidder which have been otherwise been banned by Govt. of India/ any Govt. agency for supply in India. Bidder shall also submit certificate in this regard along with the bid document.

**1.5 Validity of Tender:**

Tenders must be valid for 120 (One hundred twenty) days from the date of opening of Techno- Commercial bid. Any tenderer revising offer/bid within the validity period is likely to be ignored and blacklisted.

**1.6 Order preference** will be given to Punjab based manufacturers as per erstwhile PSEB and PSTCL's prevailing Purchase Regulations. (Bidder shall furnish an undertaking in prescribed form (Annexure-F) on a Non-judicial stamp papers of appropriate value).

**1.7 Implementation Schedule**

Time period/Contract period for the work assigned will be **Two (2) weeks** from the date of award of the work to successful bidder. Successful bidder has to complete the whole work of supply, installation, configuration, testing and commissioning of all Biometric machines along with the implementation of time and attendance software system and CCTV surveillance system as detailed within the specified period.

**2.0 General Terms & Conditions :-**

**2.1 Prices:**

- 2.1.1 The unit rates for supply portion shall be quoted FOR Destination i.e. delivery at the Shakti Sadan Building, PSTCL, Patiala as per section 3A. The rates shall be quoted inclusive of cost of carrying out survey, any material/equipment necessary for

installation, labour charges, transportation cost, all types of taxes, levies, Service tax, WCT and any other charges

- 2.1.2 All taxes and duties leviable on the price of finished goods shall be paid extra and the same should be shown separately as prevalent on the date of opening of tenders, to be paid at the rate as may be actually prevalent at the time of supply, otherwise these elements shall be deemed to be included in the quoted prices and will not be paid extra.
- 2.1.3 In case of rates ex-works/ex-godown and for imported material, freight charges, transit risk insurance, handling and clearance charges, F.O.B. and C.I.F., commission of clearing agents at Ports, should also be indicated.
- 2.1.4 **All Prices to be quoted shall be 'Firm' (in Indian Rupees).** No variation in the rates of service will be allowed due to change in prices of material, labour or due to any reason during the contract period.
- 2.1.5 The rates quoted should be given in both figures and words and any overwriting/cutting should be legibly signed or avoided. Offers/ tenders written in pencil shall be ignored.

## **2.2 Price Schedule:**

The price (s) shall be indicated in the bidding price schedule as per Section 3A which shall form the part of the price offer. The quoted prices shall be further governed by the following terms & conditions:

- 2.2.1 Any price/payment discount figure offered by the bidder, shall be indicated in the price bid itself i.e. Part III of tender. Offering of discount on quoted prices subsequent to the opening of tenders, will be out rightly rejected.
- 2.2.2 The quoted Unit prices shall be applicable for addition/deletion of quantities during contractual period.
- 2.2.3 In case of addition/ deletion of BOM quantity (s) etc, Design / Engineering & Documentation, erection hardware or any other charges quoted in lumpsum, if any, shall be revised on pro rata basis.
- 2.2.4 Tenders without break up of prices are liable to be rejected.
- 2.2.5 Whether the firm indicate NIL or concessional rate of E.D. in their tenders they will have to absorb the ED up to full rate applicable at the time of tendering, In case the firm which do not agree to this condition or indicate the ED as extra, without indicating the applicable rate or remain silent, then the tender of the firm will be loaded with maximum rate of duty for evaluation purpose.
- 2.2.6 Whether the firm indicate NIL or concessional rate of CST/VAT in their tenders they will have to absorb the CST/VAT up to 4% applicable at the time of opening of tender. The firms which don't agree to this condition or indicate CST as extra without indicating the applicable rate or remain silent then the tenders of the firm will be loaded with 4% CST/VAT for evaluation purpose.
- 2.2.7 Modvat Benefit: The firms should quote their rates after taking into account the Modvat Benefit available to them. If the firms do not mention clearly about Modvat Benefit, then it will be assumed that they have quoted the rates after taking into account the Modvat benefit available to them.
- 2.2.8 In case of imported equipment, the bidder shall indicate Custom Duty and any other duty/cess component as applicable separately along with rates. Freight, port handling, forwarding / custom clearances and inland freight & insurance shall be part of FOR

quoted prices. The bidder shall be entirely responsible for import of equipment. However, essentiality certificates, if any shall be provided by the purchaser.

### **2.3 Earnest Money:**

2.3.1 The bidders shall be required to submit Earnest Money at the following rate in the form of Bank Demand Draft in favour of "AO/Cash, PSTCL, Patiala" payable at Patiala along with the tenders:-

- |                                     |  |
|-------------------------------------|--|
| a)Tender valuing up to Rs. 50,000/- | Nil  |
| b)Tenders valuing above Rs.50,000/- | @ 2% of tendered value rounded off to multiple of Rs.10/- on the higher side, subject to minimum Rs. 5000/- and maximum of Rs.10.00 (ten) lac. |

2.3.2 The following shall be exempted from depositing Earnest Money:-

a) Public Sector Undertakings fully owned by the Punjab Govt./Central Government/Other state Governments supplying material directly through units owned by them provided that a certificate of Govt. ownership issued by the concerned Govt. Department shall be submitted in the envelope for Earnest Money. Exemption shall not be applicable if the tender is submitted for supply of material through private unit/manufacturer.

b) Suppliers having Permanent Earnest Money deposit of Rs.10.00 (Ten) Lac with PSTCL provided that, a certificate to this effect issued by the concerned Accounts Officer of the PSTCL during three months immediately preceding the due date of tender opening and showing the Serial Number/Account Number allotted in the Permanent Earnest Money Deposit Register shall be submitted by the Tenderers in the envelope for Earnest Money.

2.3.3 Earnest money may be accepted in the form of Bank Guarantee valid up to 3 months after the validity date of tenders as per NIT/Tender specification in the case of Public Sector Undertakings partly owned by Punjab Government/ Central Govt./other State Governments. The proof of the firm being a joint venture of the Central/State Govt. shall be attached with the bank guarantee.

2.3.4 a) In case of tenders not accompanied by full amount of Earnest Money for the items tendered but not less than 25% of the amount due, the order/contract shall be awarded only for part of material/equipment services limited to a value corresponding to the actual amount of Earnest Money submitted with the tenders provided the placing of such part order is otherwise feasible and is in the interest of the Punjab State Transmission Corporation Limited, otherwise such tenders shall be ignored.

b) The amount due as referred to in clause (a) shall be calculated @ 2% of the tender value and shall not be taken as Rs. 10.0 Lac the maximum amount payable as Earnest Money. Therefore, 25% of earnest money shall thus be worked out on the basis of the entire amount so calculated, which shall of course be subject to maximum of Rs. 10.0 Lac and minimum of 5,000/-

- 2.3.5 Earnest Money shall be forfeited in case of withdrawal/ modification of an offer within the validity period as required in the NIT/Tender Specification after opening of Tenders.
- 2.3.6 In case of successful Bidders, Earnest money shall be converted as security deposit and shortfall if any shall be got deposited for faithful execution of Order/Contract.
- 2.3.7 In case of tenders not accepted, the earnest money shall be refunded within 30 days of the award of Order/ Contract to the successful Bidders.

