



PARALA MAHARAJA ENGINEERING COLLEGE

(An Autonomous college affiliated to Biju Patnaik University of Technology, Odisha, Rourkela)

SITALAPALLI, BERHAMPUR, DIST.: -GANJAM, PIN – 761003

Tender Document for Supply, Installation, Testing and Commissioning of RFID-based library automation services through open source software Koha at central library, PMEC, Berhampur

TCN No. PMEC/Estt/1023

Dated / 18.06.2025

PART I (TECHNICAL BID)

Submitted by

Name of the Bidder: _____

Postal Address for Communication: _____

Mobile No: _____ Email Id: _____

Date of availability of Tender Document : 18.06.2025

on the website

Last Date and Time of Submission of : 09.07.2025 Tender by Registered/Speed
Post Only

Estimated Cost of the tender : Rs. 29,28,170/-

Cost of Tender Document : Rs. 2000/- (Rupees Two Thousand Only) in the
shape of a Demand Draft in favour of "Principal, Parala Maharaja Engineering College,
Berhampur" drawn in any Nationalized Bank payable at Berhampur

Date & Time of Opening of Technical bid : 11.07.2025

Date & Time of Opening of Price bid : 14.07.2025

The Document is prepared by PMEC, Berhampur consisting of Pages-1 to 48. It should not be reused, copied, or used either partially or fully in any form. The information provided by the bidders in response to this quotation document will become the property of PMEC, Berhampur and will not be returned.

Terms and Conditions for Submission of Bid

1. Bidder's **Eligibility Criteria:** The bidder should verify its eligibility criteria as mentioned below before submitting the tender and enclose the required documents in the technical bid in the sequence listed below, to avoid rejection or disqualification of the tender. The bidder should meet the following criteria.
 - (a) The Bidder should be OEM (Original Equipment Manufacturer) or an Authorised system Integrator/Authorised Dealer of the OEM of the offered product. OEM has to submit an up-to-date copy of the Industry Registration and Tax Registration Certificate issued by the competent authority. The Authorized Dealer has to submit bid-specific OEM's authorization letter, in original, on the OEM's letterhead, duly ink-signed by the authorized signatory of OEM. The letter should mention OEMs contact numbers, email addresses and website with whom authenticity of letter can be cross-checked.
 - (b) Original Equipment Manufacturer/Authorized system Integrator/Authorized Dealer for RFID systems shall have a base with technical support function and service network across India. The Bidders have to submit OEM's authorization, in original, on the OEM's letterhead duly ink-signed by OEM.
 - (c) Must have wide experience of successful installation in RFID hardware integrated with Koha (Latest Stable Version) at a minimum of 5 national/state level academic libraries, out of which, 2 should be from Odisha State. All sites should be operational for at least the last 1 year. Necessary supporting documents like purchase orders, work completion certificates, payment certificates etc. for the last three years to this effect must be submitted along with the offer.
 - (d) The bidder should be a registered company making a profit for the last three years, having a good business track record. The average annual turnover of the company should be more than **Rs. 15 Lakhs** for authorized dealer/distributor and **Rs. 1 Crore** for OEM in the last three years from the sale of RFID for library automation systems only.
 - (e) Bidder should furnish an undertaking confirming that the technical committee of the purchaser can visit the manufacturing unit of the bidder to evaluate technical aspect, production capacity/customization capability etc. before opening of financial bid. Financial bid shall be opened only once the bidder's manufacturing

setup is approved by committee.

- (f) The bidder should be a registered firm in Odisha as per OGFR 2023, having valid GST/CST/VAT/ PAN/TIN/Service Tax etc.
 - (g) All after-sales support should be provided directly by the OEM through the bidder.
 - (h) The bidder should provide a 5-year Standard Warranty for all hardware (equipment/spares/accessories/any item etc) for the complete RFID-based library automation system and a 2-year Standard Warranty for free technical support and software/hardware maintenance obligation. After the expiry of which free maintenance obligation, the bidder must be willing to provide maintenance service for the next 3 years under the Comprehensive Annual Maintenance Contract (CAMC). The bidder should also provide support regarding time-to-time installation, maintenance and configuration of Koha with no extra cost during these five years.
 - (i) The Bidder and OEM must not be blacklisted and/or debarred from any govt./non-govt. institute of India in the last 10 years. The declaration on Rs.100 stamp paper with the sign of any director from the bidder and OEM, both need to be submitted with the bid.
 - (j) All RFID Tags, Readers, Gates, and Kiosks should be from One RFID Manufacturer.
 - (k) The Bidder/OEM must be a registered Firm in India with the Registrar of Companies and in business for the last 10 years or more.
 - (l) The RFID Gates should have ETA (Equipment Type Approval) from the Wireless Planning Commission.
2. Bidders may visit the college, at their own expense, on any working day during office hours so as to acquaint themselves with the (i) site conditions (ii) scope and extent of work etc where the job is to be carried out before quoting the rates.
 3. The Bidder shall have the single point responsibility for the complete Turnkey solution including supply, installation, testing & commissioning and maintenance.
 4. The bidder should have the necessary ISO/BIS Certificates.
 5. The bidder should have successfully executed a single order worth **24 Lakhs** or more for the supply of RFID components in any Central Government/State Government/PSU/Educational Institute library, during the last three years.
 6. **Cost of tender documents:** The tender documents can be downloaded from the Institute website **www.pmec.ac.in** and the bidder has to deposit a Demand Draft equal to the cost of tender documents of Rs. 2000/- (Rupees Two Thousand Only) (Non-

refundable, Non-adjustable and Non-transferable) in the form of a Demand Draft in favor of “Principal, Parala Maharaja Engineering College, Berhampur” drawn in any Nationalized Bank payable at Berhampur.

