



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY  
SHILLONG**  
(A Statutory body governed by the NIFT Act 2006 and set up  
by the Ministry of Textiles, Govt of India)  
Tender No - NIFT/SHL/PO/2018-19/E01-RFID

**TENDER DOCUMENT  
FOR  
SUPPLY, INSTALLATION & COMMISSIONING OF RFID BASED DIGITAL  
LIBRARY SYSTEM IN NIFT SHILLONG RESOURCE CENTRE (LIBRARY) FOR  
NIFT SHILLONG PERMANENT CAMPUS**

Date of publication of tender notification on official website	<b>16<sup>th</sup> May 2018</b>
Uploading of tender document commences from	<b>16<sup>th</sup> May 2018</b>
Last date for receipt of duly filled in Tenders	<b>05<sup>th</sup> June 2018 by 02:00 pm</b>
Date and Time of the opening Technical Bids	<b>07<sup>th</sup> June 2018 at 2:00 pm</b>
Date and Time of the opening Financial Bids	Will be notified to the technically qualified tenderers

**Note: This tender document contains 25 pages (total no. of pages including Annexures) and bidders are requested to sign on all the pages.**

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# NOTICE INVITING TENDER

(Technical bid from Page No. 21 to 23)

## Envelope No. 1

Sealed tenders are invited under “**Two Bids System**” for “**Supply, Installation & Commissioning of RIFD based Digital Library System in NIFT Shillong Resource Centre (Library) for NIFT Shillong Permanent Campus, Mawdiang diang, Umsawli – 793018**”, on behalf of the National Institute of Fashion Technology, from Registered OEM for selection of a supplier/dealer for the purpose of “**Supply, Installation & Commissioning of RIFD based Digital Library System in NIFT Shillong Resource Centre (Library) for NIFT Shillong Permanent Campus, Mawdiangdiang, Umsawli – 793018**” as per the requirements and details as given below:

- i. Description of Services: “Supply, Installation & Commissioning of RIFD based Digital Library System in NIFT Shillong Resource Centre (Library) for NIFT Shillong Permanent Campus, Mawdiangdiang, Umsawli – 793018”
- ii. Commencing date of Tender Notice: 16<sup>th</sup> May 2018
- iii. Closing date & time for submission of Bids: 05<sup>th</sup> June 2018 before 02:00 pm
- iv. Date & time of opening of Technical Bids : 07<sup>th</sup> June 2018 at 2:00 pm  
(In NIFT Shillong Campus in the presence of the tenderers or their authorized representatives.)  
Financial bid: After evaluation of Technical Bid
- v. Bid validity upto: 60 days from the date of opening of Financial bid
- vi. Correspondence Address: The Purchase Officer, National Institute of Fashion Technology, NIFT Shillong Campus, (Old NEIGRIHMS Campus), 'C' Block, Pasteur Hills, Lawmali, Shillong - 793 001, Meghalaya
- vii. EMD Amount: Rs 47,100/- (Forty Seven Thousand One Hundred Only)  
(In the form of DD/PO in favour of NIFT, Shillong payable at Shillong)  
(Refundable to unsuccessful Bidders by NIFT after receiving the “letter of acceptance” of the Order from the Successful bidder.)
- viii. Tender Cost: Rs 500/- + Rs 90/- (18% GST) (Rupees Five Hundred Only and Ninety Only)  
(Non Refundable) (In the form of DD/PO in favour of NIFT, Shillong payable at Shillong)

**"TWO BIDS SYSTEM"** shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

The tenders shall be super scribed with “**Supply, Installation & Commissioning of RIFD based Digital Library System in NIFT Shillong Resource Centre (Library) for NIFT Shillong Permanent Campus, Mawdiang diang, Umsawli – 793018**”. The EMD in the form of Demand Draft/ Pay Order should be after the date of publishing of tender date, in favour of “NIFT, Shillong” payable at Shillong.

NIFT shall have the authority to cancel the tender process if NIFT does not find a suitable tender. NIFT shall have the right to call for fresh tender in such circumstances, wherein tenderers who have bid in the previous tender, shall have the right to participate in the fresh process. The tenderers shall have no right to challenge the authority and decision of NIFT to cancel the tender process for the reasons deemed fit by NIFT. NIFT reserves the right to accept or reject any tender without assigning any reason thereof.

The DD of the Tender fee and the EMD Amount should be kept in the Technical Bid Cover. The Technical bid and the Financial bid should be sealed by the tenderer in separate covers duly super scribed as “Technical Bid” and “Financial Bid” respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as **“Supply, Installation & Commissioning of RIFD based Digital Library System in NIFT Shillong Resource Centre (Library) for NIFT Shillong Permanent Campus, Mawdiang diang, Umsawli – 793018”**

# INTRODUCTION

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides Four years under graduate (UG) program in design and technology, two years post graduate (PG) program in Design, Fashion Management & Fashion Technology and short duration education program to address the specialized needs of professional and students in the field of Fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

NIFT Shillong Permanent Campus is located at Mawdiang diang, Umsawli – 793018. NIFT Shillong Resource Centre offers access to a rich repository of books as well as electronic resources comprising e-books, e-journals, online databases and services, and intellectual assets produced by the students and faculty of NIFT.