**2.4 Security Deposit:**

- i) The successful Tenderers shall be required to submit security deposit for faithful execution of the Order/Contract of value exceeding Rs.50,000/- at the rate of five percent (5%) of order value rounded off to a multiple of Rs.10/- on the higher side.
- ii) Ordinarily the Earnest Money received with tenders shall be converted into Security Deposit. If the amount of Earnest Money received with tender is more than the amount of security deposit required for the Order/Contract, the balance shall be refunded and in case of shortfall, the Vendor/Supplier shall be required to deposit the additional amount.
- iii) In the case of Tenderers from whom Earnest Money is accepted in the form of Bank Guarantee, the Security Deposit shall also be acceptable in the form of Bank Guarantee, valid up to 3 months after the completion of contract period, including warranty period if any. To start with, the Bank Guarantee submitted against Earnest Money shall be treated as Bank Guarantee against Security Deposit. If its amount is adequate, its validity may be extended by the Vendor/Supplier to cover the total period required for security Deposit, otherwise, the Vendor shall be required to submit fresh Bank Guarantee for the correct amount and period for security, then the Bank Guarantee for Earnest Money shall be released.
- iv) The Tenderers having permanent deposit of Rs.10.0 Lac with PSTCL and hence exempted from depositing Earnest Money with Tenders, shall also be required to submit Security Deposit at 5% of order value in the form of Bank Guarantee within 30 days from the award of Order/Contract.
- v) If the firm /Tenderer stipulate the security deposit in the shape of Bank Guarantee instead of cash, loading @12% per annum may be done on the amount of security payable for the contractual period. The Tenderers who are silent in this regard shall be deemed to deposit Security Deposit in CASH in the event of order placed on them.
- vi) Public Sector Undertakings owned by Punjab Government/Central Government/other State Governments. Supplying material directly through units owned by them shall be exempted from depositing security against orders/contracts given to them
- vii) Exemption shall not be applicable for the supply of material through a private unit / manufacturer.
- viii) On faithful execution of Order/ Contracts in all respects, including extended warranty period, if any, the security deposit of the Vendor/Supplier shall be released by the Contracting/Purchasing Agency.
- ix) In the event of default on the part of the Vendor /Supplier in the faithful execution of Order/Contract his security deposit shall be forfeited by an order of the contracting/purchasing Agency.

x) The forfeiture of Security Deposit shall be without prejudice to any other rights arising or accruing to the PSTCL under relevant provisions of the Order/Contract, like penalty/damages for delay in delivery including suspension of business dealings with PSTCL for specific period.

## **2.5 SALES TAX/VAT/CST:**

### **a) Value Added Tax**

The VAT as applicable if inclusive in prices shall be paid against documentary proof on submission of following certificates:-

- i) Certified that the transaction on which tax has been claimed has been/will be included in the return submitted/to be submitted to the Sales tax authorities for the assessment of the tax and the amount claimed from the PSTCL has been/shall be paid for the Sales Tax Authorities.
- ii) Certified that the goods on which tax has been charged have not been exempted under the rules made there-under and charges on account of the Sales tax on these goods are correct under the provisions of the relevant act or rules made there-under.
- iii) Certified that we shall indemnify the PSTCL, in case it is found at a later stage, that wrong or incorrect payment had been made on account of tax paid by us.
- iv) Certified that we are registered dealer & our Regn. no. is\_\_\_\_\_.

### **b) CENTRAL SALES TAX:**

The Punjab State Transmission Corporation Ltd., Patiala(PSTCL) has come into existence w.e.f. 16.04.2010 and is registered under the Central Sales Tax Act.

*When the Central Sales Tax is to be paid by the PSTCL, a declaration Certificate in form- 'C' will be issued by the AO/CPC, PSTCL, Patiala on receipt of material. When the tax is to be paid by the Supplier a declaration certificate in form- 'C' will be issued by the AO/CPC, PSTCL, Patiala, subject to submission of the following certificates:-*

- i) Certified that the transaction on which tax has been claimed has been/will be included in the return submitted/to be submitted to the Sales Tax Authorities for the assessment of the Sales Tax and the amount claimed from the PSTCL. has been/shall be paid to the Sales Tax Authorities.
- ii) Certified that the goods, on which Sales Tax has been charged have not been exempted under Central Sales Tax Act or the Rules made there-under and the charges on account of the Sales Tax on these goods are correct under the provisions of the relevant Act or rules made there under.
- iii) Certified that we shall indemnify the PSTCL. in case it is found at a later stage, that wrong or incorrect payment had been made on account of the Sales Tax paid by us.
- iv) Certified that we are registered dealer under the Central/State Sales Tax act and our Registration No. is\_\_\_\_\_.
- v) Certified that payment has been made under protest. The bills for the Sales Tax and insurance charges, if any, should be submitted separately. A declaration certificate in form 'C' will be issued by AO/CPC, PSTCL, PATIALA for all supplies received during a particular accounting year.

The firms indicating NIL or concessional rate of CST/ST in their tenders will have to absorb the CST/ST up to full rate applicable at the time of tendering. The firms which do not agree to this stipulation or indicate C.S.T. as extra without indicating applicable rate shall be loaded with maximum rate.

## **2.6 EXCISE DUTY:**

If applicable will be paid at full rates prevailing during the scheduled delivery period subject to the production of the following certificates by the Manager/Senior Administrative Officer of the firm:

- i) Certified that the transaction on which the Central Excise Duty has been claimed has been/shall be included in the return submitted/to be submitted to the Central Excise Authorities and amount claimed from the PSTCL has been/shall be paid to the Central Excise Authorities.
- i) Certified that the goods on which Excise Duty has been charged have not been exempted under Central Excise Duty rules and that the Central Excise charged on these goods is not more than what is payable under the provision of relevant Act or rules made there under.
- ii) Certified that we shall indemnify the PSTCL that in case it is found at a later stage that wrong or incorrect payment has been received on account of Excise Duty. The benefit/credit of the CED under MODVAT Scheme duly authenticated by the authorities/representatives of the Central Excise Deptt. shall be allowed to the Purchaser in the invoice of concerned equipment. In case Central Excise staff refuses to issue a separate gate pass indicating the excise duty claimed from you, the original invoices raised for the supply of the equipment will bear a certificate from the Central Excise staff to the fact that Excise Duty has been charged from you and the amount so charged will be indicated.

**Note:-** The firm indicating NIL or concessional rate of E.D in their tender will have to absorb E.D. up to the final rate applicable at the time of tendering. The firms which do not agree to this stipulation or indicate E.D. as extra without indicating the applicable rate be loaded with maximum rate of excise duty.

## **2.7 OCTROI CHARGES:**

Octroi charges in Punjab if applicable shall be paid extra on actual basis.

## **2.8 Terms of Payments:**

(i) 75% payment of the contract value pro-rata for successful commissioning of each equipment along with 100% Sales Tax, Excise Duty and other statutory levies as per contract shall be paid within 30 days against receipted bills subject to deposit/deduction of Security Deposit as per clause 2.4 of the General terms of the Tender Document.

(ii) Balance 25 % of the above shall be payable within 30 days after successful completion of GSAT and/or the equipment is taken over by purchaser after successful demonstration of GSAT subject to deposit/deduction of Security Deposit as per clause 2.4 of the General terms of the Tender Document.