7. **Earnest Money Deposit: Rs. 1, 46, 408** in the shape of a Demand Draft in favor of “Principal, Parala Maharaja Engineering College, Berhampur” drawn in any Nationalized Bank payable at Berhampur. The EMD of the unsuccessful bidder shall be returned within fifteen days of the finalization of the purchase order. The Institute shall not be responsible for any non-receipt of the EMD by post.
8. This tender documents must reach “The Principal, Parala Maharaja Engineering College, Sitalapalli, Berhampur, Ganjam-761003 (Odisha)” by the last date of submission under a sealed cover by registered/speed post only. The tenders received after the due date & time are liable to be rejected. The Institute is not responsible for any delay, loss or non-receipt of tender documents sent by post. Submission of tender by FAX/e-mail/Courier will not be entertained.
9. This tender document must be filled in completely and signed by the authorized signatory of the bidder on all the pages as acceptance of the guidelines, terms and conditions laid in this tender document, otherwise, the bid shall become invalid. (This document should be printed on both sides of the A4 size paper sheet).
10. The signature of bidder at the end of each page of the tender document must be accompanied by his/her full name and role in the company (Sole proprietor/Partner/Director etc).
11. The tenders shall be opened in the presence of the bidder or their authorized representative on the due date and time as specified in the tender document. The name and address of the representative authorized to attend the opening of the tenders on behalf of the bidder should be indicated in the tender. The representative so deputed should also bring with him a letter of authorization from the firm for having been authorized to be present at the time of opening of tenders and are required to sign an attendance sheet. Only one representative per firm shall be permitted to attend the opening of the tenders.
12. If the date of opening of the tender happens to be a holiday, a revised schedule will be notified. However, in the absence of such notification, the tender will be opened on the next working day. The time and venue remain unaltered.
13. Any additional information, bidders wish to provide may be attached separately.
14. **Documents Comprising the Bid:** The bid prepared by the bidder shall be in English and shall comprise of two parts i.e. (1) The Technical Bid and (2) Financial Bid. In

case, any bidder encloses the financial bid within the technical bid, the same shall be rejected.

Part I (Technical Bid): To qualify for the Technical bid, the bidder should have the minimum eligibility criteria as under, and the bidder in this regard must submit the following documents in support of their eligibility criteria;

- (a) Demand Draft (non-refundable) towards the cost of tender documents in favour of **“Principal, Parala Maharaja Engineering College, Berhampur”** drawn in any Nationalized Bank payable at Berhampur. Demand draft towards EMD in favour of **“Principal, Parala Maharaja Engineering College, Berhampur”** drawn in any Nationalized Bank payable at Berhampur. Both DDs should be made separately.
- (b) Duly filled-in Information Sheet of the bidder along with enclosures (**Annexure-I**).
- (c) Documentary proof such as PAN, Incorporation Certificate, Factory License and Trade Mark Certificate for their Brand Name, should be submitted
- (d) Profile of the organization along with the list of personnel including skills and competence in an organization.
- (e) Unconditional acceptance letter of undertaking for the terms and conditions of this tender documents in the prescribed format (**Annexure-II**)
- (f) Self-attested copy of up-to-date IT PAN of the firm, service tax and Odisha GST registration certificate etc., issued by the appropriate government authority for the required services with sale.
- (g) Financial Status: The average annual turnover of the firm should be more than **15 Lakhs** in the case of an authorized dealer/distributor and **1 Crore** for OEM in the last three years. Copies of profit & loss account and balance sheet duly authenticated by a chartered accountant for the last three years.
- (h) Certificate along with documentary proof of latest GST Return, EPF Challan and ESIC Challan.
- (i) Copy of Income Tax return acknowledgement for the last three years.
- (j) Bidders should submit a copy of an up-to-date valid certificate of OEM/Business partner/ authorized system Integrator/Partner for the RFID system. Tender Specific authorized Letters from OEMs must be submitted.
- (k) OEM should submit a declaration letter on OEM letterhead duly ink-signed and stamped, declaring that the supplied products are of **five-year** warranty except for the RFID Tags which have a warranty of **50 years**.
- (l) List of user’s clients related to experience of execution of similar work in central/ state Govt departments, PSU’s, Autonomous bodies, Large Industrial, Educational

campus, where similar services (Supply and Installation of RFID and integration with library automation services through open source software Koha) are to be provided by the agency for the clients along with address and telephone numbers with supporting documents like purchase orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the offer (**Annexure-III**)

- (m) The bidders must enclose an affidavit on Non-Judicial Stamp Paper of Rs. 100/- that it has never been blacklisted/debarred/banned for any of the products by any Government /Semi-Government /PSU /Banks /University /Educational institute /Autonomous body or punished by any court for any criminal offence/breach of contract and no police/vigilance enquiry/criminal case is pending against him or company/agency as the case may be.
- (m) The bidder should have prompt after-sales/service support. Details such as address, contact number, mail ids, GST No. etc. of nearest service center to PMEC Berhampur should be provided. Proof of support office address needs to be submitted with the tender.
- (n) Two self-attested envelopes of size 11" x 5" (or above) with complete address with pin and contact no written for future correspondence.
- (o) Two self-addressed slips of size 6" x 3" (or above) with complete address with pin and contact number written for future correspondence.
- (p) Technical compliance form for the technical Specification of items with make & model must be filled up properly without any ambiguity as per **Annexure-IV** failing which the tender paper shall be rejected. The bidder has to furnish one make & one model of each item, looking into the compatibility of the system. The bid shall be rejected quoting more than one make/model.
- (q) Detailed literature along with the make, model, design, datasheet, pamphlets/catalogue and performance curves as applicable.
- (r) Copies of ISO standard ISO 18000-3, ISO 15693 are to be attached.
- (s) Copy of BIS certificate.
- (t) A certificate from OEM that all RFID Equipment Tags, Readers, Gates, and Kiosks are from one RFID Manufacturer needs to be submitted.
- (u) The bidder should submit EPF Registration Certificate and ESIC Registration Certificate along with documentary proof of the latest GST Return, EPF Challan and ESIC Challan.
- (v) Other annexures duly filled in and signed with the official seal and any other

document in support of the eligibility of the bidder.