# NOTICE INVITING TENDER

Invitation of Tenders for **“Supply, Installation & Commissioning of RIFD based Digital Library System in NIFT Shillong Resource Centre (Library) for NIFT Shillong Permanent Campus, Mawdiang diang, Umsawli – 793018”**

**1. Introduction**

The National Institute of Fashion Technology (Shillong) invites sealed tender from OEM's for **“Supply, Installation & Commissioning of RIFD based Digital Library System in NIFT Shillong Resource Centre (Library) for NIFT Shillong Permanent Campus, Mawdiang diang, Umsawli – 793018”**,

**2. Earnest Money Deposit (EMD):**

The Bidder shall furnish EMD of **Rs. 47,100/- (Rs. Forty Seven Thousand One Hundred only)** along with the tender in the shape of Demand Draft in favour of NIFT, Shillong, payable at Shillong. EMD shall be returned to the unsuccessful bidders after award of work. EMD of successful bidder shall be adjusted in the bill as raised by the Supplier/Dealer of OEM during the work. The tender not accompanied with requisite amount of EMD shall be rejected.

**3. Site Visit:**

The bidder is advised to acquaint himself with the job work, visit the Site & examine site conditions, climatic conditions, labour, power, material availability, transport and communication facilities, environmental regulations, laws and bye- laws of statutory, local bodies and the Govt. of India and collect all information that shall be necessary for preparing the bid and entering into a contract. The cost of visiting the site and collecting information for the purpose of submission of the bid shall be incurred by the bidder only. The bidder and any of his personnel or agents will be granted permission by the Employer to enter upon the site for the purpose of such inspection.

**4. Defect Liability Period:**

The work/ materials of the manufacturer shall be under 12 months Defect Liability Period (DLP). Any defect/s noticed during the defect liability period shall be rectified by the manufacturer/supplier without any cost to NIFT Shillong failing which the Security Deposit of the Supplier may be forfeited. If the supplier/dealer backs out from the work tender, the EMD amount deposited of the supplier/dealer stand forfeited. The supplier/dealer may also be debarred from any future tendering process in the institute for reasons assigned hereinabove.

**5. Submission of Bids**

a) The interested firms should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their bids from **16<sup>th</sup> May 2018 to 05<sup>th</sup> June 2018 (02:00 pm)**. Tender documents is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nift.ac.in/tenders> under Shillong campus

**b) Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.**

c) For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying for Annual Registration Charges

**• Annual Registration Charges of Rs. 2000 + Rs. 360 (GST @ 18%) = Rs. 2360/- (Rupees Two Thousand Three Hundred and Sixty Only - Non-Refundable)**

**• Bid Processing Fee charges of Rs. 754 + Rs. 136 (GST 18%) = Rs. 890/- (Rupees Eight Hundred and Ninety Only - nonrefundable)**

d) The Firm should ensure that it complies with the requirements as per item before applying for tender. Also, the interested Firms should submit a hard copy of the application submitted online with all relevant supporting documents by **05<sup>th</sup> June 2018 before 02:00 pm**. Non-submission of hardcopy as directed will lead to rejection of the tender application.

e) The sealed hard copy of the tender shall be submitted in one big envelope superscripting **“Supply, Installation & Commissioning of RIFD based Digital Library System in NIFT Shillong Resource Centre (Library) for NIFT Shillong Permanent Campus, Mawdiangdiang, Umsawli – 793018”**, containing two separately sealed small envelopes, one for "Technical Bid " and another for "Financial Bid " superscripting as such and addressed to

The Purchase Officer,  
National Institute of Fashion Technology, NIFT Shillong Campus,  
(Old NEIGRIHMS Campus), 'C' Block, Pasteur Hills  
Lawmali, Shillong - 793 001, Meghalaya

The sealed tender must be dropped in the tender box at NIFT Shillong Campus only, on or before **05<sup>th</sup> June 2018 before 02:00 pm**

f) The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure- II along with a Demand Draft of **Rs. 500/- (Rupees Five Hundred only)** towards cost of tender (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of **Rs.47,100/- (Rupees Forty Seven Thousand One Hundred Only)** favoring NIFT, Shillong and payable at Shillong with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid. The financial bid shall include all the charges including all taxes etc to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.

g) The technical bid will be opened at NIFT, Shillong Campus in the office of Joint Director on **07<sup>th</sup> June 2018 at 2:00 pm** in the presence of the bidders/ their authorized representatives and committee members who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

h) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

i) Any further clarifications can be sought from the office of Purchase Officer on email [purchase.shillong@nift.ac.in](mailto:purchase.shillong@nift.ac.in) (for specification) or Telephone No. 0364-2590240/2591492, National Institute of Fashion Technology, NIFT Shillong Campus, (Old NEIGRIHMS Campus), 'C' Block, Pasteur Hills, Lawmali, Shillong - 793 001, Meghalaya

j) **For online procedure for Annual Registration :**  
**For More enquiries / For Helpdesk officers :- Mr. Sandeep Bhandari,**  
**E-mail :- sandeep.bhandari@ciindia.com**  
**Phone No.:- 0124-4302033 & 36**

Cost of Tender form: Rs 500/- + Rs 90/- (GST) = Rs 590/- (Non-refundable)

Earnest Money Deposit: Rs 47,100/-

Commencing date of Tender: 16<sup>th</sup> May 2018

Last date of Submission of Online Bids: 05<sup>th</sup> June 2018 till 2:00 pm

Date of opening of Tender (Technical Bid): 07<sup>th</sup> June 2018 at 2:00 pm at 2:00 PM

Estimated Amount: INR 9.42 Lacs

## 6. Instructions to Tenderers:

The tenderers are requested to follow the below mentioned instructions:

- 1) Offers on original tender document will only be considered. Offers submitted by fax or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications/Rewording of formats shall not be acceptable.
- 2) All documentations are required to be in Hindi/English.
- 3) Tender should be filled with neat legible and correct entries. Indistinct figures, erasures and alterations are not permitted in the tender.
- 4) Failure to comply with these conditions will result in forfeiting of the tender. Please cross out any mistakes and rewrite the same and counter sign.
- 5) Incomplete tenders, amendments and additions to tender after opening and tenders submitted after due date shall liable to be ignored.
- 6) Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration /presentation etc. shall be borne by the bidder.
- 7) No tenderer shall be allowed to withdraw the tender rates after opening of the tender. If any tenderer

withdraws the rates, the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the Institute.

8) Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.

9) **Details of required Experience Certificates /Work orders:**

**Experience of having successfully completed similar nature & capacity work of minimum two Libraries/Institutes repute wherein the RFID system successfully implemented with references details complete in all respects with email id and contact details.**

**7. Terms & Conditions:**

1. Tender should be submitted in the following two separate covers:

- i) Technical Bid (duly filled in and signed tender form including “Annexure – I to VI”)
- ii) Price Bid (“Annexure – VII to VIII”)

Both the Technical Bid and Price Bid should then be put in a single outer cover, duly sealed and super scribed as **“Supply, Installation & Commissioning of RFID based Digital Library System in NIFT Shillong Resource Centre (Library) for NIFT Shillong Permanent Campus, Mawdiang diang, Umsawli – 793018”**

2. The rate offered must be filled in the performa of the tender form. Any correction should be initialed by the tenderer in the price bid attached with this document.
3. Tender Document fee is Rs 590/- per document. No tenderer shall be issued more than one tender form.
4. The rate quoted in the price bid must be inclusive of all taxes and F.O.R. NIFT Shillong Permanent Campus Mawdiangdiang, Umsawli Office premises.
5. Rates should be offered unconditionally and if rates are submitted with any condition, in such cases the bids shall be liable to be rejected.
6. Tenderer must have to quote item wise rates as consolidated rates will not be considered and their bids will be rejected.
7. These rates will be valid for 60 days from the date of opening of tender document.
8. Last date of receipt of sealed/online tender documents is 05<sup>th</sup> June 2018 till 02:00 pm
9. Tenderer shall enclose a demand draft/pay order of any Scheduled Bank for an amount of Rs-47,100/- in favour of NIFT Shillong payable at Shillong as the non-interest bearing Earnest Money Deposit. Tender document without EMD shall be rejected.
10. The EMD of unsuccessful bidders will be refunded within 30 working days of opening of price bid without bearing any interest except lowest 3 bidders. Tenderers who satisfy the technical conditions stipulated in the tender document and who have enclosed all the documents /supplied materials required will alone be considered. For the items mentioned in Price Bid the lowest unit price quoted for any of the item is the criterion for selection. However NIFT reserves the right of placing the orders to any of the Tenderers.
11. The successful tenderer will have to deposit 5% of the total bid amount as security deposit and this will also be treated as Performance Guarantee. Part of this amount will be adjusted against the EMD deposited by the tenderer along with the tender form. The balance amount will have to be deposited by the successful tenderer within 5 working days of the receipt of the Purchase Order by a Demand Draft in favour of NIFT Shillong, payable at Shillong at any branch of Scheduled Bank failing which the Purchase Order will be treated as cancelled and the EMD amount will be liable to be forfeited. The successful bidder's Security Money will be returned after the warranty period of the supplied items is over and no interest will be paid for security deposit.
12. No tenderer will be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates the EMD amount deposited by him will be forfeited and he will be disqualified from participating in any future tender of the Institute.
13. The successful tenderer will have to deliver and install about the equipment within 45 days from the date of issuance of purchase order. Also the demonstration of all the functions of the equipment to



the user department should also be completed by the successful tenderer within the scheduled time frame.

14. If the tenderer fails to supply the ordered quantity within scheduled time frame, the Institute will have right to purchase the ordered quantity which the supplier could not supply within scheduled time limit from any other alternate sources and the contract will be liable to be terminated and the Security Deposit will be liable to be forfeited. The Institute will have the right to impose penalty for the delay of the supply of ordered quantity and also to recover the excess amount, the Institute has been forced to pay for purchase of material from the alternate sources from any dues payable to the supplier.
15. The agency should enclose self-attested copies of allotment of AADHAR CARD, PAN Card under the Income Tax Act failing which tender will be liable to be rejected. Tenderer will have to produce all these original documents at any time demanded by the Institute.
16. NIFT reserves the right to reject any or all tenders without assigning any reason thereof.
17. Equipment will be supplied with at least 3 years warranty / guarantee and free service from the date of verification & acceptance by NIFT.
18. Equipment having outdated designs with similar specification will not be accepted by NIFT.
19. The defective equipment and accessories shall be replaced by the agency without any additional charge during guarantee period of supplied equipment, otherwise Performance Guarantee shall be liable to forfeited and in all the matters the decision of the Director, NIFT Shillong shall be final. The replacement will have to be carried out within 14 days from the date of the intimation being received from the Institute.
20. Payment of the supply will be released after verification of equipment and related accessories, successful demonstration of the equipment, certification of satisfactory installation by the user department and on the production of original invoices.
21. Procurement of Equipment is for Educational Purpose only.
22. Tenderer must sign along with company seal on each and every page of the tender document as token of the acceptance of tender conditions.
23. If any malafide intention is observed by NIFT, the agency shall not be eligible to participate in any future tenders with NIFT.
24. Director NIFT- Shillong reserve the right to cancel the whole tender process at any stage in the interest of NIFT, without assigning any reasons whatsoever and also the rights to waive any minor discrepancy in the tenders received.
25. Director NIFT- Shillong also reserves the right to change the quantity/ upgrade the criteria/drop any item or part thereof/extension of delivery date at any time before placing the purchase order.
26. The successful bidder will have to supply and install the equipment ordered within 45 days of the issuance of the purchase order at the address given below, failing which the firm will have to bear the entire cost of the alternate arrangement or the fine as decided by the NIFT.  
**Address:-**  
National Institute of Fashion Technology,  
NIFT Shillong Campus,(Old NEIGRIHMS Campus),  
'C' Block, Pasteur Hills,  
Lawmali, Shillong - 793 001, Meghalaya
27. In case of any dispute raised by the supplier, a representation will be made only by the authorized representative of the supplier and the decision of the Director NIFT – Shillong will be final and binding upon the supplier.
28. In case of any dispute arising out of the present tender, only the courts at Shillong will have the exclusive jurisdiction to adjudicate the dispute.
29. Bidders need to provide adequate training to the nominated persons of NIFT at their cost. NIFT will not bear any training expenditure.