(iii) In case of payment of Maintenance Support (AMC) Services, 100 % on quarterly basis, along with 100% applicable taxes, if any, at the end of each completed quarter, after successful completion of services during the said quarter within 30 days, upon submission of bills.

## **2.9 Intimation to the AO Cash and Consignee:**

Not Applicable

### **2.10 Billing/Invoicing Procedures:**

All bill/invoices should be prepared in Duplicate (2 copies). The original and two copies showing the amount due, description of work/material, and should be sent to the office of Dy. CE/HR & Admn., PSTCL, Patiala

### **2.11 Order Preference:**

The PSTCL would allow an order preference to such tenderers whose works are situated within the State of Punjab as per the procedure laid down as under:-

a) The rate of Punjab firms would be de-escalated by 15% for all the Units. For Punjab based firms up to 20% of total quantity can be reserved provided they fall in the consideration zone after application of price differential. For this purpose the merit position of the Punjab firms shall be prepared separately. However, where the Punjab firms qualify amongst the lowest bidders on their own quoted rates, they shall form part of the original quoted list for the purpose of placing orders.

b) The zone of consideration for placing of order/contract would thereafter be demarcated taking into account the quantity of material required as per tender enquiry and the quantities offered by the different tenderers, .

c) The purchase on the Punjab firm claiming order preference and falling within this zone would be placed on the lowest rate of a firm not claiming order preference within the zone of consideration or on the concerned Punjab firm's own quoted rate which-ever may be lower.

d) In the event of zone of consideration ending at the de-escalated rate tendered by a firm claiming order preference, the rate to be allowed to such firms shall be the next quoted rate by the firm not claiming order preference or the concerned firm's own quoted rate, which-ever may be lower.

e) The Punjab based firms claiming order preference shall be required to furnish an undertaking in prescribed form (Annexure-F) on a Non-judicial stamp papers of appropriate value to the effect that they shall execute the order if placed on them under 'Order Preference' as per the tender specification. Such undertaking should be submitted by the Punjab based tendering firms latest by the close of day of opening of tenders. In case no such undertaking is furnished by the Punjab based firms who are otherwise eligible for claiming 'Order Preference' as per the tender specification, their tender shall not be considered for placement of any order under Order Preference. In the event of refusal by the Punjab based firms to execute the order/contract at their quoted rates or offers made under Order Preference as per 'c' and 'd' above as the case may be, after having furnished the above under taking, their Earnest money shall be forfeited apart from initiating further administrative action, such as suspending business dealings, blacklisting etc.

### **2.12 Despatch Instructions**

Not Applicable

### **2.13 Consignee**

Not Applicable

**2.14 Delivery/ Commissioning Schedule:**

Time period for the completion of work assigned will be **Two (2) weeks** from the date of award of the work to successful bidder. Successful bidder has to complete the whole work of supply, installation, configuration, testing and commissioning of all Biometric machines along with the implementation of time and attendance software system and CCTV surveillance system as detailed within the specified period. The equipment shall be taken over only after successful demonstration of guaranteed site availability Test (GSAT) and that date will be reckoned as date of *successful commissioning* for all intents and purposes and one year warranty period shall start from this date.

**2.15 Penalty/ Damages For Delay In Delivery/Commissioning:**

If the Supplier fails to deliver / commission the material/equipment, within the stipulated period of the Work/ Order/Contract, the same is liable to be rejected and if accepted, the Supplier shall be liable to pay as penalty charges a sum of Rs.0.5% (half of one percent) of the total contracted value per month of delay or part thereof, not exceeding maximum limit of 10 % of the total contract value of equipment so delayed.

There will be a slack of one month that will not entail any penalty and will not involve any additional financial implication. Delay beyond the slack period will attract penalty for the period of delay including slack period.

**2.16 Force Majeure:**

During the pendency of the Contract/ Order, if the performance in whole/part by either party or any obligation thereunder, is prevented/delayed by causes arising out of any war, hostilities, civil commotion, acts of the public enemy, sabotage, fire, floods, explosions, epidemics or non-availability of Government controlled raw material under Orders/Instructions of Central/State Government regulations, strikes, lockouts, embargo, acts of Civil/Military authorities or any other causes beyond their reasonable control, neither of the two parties shall be made liable for loss or damages due to delay or failure to perform the contract during the currency of Force Majeure conditions, provided that the happening is notified in writing (with documentary proof) within 30 days from the date of the occurrence.

The supplies shall be resumed under the contract as soon as practicable after the happening (event) ceases to exist.

**2.17 Extension in Delivery /Commissioning Period:**

Any genuine delay in approval of technical details, issuance of amendment of order, conducting inspection and approval of Inspection Test Report, Allocation of site/ communication/ approvals from Purchaser side, etc. will count towards extension of the delivery period by corresponding period other than admissible under Force Majeure conditions, if any, substantiated by the supplier and duly accepted by the Purchaser. No extension in delivery shall be granted in case of delay in payment. However, for delayed payments beyond stipulated period as per terms of payment clause, compensation shall be credited @0.5% of the payment so delayed per month or part thereof to be adjusted against penalties levied or to be levied subject to a maximum of penalty leviable due to delay in deliveries under the contract.



**2.18 Insurance:**

The rates are required to be quoted on F.O.R. Destination basis and it is the responsibility of the Supplier to deliver the goods in sound condition F.O.R. destination and for that purpose the Supplier may at his option insure the material against all risks at his own cost during transit for full delivered value of the material up to destination. All works in connection with making and settling of claims, if any, with Road/Rail transport Authorities and/or Insurance Company shall be carried out by the Vendor for which no extra payment shall be made by the PSTCL. However, necessary assistance required in connection with making and settling of such claims, if any, shall be provided by the consignees.

**2.19 Negligence and Default:**

- (i) In case of negligence on the part of Supplier/Vendor to execute the order/contract with due diligence and expedition and to comply with any reasonable orders given in writing by the Purchaser in connection with the Order/Contract or any contravention in the provisions of the Order/Contract, the Purchaser may give 21 days' notice in writing to the Supplier/Vendor to make good the failure or neglect or contravention and if the Supplier/Vendor fails to comply with the notice within time considered to be reasonable by the Purchaser, he will suspend/terminate business dealings with the defaulting firm for a specific period.
- (ii) Further in case of such default by the Supplier/Contractor, the purchaser may also suspend business dealing with the supplier/Contractor apart from claiming reasonable compensation/ damages, forfeiture of security etc.

**2.20 Inspection of Equipment & Tests:**

The PSTCL shall conduct post commissioning inspection so as to ascertain that the system has been installed/commissioned as per the specification. The inspection shall be done only on the receipt of notice from the supplier/firm that the system has been completely installed. In case of any failure; the entire lot shall be rejected at the risk and cost of the supplier.