Part II (Price Bid): The price bid shall specify the following.

- (a) The hard copy of the price bid for Supply, Installation, Testing and Commissioning of the RFID-based Library Automation System for the central library at PMEC, Berhampur, as per technical specification and scope of work in Indian Rupees only in the Annexure- VIII (A).
- (b) Charges for CAMC of RFID-based library automation system at PMEC, Berhampur in the Annexure- VIII (B)

15. Submission of Tender: Sealing and Marking of Bids

The bidder shall wax seal the technical bid and financial bid in two separate envelopes, clearly super scribing on the covers **“Part I – Technical bid for Supply and Installation of RFID-based library automation services through open source software Koha”** and **“Part II – Price Bid for RFID-based library automation services through open source software Koha”** and also indicating on each of the covers the **“Tender call Notice Number & Date”** and **Due date and time of submission** as mentioned in Tender Call Notice. These envelopes (Part I and Part II separately) should be addressed to “The Principal, Parala Maharaja Engineering College, Sitalapali, Berhampur, Ganjam-761003.

Envelopes 1 & 2 should be submitted in a 3rd big envelope super-scribing **“SITC of RFID-based library automation services through open source software Koha for the central library at PMEC, Berhampur”** and addressed to “The Principal, Parala Maharaja Engineering College, Sitalapali, Berhampur, Ganjam-761003.

- 16. The tender is liable to be cancelled, and the EMD shall be forfeited in the event of any failure to comply with any of the clauses of the terms and conditions of this tender call document or in the event of the bidder withdrawing his offer before/after finalization of this selection process. A bid without the required EMD amount will be summarily rejected.
- 17. Bid shall remain valid for 120 days after the date of bid opening. The bid valid for a shorter period shall be rejected by the Institute as non-responsive. In exceptional circumstances, the Institute may request for the consent of the bidder for an extension to the period of bid validity.
- 18. To assist evaluation and comparison of the bids, the Institute, at its discretion, may ask the bidder for clarification of the bid. The clarification and response from the bidder shall be in writing.
- 19. The Institute reserves the right at the time of award of the order to increase or decrease

the quantity of the goods and services specified in the schedule of requirements without any change in the unit price of the ordered quantity and to exclude specific goods listed in the schedule of requirements from the order.

20. The Institute reserves the right to reject any or all the tenders without assigning any reason, and the decision of the Institute shall be final and binding.
21. The Institute reserves the right to call the bidders and conduct negotiations, if necessary and has the right to select more than one bidder, one bidder for one or more items at its discretion.
22. Any deviation in specification, terms and conditions shall not be entertained. The institute reserves the right to add/delete/change/modify any of the specifications, terms and conditions of this tender call document if it is necessary during the process of execution of the work.
23. The institute reserves the right to order all or part or none of the items and/or services given in this schedule. The Institute also reserves the right to order additional services based on the rates finalized as a result of this tender.
24. At any time prior to the date of submission of tenders, the Institute may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of PMEC (www.pmec.ac.in). In order to provide reasonable time to take the amendment into account in preparing their bid, the Institute may or may not at its discretion, extend the date and time for submission of tenders.
25. **Technical Evaluation of Bids**
 - a) Detailed technical evaluation shall be carried out by the Technical Evaluation Committee pursuant to conditions in the tender documents to determine the responsiveness of each tender. For this clause, the substantially responsive bid is the one that confirms all the eligibility and terms and conditions of the tender without any material deviation. The institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The institute shall evaluate the technical bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
 - b) The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their undertaking of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/ presentation.

- c) **The supplied RFID-based library automation system must be compatible with Koha open-source library software. The technical team of the supplier must visit the campus to install, test, demonstrate the compatibility with Koha within 10 days of getting the purchase order and perform data migration from existing Excel sheets to Koha.**

However, RFID tagging of books can be performed by PMEC library staff. Hence, corresponding manpower engagement charges for the above purpose must be excluded while quoting the total price by the bidder.

- d) **The bidder must give a live demo of their hardware system in front of the library committee of the Institute during technical evaluation.**
- e) Financial bids of only those bidders who qualify the technical criteria will be opened, provided all other requirements are fulfilled.
- f) A bid determined as subsequently non-responsive will be rejected by the institute.
- g) PMEC, Berhampur shall have the right to accept or reject any or all tenders without assigning any reason thereof.

26. Financial Evaluation and Comparison of Bids

- a) The financial bid of only those bidders shall be opened who have been found to be technically eligible as enumerated earlier. The financial bids shall be opened in the presence of representatives of technically eligible bidders, who may like to be present. The Institute shall inform the date, place, and time for the opening of the financial bid.
- b) The rates must be quoted as per the format prescribed. The quoted price must be inclusive of all taxes including GST, freight, packing, forwarding, transit insurance etc. and must be shown clearly against each entity for delivery at the site. **The installation, commissioning, demonstration and training, including installation of Koha at our server, shall be at the supplier's cost.**
- c) Bidder shall quote the rate price of all taxes and other costs while quoting for the tender in **"Part -II: Financial bid"** to be kept in Envelop No. 2. Income Tax will be deducted at source from the bills as applicable.
- d) Arithmetic errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, the unit price shall prevail and the total price shall be corrected by the institute. If there is a discrepancy between words and figures, the lesser amount shall be considered valid. If the supplier does not accept the correction of the errors, his bid shall be rejected.

