

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI (IIIT-DELHI)

(A State University established by Govt. of NCT of Delhi)

**Expression of Interest (EOI) for
Procurement and Installation of Face and Biometric Attendance System
For classrooms at IIITD**

(IIITD/Biometric Attendance /015/2024-25)



INDRAPRASTHA INSTITUTE *of*
INFORMATION TECHNOLOGY **DELHI**

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1. INTRODUCTION

1.1. The Opportunity

Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) was created by an Act of Delhi legislature empowering it to carry out R&D, conduct educational programs, and grant degrees. IIIT-Delhi is accelerating on the path to becoming one of the leading comprehensive research-led teaching institutes in India and has proven to be consistently responsive to the evolving needs of society. The faculty members at IIIT-Delhi are among the finest in the country and are internationally recognized. Carrying out cutting-edge research is part of the institutional DNA of IIIT-Delhi.

The IIIT-Delhi invites Expression of Interest (EOI) for Procurement and Installation of Face and Biometric Attendance System from reputed companies/organizations (hereafter referred as vendor).

1.2. Purpose of this invitation of EOI

The Institute is planning to make the class attendance smooth and with the introduction of new technology and enhancement, it is planned to have a futuristic and sustainable attendance system which can be integrated to the existing ERP system of the Institute. Hence the EOI is floated to understand the various technology which will be most suitable.

1.3. EOI & Tender process and Project Timeframe

Table 1: EOI Phase

Key Activity	Target Date / Period
EOI Phase	
Release of Invitation for EOI	9 th July 2024
EOI Registration Closing Time and Date	29 th July 2024, 12 Noon
EOI Briefing & Interaction with eligible vendors	1 st August 2024
Clarification Closing Time and Date	5 th August 2024, 12 Noon
EOI Closing Time and Date	5 th August 2024

Table 2: Indicative Tender Process and Project Timetable

Phases	Target Date / Period
Tender Process	
Release of RFP to the eligible vendors	6 th August 2024
Proposals due	12 th August 2024
Presentation and Demo	14 th August 2024
Award of Contract	22 nd August 2024
Development Phase	
Installation and ERP migration by	28 th August 2024

2.PROJECT SCOPE

2.1. Overview

- a) IIIT-Delhi is planning to procure Face & Biometric Recorder Machines for attendance.
- b) IIIT-Delhi required around 51 Face & Biometric Attendance Recorder Machines.
- c) IIIT-Delhi will see a machine that will provide the API so that it can be integrated with our current ERP.
- d) IIIT-Delhi has a student strength of approx. 3,000 students, and the capacity of the registration of the student's face & biometrics should be more than the existing strength in each machine.
- e) The machines should be flexible to transfer the registration data from one machine to another.

2.2. Scope of Work

- a) The biometric & face attendance recorder machines will provide the API, so that it can be integrated with our current ERP.
- b) Supply of hardware and other essential items, as well as installation, commissioning, and maintenance of the biometric attendance system.

3.GENERAL INSTRUCTIONS TO VENDORS

3.1.Process of Submission of EOI

- a) The vendor may please deposit non-refundable EOI Document Fee of Rs.1,000/-+ GST extra i.e. (Rs. 1,180/-) (Rupees One Thousand one Hundred Eighty only) in the form of Demand draft drawn in favour of IIIT-Delhi Collections”, payable at New Delhi. The EOI document fee is exempted for MSMEs/NSIC/Startup (Certificate to be submitted for exemption).
- b) The last date for submission of bid is 29th July, 2024 up to 12 Noon. The EOI document should be addressed to: Registrar, Indraprastha Institute of Information Technology-Delhi Okhla Phase-III (Behind Govind Puri Metro Station) New Delhi- 110020. The document may be deposited in the Tender Box kept in the Store & Purchase department at the Room no. A 107, First Floor, Old Academic Block of the Institute. Bids received after 12:00 noon will not be accepted or considered under any circumstances.
- c) The hard copy of the EOI to be submitted should be mentioned with subject as “Expression of Interest (EOI) for Procurement and Installation of Face and Biometric Attendance System”. All the required documents should be enclosed along with the EOI.
- d) The Institute reserves the right to reject any application without assigning any reasons whatsoever.