30. The items supplied shall be new & unused and of the make desired by the NIFT. If the goods are not delivered/installed within stipulated time period a penalty of Rs-500/- per day shall be charged and deducted from the bill of the vendor. If requested by the tenderer, it is the discretion of the Director, NIFT Shillong to grant extension of time with penalty/without penalty.
31. No paper shall be detached from the tender.
32. If any date mentioned above happens to be a holiday, then the next working day will be the relevant Date for all practical purpose.
33. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender shall be filled in and submitted in strict accordance with the instructions laid down herein; otherwise the tender shall be liable to be rejected by the NIFT unilaterally without assigning any reason or giving explanation to this effect.
34. The tender shall be liable to be ignored/rejected if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in or any wrong/false or incorrect information is given or any material thing is concealed or manipulated therein.
35. The Earnest Money of the successful tenderer shall be returned after the security deposit as required in terms of the tender, is furnished by the L-1. The Earnest Money to other than lowest bidders will be returned after finalization of the L-1.
36. The Earnest Money deposited shall be liable to be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender. If the successful tenderer fails to furnish the security deposit as required in the contract within the stipulated period, the EMD shall also be liable to be forfeited by the Purchaser i.e. NIFT and NIFT shall be entitled to initiate appropriate legal proceedings before the court of law against the tenderer for the losses suffered by it as a result of the same.
37. The all rates/total amount shall include GST (as applicable), cost of Installation, Delivery charges & material for the works complete in all respects and no extra amount shall be payable on this account.
38. Water and Electricity shall be provided free of cost at one point of time during the period/day for bonafide use only.
39. The agency must enclose copy of the PAN Card of the company/Proprietor/ Partner and work experience certificate / work order for having executed the similar works. Tender of any agency without the requisite documents as mentioned hereinabove shall be rejected outrightly.
40. The EMD deposited by the manufacturer/supplier shall be released with running / final bill duly submitted by manufacturer/supplier
41. The payment shall be made on the submission of bill, as per actual measurements of works and after successful completion of work by the Supplier.
42. Tender of any agency not adhering to the above mentioned terms of the tender shall be rejected outrightly.
43. Technically qualified bidder will be informed regarding the result of the tender who shall be present at the time of opening of financial bid.

8. **Selection Criteria:**

**The work will be awarded to L1 vendor on overall basis of Supply, Installation & Commissioning of RIFD based Digital Library System in NIFT Shillong Resource Centre (Library) for NIFT Shillong Permanent Campus, Mawdiang diang, Umsawli – 793018. The determination of lowest bidder will NOT be on individual rates of financial bids. Rather it will be on overall basis.**

9. **Technical Qualifying Criteria**

The Tenderer must fulfill the following eligibility condition.

1. The Firm should have all the necessary registrations of the Govt.:
  - a) Firm / Company Registration
  - b) PAN Number

c) GST Registration

2. The Technical bid should contain Earnest Money Deposit of an amount of Rs. 47,100/- (Rupees Forty Seven Thousand One Hundred only). The EMD should be submitted in the form of Demand Draft in favor of NIFT Shillong payable at Shillong.
3. A separate Demand Draft/ Pay Order of Rs. 590/- (Non – Refundable) drawn in favour of NIFT Shillong payable at Shillong against Tender document fee shall be attached with technical bid in case the tender document is downloaded from the website.
4. Tenderer's sales turnover should not be less than Rs. 20.00 Lacs (Rupees Twenty Lacs) per annum (Each in the past two years FY 2015 – 16, 2016 -17). The tenderer should submit copies of supporting documents
5. The tenderer should not have been blacklisted by any State Government/Central Government and/or any Central PSU. Declaration to this effect should be furnished in the Technical Bid. (Annexure-II)
6. As per GFR Rule No.173 Late bids i.e. tender bids received after the specified date and time of receipt, shall not be considered for participation in the bidding process.
7. Tenderers are advised to visit the site before quoting the offers.
8. The tenderer has to furnish minimum two references of Libraries/Institutes of repute wherein the RFID system successfully implemented by them. Such references should be complete in all respect along with email and contact details of the authority at such Library/Institute.
9. The Original Equipment Manufacturer (OEM) should have been in existence for at least 15 years. OEM should be a company focused only on Library Automation Solutions. Products developed by OEMs catering to other segments such as Laundromats, retail, logistics management etc. will be summarily rejected.
10. All hardware items should be manufactured by reputed International OEM. Cheap/ low quality assembled /Chinese items will not be entertained.
11. The OEM should have at least 500 library RFID implementations across the world.
12. OEMs or OEM's Direct Authorized reseller will only be allowed to bid for the project. Reseller's sub-resellers are not allowed to bid for the project.
13. No consortiums are allowed.
14. All the RFID items in the bill of materials should be from the same OEM.
15. If Authorized reseller is bidding, then the following additional criteria must be met:
  - a. The Authorized Reseller should be a company registered under the Companies act. 2013.
  - b. The authorized reseller should submit the authorization letter from the OEM as a proof.
16. Bidders should bid for the entire project. Partial bids will not be entertained for bidding process.
17. Installation and Training for the Resource Centre personnel/ staff should be provided at no additional cost.
18. The system should integrate with the Library's Library Management System through SIP2 (Standard Interchange Protocol) /NCIP protocol (NISO Circulation Interchange Protocol).
19. The supplied solution should support both SIP2 and NCIP.
20. All Supplied Software and Hardware should be from a single Manufacturer.
21. No middleware applications should be used to integrate RFID equipment with the LMS. Bidder has to submit an undertaking along with the bid stating the same.
22. Should have a dedicated support team and should resolve any issues within 24 hours. Support can be provided through phone / email / Skype / any remote supporting tools. For Critical issues the vendor should send the support engineers to onsite for resolving the issue.