- e) Quoting the minimum rate just for acquiring the tenders will not be the only criteria for the award of the contract. Therefore, bidders should carefully assess the work before offering the rates. The tenders will be evaluated based on total cost which will include the capital cost quoted for the system and the rates quoted for CAMC for a period of 3 years. Payment terms for CAMC will be as half-yearly payment after satisfactory completion of the service.
- f) The purpose of bid evaluation is to determine a substantially responsive bid with **the lowest evaluated price**, but not necessarily **the lowest submitted price**, which should be recommended for award.
- g) The total evaluated cost will be the total cost required for the work in **Annexure-VIII(A)** and the rate quoted for the CAMC in **Annexure-VIII(B)**, which will be considered for the ranking/evaluation.
- h) The PMEC Berhampur does not bind itself to accept the lowest bid or any bid and reserves the right to accept the whole or any part of the bid or portion of the job offered, and the bidder shall provide the same at the rate quoted. The PMEC, Berhampur reserves the right to reject any or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reasons, whatsoever.

27. Bid Price and its validity

- a) The bidder shall give the total composite price inclusive of all levies and taxes (inclusive of taxes) as per the price schedule given in **Annexure VIII**.
- b) The bid is strictly on an item rate basis. However, the college may increase or decrease the quantity before placing the order, without assigning any reason thereof.
- c) The bidders must quote the final rates in clear and unambiguous terms in Indian Rupees only. No foreign exchange will be made available by the institute.
- d) Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the contract. Bids of the firms received with prices quoted on a variable basis shall be rejected without assigning any reason and no communication in this regard shall be made.
- e) The tender, along with the prices, shall remain valid initially for a period of 120 days from the date of opening of Part II of tender, which period may be further extended by mutual agreement in writing by bidder and the bidder shall not cancel or withdraw the tender during this period.

28. Award of Contract: Placement of Order

- a) The institute shall consider the placement of the purchase order for the job which has been found technically, commercially and financially acceptable. The Institute reserves the right to counteroffer price against the price quoted by any bidder.
- b) The evaluated lowest bidder will be awarded the purchase order to supply the RFID systems.

29. Performance Bank Guarantee

The successful Bidder shall furnish Performance Bank Guarantee within 21 days after the issue of the purchase order for an amount equal to 5% (Five Percent) of the Contract Price in favor of “Principal, Parala Maharaja Engineering College, Berhampur” issued by any Nationalized Bank valid up to sixty (60) months **(Annexure-VII)**.

The Performance Bank Guarantee shall be refunded after sixty (60) months from the date of successful completion of the work as per order.

No interest will be paid on Performance Bank Guarantee/ Earnest Money Deposit.

The Performance Bank Guarantee is liable to be deducted/forfeited for any or all the following reasons:

- a) Unusual delay in complying the service request (if any).
- b) Termination of contract or delivery defaulters.
- c) Any default, failure or negligence in fulfilling the contract, Losses incurred by the Purchaser during the warranty period.

30. Payment Terms

- (a) No advance payment is allowed by the Purchaser to the supplier for any deal.
- (b) The Institute will make payment through online mode (NEFT/RTGS etc.) to the supplier.
- (c) No interest on any deferred claim arising out of this purchase shall be payable in any case whatsoever. No payment will be made for goods rejected at the site during installation and commissioning.
- (d) The standard payment terms (subject to recoveries, if any) upon submission of required documents shall be as follows:
 - (i). The supplier should submit the bills in triplicate on printed forms only. The billing must be done with GST billing norms.
 - (ii). 90% of the billed amount will be released only after receiving the items in good condition, successful installation, and commissioning of the RFID system on premises as per the specification, along with other terms and conditions stipulated in the purchase order and certified by PIC (library).

(iii).The balance 10% will be released after 60 days of satisfactory on-site performance from the final date of installation and commissioning of RFID system components against the Bank Guarantee of 5% of the total project value.

(iv).All payments will be released based on separate invoices submitted to the college by the bidder.

31. Standard Warranty and Comprehensive Annual Maintenance Contract

The bidder will provide a Standard Warranty/guarantee for all hardware (equipment /spares/accessories), and software for a complete RFID System for five years. However, if any individual component has a standard warranty of more than five years offered by manufacturers, the same will prevail.

The bidder shall provide onsite support/free maintenance/services for the first two years only. Further, after two years of standard warranty for free maintenance, the bidder should be able to provide maintenance/services through CAMC for the remaining 3 years for a complete RFID System, the cost of which should be quoted separately. It is the responsibility of the bidder to handle all maintenance tasks, whether minor or major and to have adequate standby equipment on hand to ensure the system remains functional within 24 hours of any disruption.

- (a) The successful Bidder has to warrant that the Goods supplied under this Contract are new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the work order.
- (b) The successful Bidder further has to warrant that the Goods supplied under this Work Order shall have no defect arising from design, materials or workmanship (except when the design and/or materials required by the Institute's specifications) or from any act or omission of the successful Bidder, that may develop under normal use of the supplied goods.
- (c) All the equipment, including the accessories supplied as per the technical specification as mentioned in the bidding document, should carry a standard warranty (including all spares and accessories) for a period mentioned in this document. During this period, the successful Bidder shall replace all defective parts/accessories/consumables, attend to all repairs/breakdowns and undertake a stipulated number of preventive maintenance visits to every user installation site. The cost of spare parts for all replacements has to be borne by the successful Bidder during the warranty period. The items which are not covered under