**2.21 Fake Inspection Call/s:**

Not Applicable

**2.22 Guaranteed Site Availability Test of the System (GSAT):**

The vendor shall demonstrate continuous availability of 99% for each of the Biometric machine and CCTV Camera during Guaranteed Site Availability Test (GSAT) to be conducted after Commissioning for a minimum period of three months (90 days). The availability achieved shall be calculated jointly by the Bidder's representative and the purchaser as per the modalities to be finalized by the Purchaser beforehand. Non-availability due to external factors such as failure of DC power supply, communication etc. shall be treated as hold-time & availability test duration shall be extended by such hold time. In case the actual achieved availability falls short of the guaranteed availability under the contract, it would be considered as vendor's default. The equipment shall be taken over only after successful demonstration of guaranteed site availability Test (GSAT) and that date will be reckoned as date of *successful commissioning* for all intents and purposes and one year warranty period

shall start from this date. Till such time full responsibility to operate & maintain the equipment shall be of the Bidder.

**2.23 Warranty:**

The Supplier/Contractor shall be responsible to replace free of cost with no transportation and insurance expenses to the Purchaser up to the destination of material/equipment, the whole or any part of the material, which have been supplied/commissioned by him and which under normal and proper use and maintenance proves defective in material or workmanship within **12 months (i.e. one year) from the date material is taken over after successful demonstration of guaranteed site availability Test (GSAT) by the purchaser** provided the Purchaser gives prompt written notice of such defects to the Supplier/Contractor. In case the material gets defective, the supplier should repair the same within 24 hours of the intimation of the same. In case the material is beyond repair, the supplier shall replace the same with new material having same or better specifications so as to make it operational within 7 days from the date of intimation of the same. In case of failure of the supplier to adhere to stipulated timelines, the Supplier/Contractor shall have to pay interest @ 12% per annum on the value of each complete operational unit of equipment beginning from the date of its becoming defective up to date of its re-commissioning after replacement/repair.

**2.24 Maintenance Support (AMC) Services:**

The Biometric machines, CCTV Cameras and DVR set shall have warranty up to one (1) year as mentioned in the warranty clause.

The bidder shall quote separately the comprehensive Annual Maintenance Charges (AMC) for 5 (five years) applicable after expiry of Warranty period mentioned above. A separate contract for AMC, initially for the period of 5 (five) years, shall be signed by Purchaser with successful bidder, if required. During the said AMC period, the bidder shall be responsible to supply/replace any material/equipment existing as well as supplied during installation.

**2.25 Maintenance during Installation, commissioning etc:**

The Vendor shall be responsible to maintain the Biometric machines, CCTV Cameras and DVR unit during installation, configuration, commissioning, Integration etc. till its taking over by the Purchaser. During this period the vendor shall make available the services of their hardware and software specialists within 24 hours of the notification of any problem(s) that may exist. The vendor shall repair or replace all defective parts and shall have prime responsibility for keeping the system operational.

**2.26 Completeness of Equipment:**

All fittings, accessories and apparatus not specifically mentioned in the specification but are actually necessary for completeness of the equipment shall be deemed to be included in the offer. All equipment shall therefore be complete in all respects whether such details are mentioned in the tender document or not.

**2.27 Training:**

The successful tenderer will be required to impart onsite training to PSTCL Engineers so as to fully acquaint them with Design, Testing and commissioning, including operating procedure, fault detection , etc. covered in this tender, if so desired by the Purchaser. The period of training shall be mutually agreed upon.

**2.28 Raw Material:**

The raw material to be used in the manufacture of the goods/equipment to be supplied against Order/Contract shall be of the best quality of its kind obtainable in the market. The Supplier/Contractor shall be solely responsible for the procurement of raw material required for the purpose.

**2.29 Material & Workmanship:**

All the materials used in the manufacture of equipment shall be of the best quality obtainable of their respective kinds and whole of the work shall be of the highest class, well finished and of approved design and make. Casting shall be free from blow holes, flaws, cracks or other defects and shall be smooth, close grained and of true forms and dimensions.

**2.30 Changes:**

No variation or modification or waiver of any of the terms and provisions shall be deemed valid unless mutually agreed upon in writing by both the Purchaser and the Supplier.

**2.31 Packing:**

Not applicable

**2.32 Instruction Plates & Markings:**

All the nameplates, instruction plates, warning signs and any markings whatsoever on the equipment and its parts/ sub assemblies and other accessories shall be in English language.

**2.33 Test Certificates and Documents:**

The bidder shall be required to furnish to the Purchaser's office/consignees, wherever necessary, the following documents along with the consignment:

- |   |          |
|---|----------|
| i) Printed pamphlets & catalogues.  | 3 Copies |
| ii) User (Operation and Maintenance ) Manual                                | 3 Copies |
| iii) Approved Drawings  | 3 Copies |
| iv) Any other relevant information/document (as to be decided by purchaser) | 3 Sets   |

**2.34 Civil Suit/ Jurisdiction:**

All legal & Arbitration proceedings in connection with the Order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts at Patiala, Punjab only.

**2.35 Undertaking:**

All the Tenderers are required to give the following undertakings on their letterhead with the tender documents: -

- i) That they would not pay any commission etc. or engage any commission agent or liaison agent for dealing with PSTCL in any matter including purchase of equipment.
- ii) That no officer/official of the PSTCL will deal with any person who claims to be a commission agent or liaison agent of any company and that the officers/officials of the PSTCL must deal only with persons directly employed by the Suppliers.

**2.36 Arbitration**

- a) If at any time any question, dispute or difference, what so-ever, shall arise between the Purchaser/ PSTCL and the Vendor/Supplier, upon or in relation to, or in connection with the Order/Contract, either party may forthwith give to the other, notice in writing of the existence of such question, dispute or difference and the same shall be referred for sole arbitration of a nominee of the Purchaser/ PSTCL, who shall give a reasoned/speaking awards. The award of the Sole Arbitrator shall be final and binding on the parties under the provision of the Indian Arbitration Act, 1996 and of the rules there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply to and be incorporated in the Contract/ Order. It will not be objectionable if the Sole Arbitrator is an officer of the PSTCL and he has expressed his views on all or any of the matters in question of dispute or difference.
- b) Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the Sole Arbitrator so appointed who may determine the amount thereof or direct the same to be taxed as between Solicitor and Client or as between party and party and shall direct by whom and to whom and in what manner the same is to be borne and paid.
- c) The work under the Contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due or payable by the Purchaser/ PSTCL shall be withheld on account of such proceedings.

**2.37 Approval Of Drawings/ Certificates:**

Not Applicable

**2.38 Contract:**

The detailed order issued in accordance with agreed terms and conditions and accepted/acknowledged by the firm shall itself form valid contract along with subsequent amendment, if any, and shall be construed and operated as such in terms of Indian Contract Act-1872 as amended up to date.

It will be obligatory on the part of the successful Tenderer to execute within 10 days of the receipt of detailed order, a legal contract agreement on non-judicial stamp paper of the appropriate value. The detailed Order so issued shall be termed Work Order-Cum-Contract Agreement. The contract shall be made in duplicate and one copy will be retained by each party.

**2.39 Cancellation:**

The Purchaser reserves the right to cancel the order as a whole or in part at any time prior to the receipt of acceptance of order or intimation regarding taking in hand of the manufacture of material against the Order or in the event of default on the part of the Supplier.