23. Incomplete and conditional bids submitted by the vendors will be summarily rejected.
  24. NIFT Shillong reserves the right to select the best vendor depending on vendor's technical capabilities. NIFT Shillong reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof.
  25. In the financial offer/ bid, the prices quoted should be inclusive of all taxes, packing, forwarding, Freight, insurance, delivery and commissioning etc. at delivery site (NIFT Shillong campus). Custom Duty Exemption Certificate will be issued by NIFT Shillong to the qualified bidder.
  26. All items to be quoted with 3 years Warranty post installation.
  27. All data stored in the RFID Tags should be as per the international data model. The tags will be tested with other vendor / bidder's products for compatibility. Any proprietary based saving of information of RFID Tags will not be accepted and bid will be disqualified.
  28. Any upgrade in the software provided by the bidder for the RFID hardware should be provided free of cost during the maintenance contract at no additional cost.
  29. All the RFID components chosen for complete solution must conform to ISO 15693/ISO
  30. 18000-3 in accordance with the equipment and works
10. **Time of Completion**  
The work shall be duly completed within the given timeline by the NIFT Shillong.
  11. **Liquidated Damages/ Penalty for Delay:**  
If the manufacturer/supplier fails to complete the work within the stipulated time or time extended by the Institute ( if any) liquidated damages at the rate of 1% per week (07 days) of delay subject to maximum 10% of the total contract value shall be deducted and recovered from the Supplier.
  12. **Specifications:**  
The materials supplied and proposed to be used in the work shall be of requisite specifications as specified in NIT.

**TECHNICAL BID**

# **UNDERTAKING**

I/We have gone through the terms and conditions and will abide by them as laid down above. I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Signature: \_\_\_\_\_

Name of the official : \_\_\_\_\_  
[IN CAPITAL LETTERS]

Designation : \_\_\_\_\_

Name of the Agency : \_\_\_\_\_

Address of the tenderer : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seal of tenderer :



Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Place : \_\_\_\_\_

**TECHNICAL BID**

# **DECLARATION**

I/We declare that I/we have never been blacklisted by any State Government/Central

Government or any State/Central PSU.

Signature: \_\_\_\_\_

Name of the official : \_\_\_\_\_  
[IN CAPITAL LETTERS]

Designation : \_\_\_\_\_

Name of the Agency : \_\_\_\_\_

Address of the tenderer : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seal of tenderer :



Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Place : \_\_\_\_\_

**TECHNICAL BID**

**EARNEST MONEY DEPOSIT PAYMENT PARTICULARS**

**I.** Number of Demand Drafts enclosed:

**II.** Demand Draft particulars

<b>Sl. No</b>	<b>DD No</b>	<b>DD Date</b>	<b>Name of the Bank</b>	<b>Bank Address</b>	<b>Amount in (Rs)</b>

I/We, ..... hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Signature: \_\_\_\_\_

Name of the official : \_\_\_\_\_  
[IN CAPITAL LETTERS]

Designation : \_\_\_\_\_

Name of the Agency : \_\_\_\_\_

Address of the tenderer : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal of tenderer :



Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Place : \_\_\_\_\_

**TECHNICAL BID****Detailed description of RFID system for the Resource Centre**

Sl. No.	Description	Features
1	<b>RFID tags for books , CDs and DVDs</b>	<ul style="list-style-type: none"> <li>• <b>RFID Tags for Books:</b> Dimensions - 81 x 49 (LxW)mm</li> <li>• <b>RFID Tags for CDs &amp; DVDs:</b> Dimensions- 116.00 mm or 4.57 inches in diameter</li> <li>• All RFID tags must have operating frequency of 13.56MHz</li> <li>• Memory- 2.5k bits user memory, with self-adhesive backside</li> <li>• Should be water resistant and flexible enough so as to be able to bend or crease.</li> <li>• Should have minimum delivery yield of 97%</li> <li>• Should have Lifetime Warranty, data retention of 50 years</li> <li>• All RFID tags should have the capability to provide over 1,00,000 read/write operations</li> <li>• Should comply to ISO Standards - ISO 15693, ISO 18000-3 Mode 1</li> <li>• Should have NXP ICODE SLIX2 processor</li> <li>• Should have inbuilt Aluminum antenna</li> <li>• The thickness of the IC in the tags should not exceed 127 µm.</li> <li>• The operating temperature of the RFID Tags should be -40 degrees C to 85 degrees C</li> <li>• All the RFID Tags should have undergone accelerated aging test at 85°C and at 85% humidity for 15 weeks which includes performance testing.</li> </ul>
2	<b>Staff Station</b>	<ul style="list-style-type: none"> <li>• The RFID Staff station should be placed on top of the circulation table for easy circulation process thereby providing staff with a fast and efficient solution to programme and verify RFID tags</li> <li>• The staff station should be able to read multiple books up to a height of upto 25 cm.</li> <li>• The staff station antenna should be fully shielded and should have a concentrated reading area. i.e., it should only read items that are placed on it. It should not read items that are in the vicinity.</li> <li>• The staff station should be aesthetically designed.</li> <li>• The staff station should allow circulation related activities like issue, return and renewal to be performed directly on the LMS and also provide tag programming capabilities, taking around five seconds per item to complete.</li> <li>• No middleware applications should be used to integrate the staff station with the Koha LMS. Bidder has to submit an undertaking along with the bid stating the same.</li> <li>• The staff station should have a facility to connect with the LMS without using SIP2 or NCIP.</li> <li>• The staff station software would be provided so that the Institute may install it on any number of machines/ Laptops.</li> <li>• The staff station should have options to be used with multiple items of mixed media, placed on the antenna at any time.</li> <li>• The vendor should provide OEM software for the staff station at no additional charges, which is to be installed on existing PC, running Microsoft Windows (W7 32/64).</li> <li>• The OEM software should enable Library staff to activate and deactivate security without interaction with the Koha LMS</li> <li>• The OEM software should support all 3 security modes namely; On, Off and Auto.</li> <li>• The staff station should have the functionality to tag and programme the RFID labels without the need to be integrated with the LMS.</li> <li>• The staff station should work in tandem with the Library's Barcode and MiFare smartcard readers and thermal receipt printers.</li> <li>• The staff station should be able to verify multiple RFID tags placed on the work station</li> </ul>



		<ul style="list-style-type: none"> <li>• The staff station should comply to ISO 28560</li> <li>• The staff station should comply to the following International Certifications: CE/EMC</li> <li>• The staff station should not consumer more than 30 W of power</li> <li>• The staff station should support plug and play and connect to the Library PC via USB.</li> <li>• The staff station should support 240V ac/50Hz.</li> <li>• The RF Power output should be 1.2 Watt</li> <li>• The staff station should support the 13.56MHz frequency.</li> </ul>
3	<p><b>Freestanding Self Service Kiosk with support for Barcode or Mifare Reader enabled Patron Cards, for easy Issue and Return functionality</b></p>	<ul style="list-style-type: none"> <li>• As the library is planning to place the kiosk near the entrance Adjoining the circulation section, a freestanding kiosk is preferred for patrons to perform issue, return and renew functions. In this context, vendors are requested not to quote for desktop/ table top models of kiosks.</li> <li>• The kiosk should be aesthetically designed.</li> <li>• The kiosk should have a Metal/ Wooden body and should be sturdy in nature.</li> <li>• Kiosk made out of flimsy materials such as acrylic/ plastic will not be entertained.</li> <li>• The Kiosk should be connected to the library network through physical LAN network.</li> <li>• The Kiosk should only use an Industrial computer. Normal Small form factor computers are not acceptable.</li> <li>• The Kiosk should have an embedded Windows operating system with 4 GB RAM and Suitable SSD</li> <li>• The kiosk should have minimum 15" landscape oriented touch screen with projective capacitive touchscreen technology</li> <li>• The touch screen should support 3:4 Aspect Ratio</li> <li>• The LED screen should not have any visible buttons like power, contrast, volume etc.</li> <li>• The Monitor should provide facility of OSD lockout.</li> <li>• The kiosk should support 240V ac / 50 Hz</li> <li>• The kiosk should have an easy accessible, integrated printer with Auto Paper cut. The printer should accept standard 80mm printer rolls. The printer should be secured with an inbuilt lock</li> <li>• The kiosk should have an option to customize the print receipt with Institution name, logo, contact details and custom messages.</li> <li>• The kiosk should be able to handle minimum 5 items at one time</li> <li>• The kiosk should have an integrated mifare / barcode card readers.</li> <li>• It should support Mifare cards of frequency 13.56 MHz), adhering to international standards.</li> <li>• Institution Branding: The User Interface of the kiosk should be customizable with Institution logo.</li> <li>• All the components and wires should be concealed inside the Metal/Wooden casing of the kiosk.</li> <li>• The equipment should comply with the following international Standards: ADA, CE, FCC</li> <li>• The bidder needs to submit self-certification</li> <li>• The vendor should provide software for the kiosk at no additional charges.</li> <li>• The kiosk software should interface with the LMS and support features such as Issue, Return, Renewal and Receipt printout based on the RFID label attached to the items.</li> <li>• No middleware applications should be used to integrate the kiosk with the LMS. Bidder has to submit an undertaking along with the bid stating the same.</li> <li>• The software should enable circulation of library items by integrating with the Koha LMS using SIP2 protocol.</li> <li>• The software should enable patrons to check their account (items borrowed, due date for return, any fees / fines pending )</li> <li>• When processing library items (issue, return or renewal) the status of each item should be displayed including setting of the security bit and type of item (i.e. books, CD / DVD's,)</li> <li>• The kiosk interface should support the following Indian Languages English, Hindi. The software should allow the patron</li> </ul>