- warranty should be clearly mentioned along with the rate of the items.
- (d) On expiry of the comprehensive warranty period, the successful Bidder shall be willing to provide after-sales support for an additional period prescribed in this document.
 - (e) The prospective Bidder shall submit an undertaking from the Original Equipment Manufacturers (OEM) that they are willing to provide spare parts for the period of warranty as mentioned and also during the additional CAMC period, if awarded. The OEM shall also ensure continuity of service to their product, in the event of a change in dealership or the Bidders, their existing dealers couldn't provide service during the warranty/CAMC period. The undertaking from OEM is an essential document forming part of the Technical Bid, without which the tenders will be rejected summarily in the first round itself.
 - (f) After-sales service centre should be available as a part of the pre-qualification and the Bidder shall provide proof of their capability to undertake such maintenance/repair within the stipulated time.
 - (g) The bidder shall configure Koha with its updated version from time to time during the CAMC period.**
 - (h) The successful Bidder shall provide preventive maintenance as per the frequency mentioned in this document during the warranty period. The Bidder shall attend any number of breakdown/repair calls as and when informed by the institute authority without any extra cost.
 - (i) Upon receipt of such notice for repair/breakdown from the institute, the successful Bidder shall, within the period as specified in this document, and with all reasonable speed, repair or replace the defective goods or parts thereof, without cost to the college.
 - (j) If the successful Bidder, having been notified, fails to rectify the defect(s) within the period specified in this document, the Institution may proceed to take such remedial action as may be deemed necessary, at the successful Bidder's risk and cost and without prejudice to any other rights which the Institution may have against the successful Bidder under the contract.
 - (k) Failure to attend the repairs in time or failure to attend the stipulated preventive maintenance visit or failure to replace the defective equipment or to provide stand-by equipment if the fault/down time exceeds the stipulated period or to ensure the stipulated up-time in a year shall lead to forfeiture of the performance Bank Guarantee and/or may lead to blacklisting/debarring of the defaulting Bidder.

- (l) The equipment which requires a quality assurance test shall be done free of cost immediately after installation, during the comprehensive warranty period, by the demand of the user and also when major spares are replaced.
- (m) Any mandatory approval required for installation shall be obtained by the successful bidder in liaison with the respective authorities.
- (n) The Bidder shall submit the parameters which require calibration if any and the frequency of calibration required.
- (o) The Bidder shall undertake on-site calibration of the equipment every year if any as part of the after sales service during the period of comprehensive warranty, or on demand from the user.
- (p) The Bidder shall also have to submit whether periodic replacements of consumable items are required for the proper functioning of their quoted machine/Equipment. If yes, they should submit the list of such consumables along with the price list and frequency of replacement per year if the same is not replaced free of cost during warranty/guarantee period.
- (q) The offered warranty also includes:
 - (i). Visits to the user institutions at frequencies prescribed as part of preventive maintenance.
 - (ii). Testing & calibration as per the technical/service/operation manual of the manufacturer, or as per the period specified, or as per the demand of the user.
 - (iii). Quality Assurance tests (if applicable).
 - (iv). The cost of labour for all repairs and all spares required for replacement during repairs of all kinds of accessories
 - (v). The exclusion of warranty of any vital equipment parts will be compared with offers of other Bidders during the evaluation of the bids and this may be taken into consideration in deciding the successful Bidder based on expert advice.
 - (vi). The Bidder shall provide an up-time warranty of complete equipment as mentioned in this document, the uptime being calculated on a 24 (hrs) × 7 (days) basis, failing which the warranty period will be extended as per the provisions of the CAMC agreement.

32. Comprehensive Annual Maintenance Contract (CAMC)

- (a) The decision to enter into CAMC for onsite support/services will be determined on the basis of the cost and complexity of the equipment by the Institute, at its discretion, prior to the expiration of the standard warranty period for onsite support.

- (b) The Comprehensive Annual Maintenance Contract (CAMC) is otherwise an extended warranty that covers the repair & maintenance of a product beyond 2-year standard warranty. The charges for CAMC shall include on-site support/repair & maintenance /routine check-up charges only (all equipment/spares are covered under 5-year standard warranty). All the terms and conditions agreed by the successful Bidder for executing 2-year Standard Warranty for free repair & maintenance shall be extended for next 3-years during the period of CAMC, only difference being the payment of CAMC charges for maintenance services is absent during the period of initial 2-year standard warranty.
- (c) The cost of CAMC for next 3-years may be quoted along with service taxes, as applicable, if any. The taxes to be paid extra, are to be specifically indicated. In the absence of any such stipulation, the price will be taken inclusive of such taxes and no claim for the same will be entertained later.
- (d) Failure/refusal on the part of the successful bidder supplying/installing the equipment to enter into CAMC with the Institute, at the end of the Comprehensive Warranty Period, if the Institute, as the case may be, desires so, may also result in the blacklisting/debarring of the Bidder.
- (e) The successful Bidder shall also indicate the rates for the CAMC in price bid form and such rates are binding on the successful tenders after the expiration of the warranty period. The yearly rates for CAMC shall remain the one and the same as quoted in the price bid form for the extended years.
- (f) The cost of CAMC will be considered for Ranking/Evaluation purposes.
- (g) The payment of the agreed CAMC charges will be made as per the frequency of payment after satisfactory completion of said period, on receipt of the service report/breakdown report from the user.
- (h) Payment of Comprehensive Annual Maintenance Contract would be made on half yearly basis after completion of work and satisfactory working report. The firm has to provide a minimum Uptime Guarantee of 95% (95% of 365 Days) per year during the warranty period as well as during the Comprehensive Annual Maintenance Contract.
- (i) While calculating the total unit price of the item/system to be procured, expenditure to be incurred in the maintenance of the quoted item /system for a period of 2 years shall also be taken into consideration. Accordingly, it is mandatory for the bidders to submit the rate for a Comprehensive Annual Maintenance Contract for maintenance for a minimum period of 3 years.

33. Demonstration of Technical expertise: The firm/OEM/Bidder/Agency will be required to demonstrate the technical capabilities of the entire network and the functioning of each installed equipment at the place and time determined by the institute at their own expenses.