Dy. CE/ HR & Admn.  
PSTCL, Patiala

## **SECTION – III**

### **DETAILED SCOPE OF WORK AND PERFORMA FOR QUOTING RATES**

## **SECTION-III**

### **1.0 DETAILED SCOPE OF WORK:**

Biometric (fingerprint based) Time Attendance System and CCTV Camera (Analog) surveillance system should have the following scope of work:

- Supply, delivery, installation, testing, configuration, commissioning and implementation of the biometric fingerprint scanning and reading system at Shakti Sadan Building, PSTCL, Patiala.
- There are around 250 employees / Officers working at the Shakti Sadan Building of PSTCL at Patiala, Punjab. The incoming as well as outgoing attendance should not take more than 5 minutes for all the employees / Officers. Thus 5 machines at various places in the Shakti Sadan Building must be installed.
- For each employee, minimum two (2) fingers must be registered to mark attendance.
- Installation and configuration of Time and Attendance Application software system and use of PSTCL existing SQL database on a centralized server hosted at Ablowal, Patiala.
- Utilize the PSTCL's Broadband/ TCP/IP/ wireless network connectivity to collect & transfer and update time and attendance data from the devices in various locations to the main system central database on a daily basis.
- Biometric enrollment (including collection, entry and validation of data) of all relevant information of the employees like fingerprints, photographs, contact information etc. to ensure a comprehensive database of information for the functioning of the time and attendance biometric system.
- A comprehensive real time reporting functionality with the ability to generate MIS reports
- A dashboard monitoring system to monitor departmental attendance and exceptions with drill down capabilities for various scenarios.
- Interface with the PSTCL's existing HR system.
- The CCTV surveillance system should consist of Analog Bullet Camera, DVR, related software(s), power supply and cables.
- The whole design should be scalable so as to cover additional locations in the future.
- The bidder shall be responsible for all phases of system installation, start up and commissioning.
- The firm shall be responsible for the distribution of power supply to each location of cameras/ biometric attendance system along with DBs, JBs, cabling work etc. with required accessories.
- Integrated testing and commissioning of Biometric Attendance & CCTV system on LAN/WAN at Shakti Sadan building, PSTCL.
- All equipment and accessories supplied shall be under comprehensive on-site warranty against any defect for a period of one (1) year after the date of successful commissioning of the Biometric fingerprint based time attendance and CCTV camera (Analog) Surveillance System or OEM warranty, whichever is more.
- In case of non-working of the system, the firm shall get the damaged part repair so as to restore the system back to full operations level within twenty four (24) hours of registering the complaint. In case the problem is irreparable, the damaged part shall be replaced within seven (7) days of registering the complaint. The complaint will be logged to the firm by telephone call and/or e-mail.
- Bidder shall provide necessary training to the PSTCL officials regarding the use and maintenance of the Biometric attendance and surveillance system.

- The bidder shall hand over all materials, equipment and appliances to PSTCL after the successful commissioning.
- PSTCL shall make available one point of 230 volts AC Power supply at each site. Furthermore PSTCL shall provide Broadband Connection or other mode of Internet connection for data transfer from each location to the central server at SLDC Building, Ablowal, Patiala.

Dy. CE/HR & Admn.  
PSTCL, Patiala (Pb.)



**SECTION-III(A)**

**PERFORMA FOR QUOTING RATES**

**TABLE: A**

<b>Sr. No</b>	<b>Description of Work</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit rate (in Rs.)</b>	<b>Amount (Rs.)</b>
1.	<p>*Biometric (Fingerprint based) Time attendance machines along with requisite software.</p> <p>*This includes installation, configuration, testing and commissioning of the said system at Shakti Sadan Building, PSTCL, Patiala along with power supply and required accessories.</p>	No.	5 machines		
2.	<p>(a) #Analog Bullet Camera (minimum 700TVL)</p> <p>(b) #1 no. 8-ch DVR + 18.5 inch LED + 1 no. 2 TB HDD + Power supply and required accessories along with Centralized Management System</p> <p>#This includes installation, configuration, testing and commissioning of the said system at Shakti Sadan Building, PSTCL, Patiala along with power supply and required accessories.</p>	Nos  Set	5 Cameras  1 Set		

Total Amount in figures and words – -----

*Note: Bidder shall quote the material rate and labor rate separately stating respective Govt. taxes.*

- Certified that I/We (M/S\_\_\_\_\_ ) have read and understood the terms and conditions of NIT and the tender specification including scope of work & I/We undertake to abide by the same.
- Certified that I/We have quoted the above rates after fully satisfying myself / ourselves about the job involved and time frame in which the same has to be executed. All the charges including statutory levies such as WCT, VAT, service tax, etc. at the existing applicable rates have been included in the above rates.

**SECTION – 4**  
**TECHNICAL SPECIFICATIONS**

## 1.0 GENERAL SYSTEM REQUIREMENTS FOR BIOMETRIC SYSTEM

**1.1 Reliability and Integrity aspects of the System:** Reliability is the most important factor of any Time Attendance system and CCTV surveillance system. The system must have a foolproof mechanism so that only authenticated attendance data is generated. There should be security checks at every level so that nobody should be able to manipulate the system operations in her / his favour.

**1.2 Attendance / Authentication:** Users should put the registered finger on the sensor for authentication. An audio message in English with a glow of green LED or any such other appropriate audio/visual message should be given. For such a case the LCD should display the name of the employee on the screen. For unsuccessful attempt, another message in English with a glow of red LED or similar audio/visual message should be given. Again, this is suggested modality and is subject to change, if the selected party comes up with simpler and/or better idea. But it is expected that since many lower post level employees will also be marking their attendance, the system and signaling should be simplest.

**1.3 Data Storage:** The machine should store all transaction data (attendance log). For security purpose this data may be stored in encrypted format. At the time of data transfer with LAN/WiFi/USB Dongle, the machine should retain the basic data and only a copy of the data till date should be transferred. Thus the fingerprint devices should go on storing the attendance data up to its capacity. Data storage should be as per the FIFO (First In, First Out) logic. Once full storage capacity is achieved, the fingerprint devices should store new transaction by overwriting the very first transaction.

Same procedure should be followed for subsequent operations. Ideally data should be transferred immediately after attendance is marked using the WiFi network. However if due to temporary network failure or congestion or any other reason, the data transfer is not successful immediately after marking the attendance, there should be in built system to transfer this data later in the day.

Data should be stored in reliable and strongly encrypted secure place/hardware system. Data should not get corrupted or changed for whatsoever reasons. It is advisable to have back up of the data at some other place to avoid and overcome such possibilities at all times with the ability to immediately restore on demand.

**1.4 USB Connectivity:** The machine should also have USB port in such rare emergency cases that the PSTCL deems it fit to get the data using removable memory stick.

### 1.5 HARDWARE REQUIREMENTS

The specifications mentioned below are minimum specifications and bidders may supply system with better or advanced specifications, though no additional cost shall be given in lieu of it. Only reputed brands like Samsung, Siemens, Bosch, Honeywell, Suprema or equivalent.