- e) The decision of the evaluation committee regarding the selection of the vendor shall be final and binding.
- f) Strict confidentiality of the submitted documents will be guaranteed.
- g) For any technical query, kindly mail to akanksha@iiitd.ac.in and for commercial query, mail to admin-purchase@iiitd.ac.in

3.2. Eligibility/Qualification Criteria

S.No	Basic Requirement	Specific Requirements	Documents Required	Compliance (Yes/No)
1.	Bidder Entity	Joint ventures or Consortiums are NOT allowed to bid or meet the eligibility criterion. Bidder should bid on their own strength and meet all eligibility criteria.	The bidder is required to furnish a self-declaration on letterhead.	
2.	Legal Entity	The bidder should be a company registered under the Indian Companies Act, 1956 or a partnership firm registered under the Partnership Act or a proprietorship firm.	I. Certificates of incorporation II. Registration Certificates	
3.	Turn Over	The Bidder must have an average annual turnover of Rs. 10 Lakhs in the last three financial years.	Certificate from the Chartered Accountant based on Extracts from the audited Balance sheet and Copy of Profit & Loss Account	
4.	ISO certificate	ISO 9001-2012 or better	Copy of certificate to be submitted	
5.	Bidder's Supply/ Work Experience	The bidder must have done a similar type of work with any Govt./Ministry/Department/Autonomous Institutions/PSUs/Private Organisations, etc. in the last 05 years.	The bidder must furnish the details of the supply order (PO) and implementation (Implementation Certificate).	
6.	Tax registration	The Bidder should have a registered number of a. GST Registration b. Income Tax/ Pan Number	Copies of relevant(s) Certificates of registration.	
8.	Non-Blacklisting	The bidder should not have been blacklisted in the past by any Govt.	The bidder is required to furnish	

		Agency. An undertaking to the effect that “the bidder should not have been banned/blacklisted by any Govt. Department, Central Govt. Unit/PSU/Financial Institutions/Court	a self-declaration on stamp paper.	
9.	Support Center/Office in Delhi/NCR	The bidder must have a full-fledged service and support centre at Delhi/ NCR. The bidder must submit details of their office and also the responsible officer. An independent technical person must support installation and post-maintenance.	The bidder is required to furnish a self-declaration on letterhead.	
10.	API Experience	The bidder will provide the API, so that it can be integrated with our ERP.	Documentary proof, including work orders and certificates from clients.	
11.	General Conditions	The bidder shall list the OEMs/ main technology partners whose equipment/ solutions are being offered.		

3.3. Prequalification Criteria:

- a) The vendors will be asked to make a technical presentation, including a demonstration of their product, before the designated Committee.
- b) The Final RFP will be issued after the EOI Briefing & Interaction with eligible vendors.
- c) The final RFP for Technical and Financial bid shall only be issued to those vendors who are found to be qualified based on the prequalification criteria and technical presentation of their product
- d) Each Page of the EOI document should be signed by the authorized person or persons submitting the EOI in token of their having acquainted themselves with the terms & conditions of contract as laid down.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Date:

Signature of Vendor with seal

3.4. Quality and Cost Based Selection (QCBS)

1. EVALUATION CRITERIA

- a. Technical Proposal (70%):
 - i. Proposed Plan for Installation of Machines: The proposed plan for the smooth operation of the installation of biometric/face recognition machines.
 - ii. Demonstration of Recording of Machines: The demonstration of the biometric capturing machines showcases their features and usability.
 - iii. Presentation in In-person: The bidder should present a presentation on the IIIT-Delhi campus. Evaluation of the presenter's ability to effectively demonstrate the machines, showcasing key features and functionalities.
 - iv. Experience and Expertise: Bidder's track record in the installation of biometric machines.
- b. Financial Proposal (30%):
 - i. Reasonableness of Cost: Evaluation of the proposed cost vis-a-vis the services and machines offered.
 - ii. Value for Money: Assessment of the cost-effectiveness of the proposal in delivering the required services.
 - iii. Transparency and Accountability: Clarity and transparency in the cost breakdown and any additional charges.

2. EVALUATION PROCESS:

- i. Initial Screening: Ensure that all proposals meet the minimum eligibility criteria outlined in the EoI document. Disqualify any proposals that fail to meet these criteria.
- ii. Technical Evaluation: A technical evaluation committee will assess the technical proposals based on the predefined evaluation criteria. Each criterion will be scored individually, and the cumulative score will determine the technical merit of each proposal.
- iii. Financial Evaluation: The financial proposals of technically qualified bidders will be opened and evaluated after the technical evaluation. The financial proposals will be scored based on the reasonableness of cost, value for money, and transparency.
- iv. Composite Score Calculation: The composite score for each proposal will be calculated by combining the weighted scores from the technical and financial evaluations. The weightage for the technical proposal will be 70%, and for the financial proposal, it will be 30%.
- v. Selection: The bidder with the highest composite score will be selected for awarding the contract, subject to meeting all other terms and conditions specified in the document.