34. Other Conditions

- (a) The successful bidder shall submit full address with phone no., fax no. and e-mail ID of the Contact person for after-sales service.
- (b) The consignee shall not adopt a call log procedure for call logging through the IVR system of the OEM for service or complaint launching.
- (c) The successful bidder is required to take care of the change in technology and supply a higher version of the hardware available at the time of delivery at the same total cost as per the order. The operating manuals and tools must be supplied.
- (d) No interest on any deferred claim arising out of this purchase shall be payable in any case whatsoever. No payment will be made for goods rejected at the site during installation and commissioning.
- (e) The Purchaser will not pay separately for transit insurance. The supplier is completely responsible for the delivery of goods in perfect condition and shall replace/ rectify the missing/defective parts if any at his own cost.
- (f) The purchaser shall not assign or makeover the contract, the benefit or burden thereof to any other person(s) or corporate body. The supplier shall not underlet or sublet to any person(s) or corporate body for the execution of the contract or any part thereof.
- (g) The goods to be supplied under the contract shall be fully insured against loss or damage incidental to the manufacture or acquisition, transportation, storage & delivery of the goods from the Warehouse / Factory / Ex- shop of the supplier to the delivery on "All Risk" basis including war Risks and Strike.
- (h) All bidders should watch and follow every day our website www.pmec.ac.in for any updates.
- (i) The Institute reserves the right to cancel an item as ordered or cancel the whole order, if the college does not agree to a change of specification suggested by the bidder or if the bidder is not able to supply an item as per the changed specification required by the college or if there is no agreement on the revision price.
- (j) The Institute may reject the bid even if it is accepted but the successful bidder fails to execute any of the terms and conditions mentioned herein.

- 35. Jurisdiction and Right to Amend Rules:** The Institute reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the firm in due course. The Institute rules shall be binding for the execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Principal of the Institute is the sole arbitrator to decide the same and his decision is final and binding on both the parties. If differences persist even after attribution and there are compelling reasons to go to the court, it will be decided in the proper Court of Law at Berhampur, Ganjam District only within the State of Odisha.
- 36. Odisha Small Manufacturing Enterprises (OSMEs):** Micro and Small Manufacturing Enterprises located in Odisha (OSMEs) shall be given relaxation as per Odisha Procurement Preference policy for micro and Small Manufacturing Enterprises-2023 (MSME Department Notification No. 566/MSME dated 24.01.2024). To avail such relaxation the bidder must produce a valid Udyam Registration Number (URN) and submit an undertaking in the shape of an affidavit in the format as given in **Annexure IX** along with the technical bidding document.
- 37. Delivery & Billing Address :** The Principal,
Parala Maharaja Engineering College,
Sitallapalli, PO: Tanganapalli, Berhampur,
Dist. Ganjam (Odisha) 761003.

SCOPE OF WORK

Parala Maharaja Engineering College, Berhampur has decided to introduce a Radio Frequency Identification (RFID) System in Central Library in its efforts towards automation of the library system. The scope of the work is to supply, install, implement, train, Commission, and provide a 5-year Warranty for all the RFID systems for the central library at PMEC Berhampur.

Equipment & Tools for Self-Service: Use of RFID technology for tagging the items, self-issue/Return Kiosk, Handheld reader, Smart Cards printing System & Accessories etc.

Implementation of RFID-based Circulation Services

1. Supply and implement RFID Hardware using NCIPV2.0/SIP2 protocol.
2. Tagging RFID labels on Books and other items in stock (to be done by PMEC staff).
3. Installation of Middleware Application for ILMS (in our case Koha) if necessary.
4. Pasting of Paper stickers and SIR Labels on RFID Tags (to be done by PMEC staff).
5. Training of Library staff on using the RFID system effectively.
6. Training on International Standards and Best RFID-based Library Practices recommended by NISO.

Note:-

1. All the RFID components chosen for the complete solution should conform to NISO guidelines for the use of RFID in Libraries and ISO 15693 / ISO 18000 - 3, ISO 14443A in accordance with equipment. All systems must be compatible with Global RFID ISO standards.
2. Modularity, Expandability and Upgradeability in the overall system configuration should be open.
3. The Maintenance Support Equipment required to install and maintain the RFID System shall be available in India always and provided by the vendor. Bidder shall demonstrate that the required resources and infrastructure exist to provide robust pre- and post-sales support to the RFID Project.
4. Bidder should be fully accountable for the performance of all components of the supplied RFID equipment's.
5. Bidder shall show demo of the hardware with Library Management Software (Koha) using NCIP protocol at Parala Maharaja Engineering College, Berhampur, and Central library before the final order is placed.
6. The Bidder will have to train library staff for key functions like circulation, technical services, system administration and public services for using all equipment etc.
7. All training should be performed by the vendor at the institute's premises, and trained

personnel should be placed in the institute for running and maintaining the hardware and software for the period of warranty.

8. The library staff require interaction with the vendor, sales staff and technical support staff during installation planning, the installation phase and follow-up immediately after such installation.
9. Introductory operator/user/staff training shall be provided at no extra charge.
10. Middleware (if necessary) Warranty: Patches and service pack releases must be supplied at no additional charge to the Library within the warranty period.
11. Service technicians should be fully trained, factory-authorised and certified by the manufacturer to perform services.
12. Technical support via email should be provided to the library free of cost.
13. Service technicians should be equipped with the parts normally required to service the equipment and reduce downtime.
14. Failure of the vendor to meet specified standards may result in the termination of the service contract.
15. Warranty and Service requirements apply to both Standard and Optional system components.

Hands-on Training on-site and Manual/Guide: Training for the handling of RFID, RFID Tagging and fixing on documents, troubleshooting training. Complete write-up/manual/guide for operation and handling of RFID equipment. Training to be given to all library staff working on various library operations.