		<p>to change the language whenever he/she wants to, even in the middle of an issue / return session</p> <ul style="list-style-type: none"> <li>• If for some reason, the connection to the Koha LMS is disrupted, then the kiosk should be configured to continue working in offline mode .i.e., the kiosk software should continue to let patrons borrow and return items thereby ensuring continuity of service. And once the connection to the LMS has been restored, all offline transactions should be automatically uploaded/ synced to the LMS, ensuring that all transaction history has been updated. If transactions fail to upload correctly then the staff should be alerted automatically.</li> <li>• The Kiosk should support for ISO 15693, ISO 18 000-3 Mode 1 standards</li> </ul>
4	<p><b>Transparent RFID Security Gates with metallic base</b></p>	<ul style="list-style-type: none"> <li>• The Security gates should be made of transparent Plexiglas and should complement the décor of the library.</li> <li>• The security gates should not weigh more than 28 kilograms.</li> <li>• The security gate should be able to operate in extreme temperature, preferably between –25 °C to +50 °C</li> <li>• The gate should have a minimum transmitting power of 4W and compatible with chips adhering to ISO15693-3/ISO 18000-3</li> <li>• Detection Range: An optimal coverage should be achieved within 1.05 meter of separation between the two pedestals. Each pedestal should have antennas in them for greater detection. It should have options to include additional panels by synchronizing readers.</li> <li>• While the standard setup must be a combination of two gates, it should provide options to add up to 2 panels to provide total coverage of 3.15 meters.</li> <li>• The security gate should have a flexibility to be mounted on a metallic base plate. The base plate should have concealed cable passage.</li> <li>• The gate should be able to read up to 8 tags per second in all three orientations</li> <li>• The gate should support multiple RFID data encoding models simultaneously.</li> <li>• The gate should have provision for visual and audio alarms. Visual Alarm: The gate should have LED lights. Audio Alert: The gate should audio alarm mode with volume adjustment.</li> <li>• The gate should have an integrated customer counter and functionality to save energy.</li> <li>• The customer counter should be visible on any machine in the network.</li> <li>• Tags with theft or security bits that are “on” must immediately trigger an alarm.</li> <li>• The proposed system must provide item security even when the Library Management System or network is off-line or not functioning. Non-deactivated RFID tags should be instantaneously detected regardless of orientation.</li> <li>• The Gates should support AFI and should have the functionality of displaying items causing alarm on any machine on the network.</li> <li>• The Gates are to be supplied along with Door Locking facility. That is whenever an Alarm is activated the door / turnstile is to be locked immediately. The time for which the door is locked should be programmable.</li> <li>• The gate should have suitable number of I/O ports for Standard electronic counter, web cam, trigger, CCTV, Locking gates, etc.</li> <li>• All electronics components such as readers, antenna etc. should be built into the pedestals. There should be no components extruding from the gates</li> <li>• The Gates are to be Floor mounted by the vendor without any Humps. All cables are to be concealed under the floor.</li> <li>• The security gate should be integrated with the LMS via SIP2 protocol. The library will ensure that the SIP2 is available in the LMS.</li> <li>• No Middleware application will be entertained.</li> </ul>

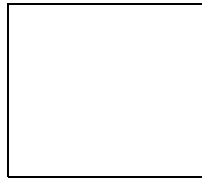
		<ul style="list-style-type: none"> <li>• The gate software should be compatible with a windows based PC.</li> <li>• PC will be supplied by the library.</li> <li>• The gate should read ISO 15693, ISO 18000-3-A, compatible RFID tags.</li> <li>• The security gates must conform to CE/EMC/ UL/FCC, ADA certifications</li> </ul>
5	<p><b>Stock/ Inventory Hand Held reader</b></p>	<ul style="list-style-type: none"> <li>• The handheld unit should be ergonomically designed to aid and assist staff with stock management functions.</li> <li>• The Handheld reader should be light-weight and compact, weighing not more than 1Kg.</li> <li>• The handheld reader should perform a complete instantaneous inventory of all on-shelf items quickly and efficiently by simply reading the RFID tagged items or perform shelf-reading, re-shelving, searching, weeding and exception finding.</li> <li>• It should have a color touch screen of 3.5” with stylus.</li> <li>• The Screen should be with adjustable LED backlight and daylight readable</li> <li>• Information relating to the current task should be displayed with notifications provided optionally- via audible alerts or LED light.</li> <li>• The handheld system should have a flexible antenna on a rotation axis.</li> <li>• The handheld reader should have provisions to upload data to the LMS or to be analyzed manually.</li> <li>• The handheld system should also be able to download search list information to find specific items on a shelf, or assist with shelf-tidying functions.</li> <li>• The system should be able to import .csv files to use as 'search' records.</li> <li>• Should have battery life of minimum 24 hours</li> <li>• The system should provide an effective read range of up to 25 cm.</li> <li>• The Handheld reader should come complete with Microsoft® Windows® CE 6.0 operating system and its own software</li> <li>• The Handheld reader should comply to – ISO /IEC 1563 &amp; 18000-3 standards</li> </ul>

**BILL OF MATERIALS**

<b>Sl. No</b>	<b>Product Description</b>	<b>Quantity</b>
1	a) RFID Book Tags b) RFID CD/ DVD Tags	15,000 2000
2	RFID Staff station	2
3	RFID Self check Free standing Kiosk	1
4	RFID Security Gate	2
5	RFID Stock/ Inventory Hand held Reader	1

Signature: \_\_\_\_\_

Seal of tenderer :



Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Place : \_\_\_\_\_

**TECHNICAL BID****(To be kept in separate sealed envelope superscripted as “Technical Bid”)**

1. Name of the Agency/Firm :
2. Name of the authorized person :  
(Who signs on the tender documents?)
3. Address of the Agency/Firm :
4. Phone No. :
5. Mobile No. :
6. Fax No. :
7. Email :

Document to be submitted:

<b>Sl. No</b>	<b>Particulars</b>	<b>Attached at Page</b>	<b>Remarks</b>
1	Earnest Money Demand Draft for Rs 47,100/- (separate DD)		DD NO. Amount Date
2	Tender Cost Demand Draft for Rs 500/- (separate DD)		DD NO. Amount Date
3	Tender document along with compliance to the technical specifications filled and duly signed without mentioning the rates		To be filled, signed and attached with Technical Bid
4	Work completion period ( <b>with in 45 days</b> )		Yes/No
5	Firm / Company Registration/GST Registration NO.		Copy of certificate to be attached
6	PAN Number		Copy of certificate to be attached
7	Have you ever been debarred by any Govt. Organization/PSU educational institute		Yes/No
8	Certificate regarding carried out similar works in the last 02 years:		Copy of certificate to be attached
9	Turnover not less than 20 lacs per annum for Two years for financial year 2015-16 and 2016-17		Copy of certificate to be attached (profit & Loss ,Balance sheet attested by the CA)
10	The catalogue of the items quoted should be attached		Yes/No
11	Undertaking duly signed by the tenderer. ( <i>Annexure I</i> )		Yes/No
12	Declaration duly signed by the tenderer. ( <i>Annexure II</i> )		Yes/No
13	The Tenderer should provide Yes/No warranty/guarantee and Free Service for a period of minimum Three years from the date of installation. Undertaking to this effect shall be furnished in Annexure VI.		Yes/No
14	The Original Equipment Manufacturer (OEM) should have been in existence for at least 15 years		Yes/No
15	The tenderer has to furnish minimum two references of Libraries/Institutes of repute wherein the RFID		Yes/No

	system successfully implemented by them. Such references should complete in all respect with email and contact details.		
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**Note-**

- 1. All the copies of documents mentioned above to be sealed in the technical bid cover along with EMD.**
- 2. This tender document contains 23 pages and bidders are requested to sign on all the pages. The Technical bid (Annex. – I to VI) & the Price bid (Annex. – VII to VIII) should be sealed in separate covers.**
- 3. Tenders not accompanied with above information & documents in support of the same may be summarily rejected.**

**TECHNICAL BID**

# **UNDERTAKING FOR WARRANTY/GUARANTEE AND FREE SERVICE**

I/We hereby accept to provide warranty/guarantee and Free Service for a period of minimum Three years from the date of installation of the equipment.

Signature: \_\_\_\_\_

Name of the official : \_\_\_\_\_  
[IN CAPITAL LETTERS]

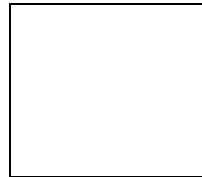
Designation : \_\_\_\_\_

Name of the Agency : \_\_\_\_\_

Address of the tenderer : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seal of tenderer :



Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Place : \_\_\_\_\_

PRICE BID

# PRICE BID CERTIFICATION

To,  
The Director  
NIFT Shillong

I/We hereby agree on the acceptance of this tender by Director, NIFT Shillong for the **“Supply, Installation & Commissioning of RIFD based Digital Library System in NIFT Shillong Resource Centre (Library) for NIFT Shillong Permanent Campus, Mawdiang diang, Umsawli – 793018”** in accordance with the terms and conditions of contract stated in the tender document, the equipment hereunder named of the quality and sort and at the rates or price specified in Annexure – VIII.

Signature: \_\_\_\_\_

Name of the official : \_\_\_\_\_  
[IN CAPITAL LETTERS]

Designation : \_\_\_\_\_

Name of the Agency : \_\_\_\_\_

Address of the tenderer : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seal of tenderer :



Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Place : \_\_\_\_\_



**PRICE BID**

**Supply, Installation & Commissioning of RFID based Digital Library System in NIFT Shillong Resource Centre (Library) for NIFT Shillong Permanent Campus, Mawdiang diang, Umsawli – 793018**

**(As per details specification given in Annexure-IV)**

<b>Sl. No</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price Inclusive of All Taxes (Rs.)</b>	<b>Total Price Inclusive of All Taxes (Rs.)</b>
<b>1</b>	<b>RFID Book Tags RFID CD/DVD Tags</b>	<b>15000 Nos. 2000 Nos.</b>		
<b>2</b>	<b>RFID Staff Station</b>	<b>2 Nos.</b>		
<b>3</b>	<b>RFID Self check free standing kiosk</b>	<b>1 No.</b>		
<b>4</b>	<b>RFID Security Gate</b>	<b>2 Nos.</b>		
<b>5</b>	<b>RFID Stock/inventory hand held Reader</b>	<b>1 No.</b>		
<b>Total Rs:</b>				

**Total Rs-  
Total (in words)**

\_\_\_\_\_ [Inclusive of all Taxes]

**Price: - Prices should be inclusive of all taxes.**

**Items quoted must be as per the specifications given in Annexure – IV.**

**Note:**

- 1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.**
- 2. Being registered with DSIR, NIFT is entitled for Custom / Central Excise duty exemption.**

**Seal & Signature of the Tenderer:**

**Full Name & Designation of the Tenderer:**

**Date :**

**Place :**