#### 1.5.1 Fingerprint Scanner specifications

Item	Description
Fingerprint Sensor	Type : High quality optical sensor / Semiconductor Capacitive type sensor
Sensor area	Average thumb size of an adult human
Allowable finger rotation	360 degree (all directions)
Minutiae points	>80
Scanner Resolution	Minimum 500 dpi

Verification Time	< 1 second
Operating Temperature	0° to +55°C
Operating Humidity	20-80%
False Acceptance Ratio	Not more than 0.001%
False Rejection Ratio	Less than 0.01%
Connectivity	USB Dongle / TCP-IP (WiFi)
Body	Rugged and anti-vandal
Lifecycle for fingerprint scanner	>500,000 touches
Supported Operating Systems	Windows XP/Vista/ windows 7
Certifications	EMI, FCC, RoHS CE, MIC, MHQL (Any 2)
Other	Should read torn or damaged or wet, moist or rough fingerprints. No moving parts. Work in dusty environments. Eliminate failure to enroll (FTE) and failure to acquire (FTA). Requires minimal maintenance Waterproof fingerprint reader The glass or sensor plate must have anti-bacterial properties.

### 1.5.2 The Clocking Stations

The clocking station is to be installed at Shakti Sadan Building, PSTCL, Patiala to serve employees / Officers.

<b>Item</b>	<b>Description</b>
Fingerprint Sensor Specifications	As mentioned in above table.
Fingers to be scanned per person	Minimum 2 fingers
Recording Capacity	>= 100000 Records
Finger Template Storage	>= 5000
Maximum database size:	Unlimited
Matching speed:	50,000 fingerprints/second in 1:N mode
Auto-On Feature (Automatic Finger Placement Detection)	Yes
Audio/Video output	Voice greeting/Beep with picture (jpg, etc. format).
Modes	Online and offline
Battery Backup	>10 Hrs
LCD display	3.5 inch (Color) Touchscreen
LED Indicators	Minimum Two: Red and Green LED Indicators. Or similar/better visual signals. Should be prominent.
Supported Operating Systems	Windows XP/Vista/ windows 7
Certifications	EMI, FCC, RoHS CE, MIC, MHQL, IP65 (Any 2)

## **1.6 Software and Database Specifications & Requirements**

The PSTCL is currently using SQL server for storage and management of database records. The software proposed by the bidder should be compatible with the same. All the machines at Shakti Sadan Building, Patiala shall be ready to be configured remotely. Registration of any employee shall be done only once at a machine and all the other machines should be synchronized automatically using network.

## **1.7 General Software Requirements**

The system must provide a series of shift scheduling options allowing for both regular and irregular shifts to be accommodated. The system must have an auto synchronisation function enabling a two way flow of information between various sites and central server allowing employees to enrol and scan at all locations. The data should be collected in the server/hard disk at central location. It is necessary to have back-up of this data so that in case of some problem, it is readily available.

Data or settings such as date, time, holidays, etc can be changed only by super administrator. In fact, once setting of date and time is done by the selected party, it should not be possible for anyone to change it. Special design will be needed in the machine that allows the machine to keep its internal clock ticking even in case of protracted electric supply failure.

## **1.8 Reporting requirements**

The software must be capable of providing management with a series of real-time and historical reports offering the following reports and be available on or before 10am daily. Software should be capable to send the reports via email to the registered email IDs.

- Uneven time and attendance recordings – enabling administrator to identify duplicate or uneven recordings
- Attendance – to provide a real time log of all employees at work at a given time
- Absentees – to provide a real time log of all employees who are due at work but have not reported in at a given time
- Late comers – to identify who arrived late for the office and time they arrived
- Early comers – to identify who came early and at what time
- Early leavers – to identify who left early and at what time
- Late leavers – to identify who left late from the office and time they left
- Management reports – summary data on the number of standard and overtime hours worked by employees
- Employees checked in / out
- Additional data extractions to be exported to excel, access, PDF, CSV file formats.
- Any other type of report as and when required.

## **1.9 Other software features**

- i. Hierarchy creation Company/Department/Designation etc.
- ii. Manual attendance entry option
- iii. Attendance data re-processing
- iv. Automated Late-in/Early-Out calculations

- v. Complex and Rotating shifts
- vi. Overlapping shifts
- vii. Customizable attendance Report
- viii. Daily, Monthly and yearly reports
- ix. Automatic downloading of Data feature
- x. History of edited data by the user
- xi. Color coded report
- xii. It should be a server client application
- xiii. User creation with roles and permission
- xiv. Supports USB
- xv. Reporting by E mail to the authorized personnel
- xvi. Centralized database system
- xvii. Punching date and punching time

#### **1.10 Dashboard**

Drilldown real time dashboard for management and supervisors to visually / graphically monitor and manage; late comers, regular absentees, periodic absentees to mention a few and preference will be given to a web enabled system.

#### **1.11 Data Processing Activities**

##### **1.11.1 Enrolment requirements:**

The system must at least allow the following information to be captured when employees are enrolled in time and attendance system:

1. Employee name & Designation
2. Employee ID
3. Department and section
4. Address and contact information

##### **1.11.2 Enrolment (Registration) Minimum Specifications**

Two different fingers of every user should be registered and for every finger of that person three sample fingerprint templates should be recorded as a minimum. In all six (6) fingerprint templates of two (2) fingers should be recorded for each enrolment. Usually only one finger shall be used. The second finger impression shall be tried by the employee in case the usual finger is not getting recognized by the system due to injury to the finger or soiling of the finger.

#### **Notes:**

- A)** The technical profile outlines the technical information and specifications needed for the project. PSTCL reserves the right to effect changes in the Technical Specifications. Any such change will be notified by updating on PSTCL website.
- B)** It is the duty of the bidder to include additional equipment and services that is needed to provide a comprehensive biometric *attendance* solution and CCTV surveillance system as envisaged.

## 2.0 GENERAL SYSTEM REQUIREMENT OF ANALOG CCTV SURVEILLANCE SYSTEM

### a) Design Concept

- Video Surveillance system shall be an Analog System. It should consist of a fully pentaplex DVR which should be able to Display, Record, Playback, Network, Backup simultaneously.
- The recording of the video shall be on an embedded standalone Digital Video Recorder. The DVR should store / record the video from the cameras in H.264 compression.
- DVR should be networkable and should be accessible by any remote user. This feature should be password protected.
- The DVR should perform video motion detection and object detection.
- The recording shall be stored for at least 10 days at CIF and 25 fps.
- Bullet cameras shall be installed at the Shakti Sadan Building, PSTCL, Patiala at the entrances of the main buildings and also in the connecting corridors to monitor Biometric system.
- Any outdoor camera shall be in IP-66 housing.
- All outdoor items for cameras like JBs, power supply, media convertor etc. shall be in water proof and dust proof housing.
- An 18.5 inch LED shall be provided at Shakti Sadan Building for local monitoring.
- There shall be a UPS Power supply for DVR system/cameras.

### b) TECHNICAL SPECIFICATIONS FOR CCTV SYSTEM

#### 2.2.1 Analog Bullet Camera (Sony/ Samsung/ Panasonic/ Pelco/ Siemens/ Honeywell)

The video surveillance system shall consist of High Resolution Day/Night CS mount Colour Camera with WDR feature with IR corrected lens and Outdoor housing.

The fixed CS Mount Bullet Camera should have at least following features: -

1. The camera should have varifocal lens.
2. The camera should have the property of D-WDR (Wide Dynamic Range)
3. Enhanced Back Light Compensation
4. The camera should have the property of AWB (Auto White Balance)
5. The camera should provide Digital Noise Reduction (DNR)
6. There should be minimum 12 LEDs in the camera.
7. Additional functions of Privacy Zone Masking, Picture in Picture (PIP), Quad Display, Motion Detection, Mirror Mode (Horizontal, Vertical, Flip)
8. Enhanced back light compensation which shall also able to mask strong light focusing directly onto the cameras.
9. The camera should be IP66 certified.