Overview of installing RFID systems:

1. Prior to commissioning, verify that each component has been installed according to the tender requirement and test.
2. Arranging tools, tackles, machinery, test instruments, consumables, skilled manpower, etc. complete in all respects for installation, testing, and commissioning of the system by the bidder.
3. The materials offered by the Bidder as covered under the specifications of this work shall be fully in Compliance with the requirements stated herein.
4. Chases, holes & drilling works, etc. shall be done using power-operated tools at the cost of the Contract. No extra money will be paid for the same.
5. The PMEC and its representative shall have the right to inspect and test each RFID system component at all stages of installation, testing, and commissioning. During Site Acceptance Tests, the performance of each RFID system component as a whole shall be measured and documented. A list of all equipment, spares/components etc. shall be

- prepared. If during the 'Site Acceptance Test' any defect is noticed in the RFID systems, the Bidder shall rectify/ replace the same to the satisfaction of PMEC at no extra cost.
6. The Supplier shall be liable to complete all installation and commissioning of the RFID systems at the site within 30 days from the date of receipt of the purchase order. All packing must be opened at the site and handed over to the consignee, at the supplier's cost in the presence of our Technical Committee Member (s)/ PIC (Library).
 7. Installation and Commissioning shall include the following:
 - (a) Installation of the RFID systems with manufacturing equipment/accessories should be done by the bidder as per OEM's manual/instructions.
 - (b) It will be the responsibility of the bidder to provide all necessary spares and consumables, which may be required during installation and commissioning, at no extra cost to the purchaser.
 - (c) The bidder is to bring their own instruments required for installation, testing, and commissioning, which can be taken back after completion.
 - (d) Installation must be completed within 30 days after delivery on site.
 - (e) The bidder should provide all necessary raw materials and consumables for running the system during commissioning.
 - (f) A completion certificate regarding the commissioning of RFID systems is to be furnished by the bidder.
 - (g) After completion of the work, a joint inspection report is to be submitted duly signed by the bidder and Technical Committee Member (s)/ PIC (Library) of the Institute.
 - (h) The bidders will have to follow all the security instructions applicable from time to time. The engineer should have OEM certification to install and maintain IT equipment. If he is found guilty of any violation of security norms, he will be liable to be prosecuted under the law.
 8. All replacement/servicing/fixing of the RFID systems shall be carried out only by the contractor/Bidder. PMEC Berhampur shall not permit or allow any party other than the authorised contractor/successful bidder to handle or deal with the equipment.
 9. Replacement/servicing shall mean the replacement of damaged components and maintenance of the entire/total RFID system for proper functioning.

Scope of work during Standard Warranty (SW) and Comprehensive Annual Maintenance Contract (CAMC) period:

1. The agency shall be solely responsible for comprehensive maintenance and upkeep of the system in good condition. The CAMC includes only services for high & low-end equipment.
2. Quarterly preventive maintenance service should be done as per the maintenance schedule.
3. The preventive maintenance shall be prepared and submitted in advance to the PIC (Library) by the Agency. The necessary shutdown may be taken with the prior permission of the PIC (Library).
4. The unlimited breakdown service calls shall be attended to as and when required free of cost.
5. The machines will be kept under working conditions throughout the year except for certain eventualities of the service provider.
6. All major and minor jobs including turnkey-based full-phased maintenance jobs are responsibilities of the bidder.
7. The tools and tackles for the maintenance job will be provided by the agency at the site.
8. The scope of a Comprehensive Annual Maintenance Contract (CAMC) for the RFID system shall include all types of maintenance, repair, spares, consumable items, software, and support services to keep the system fully operational.
9. If any damage occurs in the system during the maintenance work shall be rectified immediately by the agency. No extra cost will be paid for this.
10. The service engineer deputed by the agency shall be well-qualified and have enough knowledge in the field of RFID Systems implemented in the Library.
11. The agency shall submit a service report to the PIC (Library) after completion of the preventive maintenance and as well as breakdown maintenance.
12. The Warranty/Guarantee of new spare items installed against the faulty/damaged spares shall be covered.
13. If the bidder fails to give service, then legal action will be initiated against the agency as per rule and work will be done **by encashing their BG**.
14. Schedule of Attendance of complaints: -
 - a) In case of breakdown, within 4 hours call should be attained (Subject to complaint logged between 9:00 am to 6:00 pm, Monday to Saturday baring national holidays)
 - b) The agency shall respond to all calls and provide 7 × 24 hours and 365 days emergency service; failing then legal action will be initiated against the agency as per the rule, and work will be done by encashing their BG amount by the PIC (Library).

- c) If the hardware failure is detected, then the same will be rectified within 72 hours; failing that, legal action will be initiated against the agency as per rule, and work will be done by encashing their BG amount by PIC (Library).
 - d) If the software failure is detected, then the same will be rectified within 24 hours; failing that legal action will be initiated against the agency as per rule and work will be done by encashing their BG amount by the PIC (Library).
 - e) If any equipment gives continuous trouble, say 3 times in one month during the warranty period, the Bidder shall replace the same with new equipment without any additional cost to the purchaser.
 - f) If any manufacturing or other technical defects are found within the warranty period, the same will have to be replaced or rectified free of cost by the Bidder.
15. All repairs/replacement/servicing/fixing of the entire RFID system shall be carried out only by the contractor/Bidder. PMEC Berhampur shall not permit or allow any party other than the authorized contractor/successful bidder to handle or deal with the equipment.
16. Repair/replacement/servicing shall mean system testing, repair, and maintenance of the entire/total equipment for the proper functioning of the RFID system. The CAMC includes repair & maintenance of RFID tags, RFID staff station with biometric readers, RFID security gate, RFID Kiosk, RFID Book Drop Box with hydraulic Trolley, RFID Portable Handheld Reader, RFID Smart Card Printing Solutions, Library Management Software, i.e. Koha (Latest Stable Version), Integration Module/Middleware or any other item included in the RFID system. The CAMC charges should include the expenses for preventive maintenance and routine check-ups and attending to breakdown calls as and when required.
17. The contract is comprehensive and includes replacement, fitment, maintenance, and repair of all types of spare parts (Components/printed circuit board /power supply units/connectors & Electronics sub-systems, etc.), for replacement of defective parts and repair of the existing RFID system and all related items. No extra charges will be payable by PMEC on account of spares.
18. Any modification of software/software upgradation for the change in class of service and to provide the same additional facilities within the existing software provided in the system shall be covered under a warranty period of 5 years.
19. A complete shutdown shall be given once a year for preventive maintenance of the system if necessary. All the equipment should be thoroughly checked and maintained for proper functioning/operations of the equipment.