Important Note:

- IIITD may conduct negotiations with the selected bidder to finalize the terms of the contract.

This QCBS methodology aims to ensure a transparent, fair, and objective evaluation process, ultimately leading to the selection of the most qualified bidder offering the best value proposition for the installation of Biometric/Face Recognition Attendance Recorder machines.

Quality and Cost-Based Selection Criterion

Technical Evaluation - Total 70 Points					
S. No	Particulars	Points System	Max Points	Points Awarded (Not to be filled by the bidder)	Supporting Documents Attached
1.	Proposed Plan for Smooth Installation and API	At the presentation time	20		
2.	Demonstration of machine	At the presentation time	10		
3.	Presentation in In-person	At the presentation time	10		
4.	Experience and Expertise	5 Years = 10 5-8 Years = 20 8 Years & more = 30	30		
Technical Evaluation: Total Points Awarded (A) 70					

4. GENERAL TERMS AND CONDITIONS

Upon the declaration of an intending vendor in final RFP to be the Successful Vendor by the Institute, they shall be subject to the following terms and conditions.

1. The successful vendor shall not assign the sub-contract. In case of breach of these conditions, the IIIT-Delhi may serve a notice in writing on the Contractor rescinding the contract.
2. The successful Vendor shall provide the services strictly in accordance with scope of work, technical specifications and as per detailed instructions of the Institute.
3. In all matters of dispute arising on the work, the matter shall be referred to the **Director IIIT-Delhi for** a decision.

4. **Arbitration Clause:** In the event that the Successful Vendor is not satisfied by the mutual decision of IIIT-Delhi, the dispute shall be settled by arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Delhi and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Delhi. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Vendor and the Institute.

5. **Penalty Clause:** The completion period mentioned in work order shall be strictly observed by the successful vendor and it shall be reckoned within one week of issue of work order. The work shall throughout the stipulated period of the contract be preceded with all the due diligence and if the successful vendor fails to complete the work within the specified period, they shall be liable to pay compensation at the rate of 1% per week subject to a maximum amount of 10 % of the contract amount. The successful vendor shall before commence work prepare a detailed work program which shall be approved by the Institute.

6. **Termination Clause:**
 - a. Without prejudice to any other remedy available to the Institute, in case of default on the part of the vendor in the performance of this contract or in the discharge of any contractual obligations arising out of this contract or if the vendor commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the contractor, the Institute may terminate this contract by giving a 30 (thirty) days written notice of intended termination to the vendor.

 - b. Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving one month's notice to the Contractor without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract.

 - c. Forthwith on the expiry or earlier termination of this Contract, the vendor shall, return to the Institute all materials and equipment, belonging to the Institute with regard to this Contract. The Institute shall also intimate to the vendor a time when it can collect its equipment stored in the Institute and the vendor shall collect the same. In the event that the vendor does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.

 - d. Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, cost of remedying any defects (if any) and the cost of completion of the work (if required). The Institute shall be entitled to recover from the Contractor the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the Contractor.

- e. On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Vendor.

Date:

Signature with company seal

Place:

Information to be furnished by the vendor:

Sr. No.	Item	Information to be filled by Vendor
1	Name of the vendor	
2.	Address	
3.	Telephone Number: Office /Residence: Mobile Number: E-Mail address:	
4.	Details of Registration (number & date):	
5.	Month and Year in which the firm /company was formed/ incorporated.	
6.	Type of organisation (Sole Proprietor,Partnership, Pvt Ltd., Public Ltd., etc.)	
7.	Enclose copy of partnership deed, Articles of Association or Affidavit (incase of firm)	
8.	Average Annual Turnover of Last Three Financial Year (attached audited balance sheet & profit & Loss account)	FY 2020-21 FY 2021-22 FY 2022-23
9.	NEFT BANK Details	

Annexure – A*

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

UNDERTAKING

To,

The Registrar

Indraprastha Institute of Information Technology Delhi
(IIIT-Delhi) Okhla, Phase III (near Govindpuri Metro
Station)

New Delhi, India - 110020.

We hereby confirm and declare that we, M/s _____, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 3 years.

For M/s _____
Authorized Signatory

Date:

**To be submitted on company letterhead duly signed and stamped on it.*