#### Minimum Technical Specification of the camera

Video Format	PAL
Horizontal Resolution (TVL)	Minimum 700 TVL in colour mode
Type of CCD	1/3" Interline CCD
Effective Pixels	752 (H) x 582 (V)

Minimum Illumination	0.01 Lux 0.0 Lux (IR LED On)
Synchronization	Internal
Electronic Shutter Speed	1/50 - 1/110,000 sec
S/N Ratio	50 dB or more
Auto Gain Control (AGC)	Yes (0-36 dB)
Lens Mount	CS Mount
Motion Detection	On /Off
Video Output	1.0 V p-p, 75 Ohms
Operating Temperature	-10°C - 50°C & 0% - 80% RH
IR Distance	30 meters

**Minimum Technical Specification of the lens**

Image format	1/3" CCD
Lens Mount	CS (Metal Mount)
Lens	2.8mm – 12mm
Minimum Object Distance	0.2 m
Maximum Aperture Ratio	1 : 1.2 (Wide) ~ 2.8 (Tele)
Field of View	H: 94.4°(Wide) ~ 28°(Tele) V : 69.2°(Wide) ~ 21°(Tele)
Iris Control	4-pin DC
Housing	ABS Plastic
Operating Temperature	-10°C ~ 50°C 0% - 80% RH

**2.2.2 Digital Video Recorder (DVR) (Sony/ Samsung/ Panasonic/ Pelco/ Siemens/ Honeywell)**

The DVR should have at least following features: -

1. Popular Browsers shall be supported
2. SATA HDD interface, support min. 1 HDD
3. 1 VGA Output, 1 HDMI output
4. Live or recorded video access via Ethernet or modem
5. Backup through USB or network
6. Support 3G connectivity via a USB based 3G dongle
7. Must be capable of integrating at Database level with Biometric access control system.

The DVRs shall meet the following minimum specification: -

Type of DVR	Embedded OS
Number of Channels	8
Compression method	H.264
Display Frame Rate	Real time
Recording Frame Rate @ CIF Res.	100fps @ 352 X 288



Maximum Resolution Supported	CIF, Realtime, all Channels
Recording Mode	Continuous / Scheduled / Sensor Based / Motion Detection Based / Manual
Video Motion Detection & Recording Configuration	Independent Channel configuration
Main Video Out (1)	VGA/HDMI
Main Video Out (2)	VGA/HDMI
Spot Monitor	Yes (Composite)
Audio Input	8
Audio Output	1
Alarm Input	8
Alarm Output	1
Min. Internal HDD supported	1 (with inbuilt HDD of 2 TB capacity)
Internal HDD Interface	SATA
Backup	Yes
Backup Storage media	DVD-RW/USB
Scheduled Backup	Yes
PTZ Connectivity	Yes (RS-485 interface)
Network Interface	1 RJ 45 10M/100M adaptive Ethernet interface
USB Interface	2 USB2.0 interface or better
Remote Access Software	Yes
Web Browsing	Yes
Operating temperature	0 to +50 C (standard); -10 C - +60 C (extended)
Humidity	10% to 95% RH Non-Condensing.

*Note: Digital Video Recorder either should be as per specifications above or OEM from the manufacturer of Cameras.*

### **2.2.3 Software Specifications**

- The software should be capable of real time recording at resolution of Full channel@D1(4CIF).
- Device must have inbuilt AVI converter which convert native format in to AVI format
- The system should support PAL (704x576) and NTSC (704x480) video standards.
- The system should work on compression standard H.264, MPEG 4 & M-JPEG
- The system should work on latest audio compression standards which is G.711, G.726, AAC and PCM
- The system should have various recording modes such as: Manual Recording , Continuous Recording , Scheduled Recording, Motion Recording and Alarm Recording
- Device must be capable of recording Camera Wise as per the priority of Camera.
- The system should be able to take a Snapshot in JPEG format
- Data storage should be at a central location as decided by PSTCL. The capacity of the storage should be equal to minimum 10 days of recording of all cameras at 25 fps/4 CIF. The system should follow FIFO on recording.

- Device must have inbuilt storage calculator which shows how many days' footage can be recorded.
- Device must be capable of taking Snap shot action with integrated Biometric Access control and time attendance system
- 10000 events log
- 3 User Access Levels (Default): Admin, viewer and Operator
- Access Rights like live view, playback, should be camera wise
- Up to 10 Concurrent Login Sessions; Up to 18 Programmable Users
- Privacy Masking: Yes
- The device should have facility of Live or Remote Playback
- The system should support Digital Zoom on Playback
- Actions: Recording on Selected Channel, Email Notification, Turn On/Off Alarm Outputs, Buzzer Notification, SMS Notification
- The software must not have seat-licensing allowing for any number of user seats/installations to be added for future scalability at no management software cost.

#### **2.2.4 Centralized Management Software (CMS)**

- CMS should be provided by the vendor free of cost with the DVR system
- CMS should provide seamless management of video and audio across multiple DVRs
- CMS should be simple to install, easy to configure and intuitive to use
- CMS should allow centralized monitoring and controlling of multiple recording devices from one place.
- The software should be able to control all cameras i.e. Iris control, auto/manual focus, and color balance of camera, Selection of presets, Video tour selection etc.
- CMS should be able to command and control software application.
- CMS shall be able to provide audio, video and visual alerts on detection of any predefined event
- CMS should be able to monitor, record and playback from the DVR
- The software should Support flexible 1/2/4 Windows Split screen display mode or scroll mode on the PC monitor or on preview monitor as per site requirement.
- It should have recording modes viz. continuous, manual, or programmed modes on date, time and camera-wise. All modes should be disabled and enabled using scheduled configuration. It should also be possible to search and replay the recorded images on date, time and camera-wise.
- It should have the facility for scheduled recording. Different recording speeds (fps) and resolution for each recording mode for each camera should be possible.
- The software is required to generate reports of stored device configuration. The control software is required to provide alarm and alarm log. The log shall be able to be archived, printed and displayed using a device filter, a device group filter and/or a time window.
- The software should have user access authority configurable on per device or per device group basis. The user shall have the facility to request the access of

any camera and can control the camera for a reservation period. Control of camera is released after the reservation period.

- The software shall provide User activity log (audit trail) with user id, time stamp, and action performed, etc.
- The administrator should be able to add, edit & delete users with rights. It shall be possible to view ability / rights of each user or the cameras which can be viewed & controlled as per the permission assigned by the administrator.

#### **2.2.5 Web Client**

- DVR system should have inbuilt web based command and control application designed for use of enterprise, remote and network applications
- The system should be able to remotely access live and stored videos using the web
- The system should be capable of remotely accessing, search, browse, display and transfer stored video to a remotely connected workstation
- The DVR web client should be able to receive notifications for events such as alarm, motion detection and video loss
- Web Client should be capable of performing all pentaplex functions (i.e. live recording, monitoring, playback, backup and remote access ) simultaneously
- Web client should be capable of doing playback of 4 channels simultaneously
- User login and access privilege should be defined for the web client

#### **2.2.6 Monitor**

Monitor shall have the following characteristics.

- NTSC / PAL Auto selected
- Screen size: min. 18.5” diagonally, Resolution: 1366 X 768
- Color LED monitor, Flat Panel
- Contrast Ratio 1000:1 & Aspect ratio: 16:9
- Input Power: 100~240 VAC, 50/60 Hz.

#### **2.2.7 600VA UPS**

CCTV system shall get the input from the UPS. Technical specifications of the UPS are as under: -

- Capacity – 600VA
- Input Voltage Range – 140 to 300 volts
- Input Frequency –  $50 \pm 6\%$
- Output Voltage Range –  $230 \pm 10\%$  volts
- Output Frequency –  $50 \pm 1\%$
- Backup Time – Minimum 20 minutes for complete CCTV system

#### **2.2.8 Junction Box**

Junction box shall accommodate all the equipment required at the camera site. It shall be weather proof so as to withstand dust and high/low temperature climate. The JB shall have a switch to switch the power supply from the UPS. For terminating all cables, the JB should have suitable terminating block or connections. JB should meet IP65 standards.

### **2.2.9 Power Cable**

No. of cores	-3
Voltage	-1100
Conductor	-Annealed bare copper
Conductor diameter	-2.5 sq. mm
Conductor resistance	-7.4 ohm/Km
No. of strands	-7
Diameter of strands	-0.68 mm
Insulation	-PVC
Insulation thickness	-0.8 mm
Armouring	-GI (1.4mm)

SCHEDULE OF DEVIATIONS FROM COMMERCIAL CLAUSES

All deviations and exceptions in respect of commercial clauses to the tender specification shall be clearly brought out by the bidder as per the format given hereunder. The details shall be exhaustive in all respects.

Sr. No.	Clause	Page No. of tender spec.	Exceptions & Deviations from the tender spec.	Remarks

Certificate that the above listed deviations and exceptions are exhaustive and the contract shall be executed as per the tender specifications except for the above deviations and exceptions in the event of placing an order on us.

**Note:** The bidder is to clearly indicate any deviation in technical & general terms and conditions in this Annexure only. In case, the General conditions of Tender Specifications are acceptable in toto, the word 'NIL' shall invariably be put in the above Columns. In case, nothing is mentioned here then it shall be presumed that there is no deviation in the offer and terms and conditions of the specifications are acceptable to the bidder in toto. **Any deviation found elsewhere in hard copy/soft copy but not explicitly mentioned/referred above will be ignored and no communication regarding the same shall be entertained later on.**

Date:

Place:

For M/s

Signature  
(By its constituted  
attorney).  
Seal

**SCHEDULE OF TECHNICAL DEVIATIONS**

All deviations from Technical Clauses shall be clearly brought out by the bidder as per the format given hereunder. The details shall be exhaustive in all respects.

<b>Sr. No.</b>	<b>Clause No.</b>	<b>Page No. of Technical spec.</b>	<b>Deviations/ Exceptions</b>	<b>Remarks</b>

Certificate that the above listed deviations and exceptions are exhaustive and the contract shall be executed as per the tender specification, excepting for the above deviations and exceptions in the event of placing an order on us.

**Note:** The bidder is to clearly indicate any deviation in technical & general terms and conditions in this Annexure only. In case, the Technical Specification of Tender Specifications is acceptable in toto, the word 'NIL' shall invariably be put in the above Columns. In case, nothing is mentioned here then it shall be presumed that there is no deviation in the offer and terms and conditions of the specifications are acceptable to the bidder in toto. **Any deviation found elsewhere in hard copy/soft copy but not explicitly mentioned/referred above will be ignored and no communication regarding the same shall be entertained later on.**

Date:

Place:

For M/s

Signature  
(By its constituted  
attorney).  
Seal.

**Annexure-C**

**PROOF OF ABILITY/ EXPERIENCE**

The bidder shall submit copies of WOs of execution of similar type of work, along with proof of satisfactory execution of work, such as Performance/ Completion certificates etc. made by them to other State/Center Govt. Departments./ Corporations/ State Govt./ Govt. of India & their Institutions/ Undertakings on the Performa given below:-

S. PNo	Description of work execute	WO no. & date	Quantity Ordered	Value	Utility's Name & address who ordered the work	Name/ Designation, Address & phone no. of the Ordering Utility	Remarks

Dated.

Authorized Signatory  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Address and Seal of the firm

**SERVICE TAX CERTIFICATE**

- I)** Certified that the transaction on which the service tax has been claimed has been/will be included in the return submitted/to be submitted to the taxation authority for the assesment of service tax and amount claimed from PSTCL has been/shall be paid to the excise & taxation authorities.
- II)** Certified that service on which service tax has been charged have not been exempted under State/Central service tax act or the rules made their under and charges on a/c of service tax on these service are correct under provision of relevent act or rules made their under.
- III)** Certified that we shall indemnify the 'PSTCL' in case it is found at a later stage that wrong or incorrect payment had been made on a/c of service tax to be paid by us.
- IV)** Certified that we are registered dealer under Central / State Service Tax Act and our registration No is \_\_\_\_\_

This certificate has been rendered against work order No.

Dated

**Signature of the Contractor**  
along with Stamp & Date.



**CONTRACT AGREEMENT FORMS  
(To be entered on a non judicial stamp paper of Rs. 100/-)**

This contract agreement made this ..... day of ..... in the year.....between the PUNJAB STATE TRANSMISSION CORPORATION LTD. herein after called “Purchaser” and M/s ..... having their Regd. Office at ..... here in after called “Contractor” for the....., in accordance with Tender Enquiry No ..... Dated ..... and Contractor’s proposal No. .... dated .....

This is confirmation of the advance acceptances notified in the Purchaser letter No. .... where the Purchaser has accepted the proposal of the Contractor for ..... as per work order no .....

In view of the forgoing, the Purchaser and the Contractor have agreed to the scope of work and the terms and conditions of the order settled between them.

The NIT/Tender Specification the Contractor proposal and related correspondence and the Work Order acknowledged/accepted by the Contractor form part of this agreement.

The agreement contains \_\_\_\_\_ pages.

In witness where of the parties here to have affixed their signatures on the day month and year written as above.

**Contractor**

**OWNER**

**UNDERTAKING FORM (Order Preference)**

(To be entered on a Non Judicial Stamped paper of appropriate amount Rs.....only)

We..... states that our works are situated in the State of Punjab and we claim “order Preference “ as stipulated in the P.S.T.C.L. tender specification No..... due on.....against which we have submitted our tender No..... date..... We undertake to execute the order/contract if place/awarded on to us even by counter offer at the rates worked out by Punjab State Transmission Corporation Limited in accordance with its Purchase Regulations. It is further understood that in the event of refusal by us or failure on our part to execute the order/contract (full or part) placed/awarded on us under ‘Order Preference ‘ on any account what so ever, the Punjab State Transmission Corporation Limited shall have the right to forfeit the earnest money deposited by us and we shall have no claim for the refund thereof. The Punjab State Transmission Corporation Limited shall also have the right to suspend business dealing with us and to back list our firm, without prejudice to other rights accruing to the Punjab State Transmission Corporation Limited under the Purchase order/contract if placed/awarded on to us.

Signature of constituted attorney