20. In case of any fault in the installation covered under this work requiring immediate rectification of the same to put the installation in running condition, the firm has to rectify the fault, and if any material is required in doing so, shall also arrange the same within a reasonable time.
21. The agency shall keep a minimum of spare and consumable materials in its custody for maintenance and attend the breakdowns.
22. Round-the-clock watch of the equipment shall be the Agency's responsibility, and any losses and damage to the equipment shall have to be made good/repaired/replaced as per the original standards/specification of the department, by the Agency at his own cost and nothing extra shall be paid by the department.
23. In case of faults/repairs/damages, the Agency should immediately submit a detailed fault analysis report, citing details of the repair/rectification schedule with details of probable completion which will be executed after due approval of PIC (Library).
24. On completion of the replacement of spares before the commission of the system, the replacement shall be physically checked and properly tested. These checks and tests shall be conducted by the agency under the supervision of PMEC Berhampur and the agency shall furnish the final test result.

Annexure- I
Information Sheet of the bidders

S/L	Description	To be filled-in by the supplier
1	Bidder is an OEM or Authorized system Integrator	OEM or Authorized system Integrator
2	Name with Full Postal Address, phone No./e-mail of bidder	
3.	(i) If the Bidder is an OEM, he has to submit copy of Industry Registration of offered products and Tax Registration Certificate issued from competent authority. (ii) If the bidder is an Authorized system Integrator, he has to submit OEM's authorization letter (MAF), in original, on the OEM's letter head duly signed by authorized signatory.	
4	Contact Person (s) details with Phone No/Mobile No authorized during the tender Opening	
5	Details of Service Centre/Contact Person a) Full Postal Address of Service Centre in Bhubaneswar/ Berhampur Only b) Full Postal Address of Contact Person with phone No./FAX/e-mail	
6	Copies of IT return of last three years	
7	Copy of balance sheet of last three years duly audited and certified by Chartered Accountant.	
8	Copy of annual turnover statement certified by a CA.	
9	PAN No & TIN No of the OEM/ Authorized Dealer (Attach copy)	
10	Odisha GST registration details and up-to-date filed return (Attach copy)	
11	BIS and ISO certification	
12	Details of DD towards the cost of tender documents Issuing Bank: Branch Name: Branch Code: DD No: Date of Issue: Payable at: Date of Expiry:	
13	Details of DD towards EMD Issuing Bank: Branch Name: Branch Code: DD No: Date of Issue: Payable at: Date of Expiry:	
14	Undertaking to provide all after-sales support	

DECLARATION: We hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the tender is liable to be rejected.

Annexure - II
Undertaking by the Bidder for unconditional acceptance of terms & Conditions

To
The Principal,
Parala Maharaja Engineering College,
Sitalapali, Berhampur, Ganjam-761003

Subject: Tender documents for Supply, Installation, Testing and Commissioning of RFID systems at PMEC, Berhampur

Dear Sir,

We have carefully examined and gone through the full content of the tender documents and have visited the installation site of the works and have acquired the requisite information affecting the tender. We hereby offer to quote and execute the works by the guidelines, terms and conditions laid down in the tender documents and accept **unconditionally** all the terms and conditions laid down in the tender call documents published on the website.

We warrant that the goods to be supplied under this contract as per the complete technical specifications laid in the tender call notice are new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials and all the services configured shall trouble-free function. In case of non-observance of any of the guidelines, terms and conditions mentioned in this tender document by us, we understand that our tender/purchase order (as the case) may be cancelled.

We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of any Agency with whom the Government have banned /suspended business dealings. I/We further undertake to report to you immediately after we are informed but in any case not later than 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such an Agency which is banned/suspended in future during the currency of the Contract with you.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

We understand that you reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason thereof.

We hereby agree to supply, install, test and commission RFID systems abiding by all terms

and conditions of the tender document if we are offered to execute the contract and in default thereof, to forfeit and pay to you such sums of money as are stipulated in the conditions contained in the tender together with the written acceptance of the contract.

Full Signature of Bidder

Place:

Date:

Annexure-III

List of clients

(To whom works of similar scope with at least one more than **Rs. 24 Lakhs** have been completed in the last 3 years.)

Sr. No.	Name of the Organization	No. of Books Library Having	Date of PO and Period of Implementation in days	Qty. of RFID Tags	Total Purchase Order Value	No. of Installations	Type of Supporting Document Attached
1							
2							
3							

Note: Please fill this form and submit the supporting documents for each customer reference. Failing the same may lead to the rejection of the Tender. You may add the customer references by adding multiple rows.

Annexure-IV

Specification of RFID systems

The specification mentioned here is the minimum, any better specification will also be accepted. A list of some known/approved makes for RFID systems as given below is indicative.

List of Approved Makes

Sl. No	Description of item
1	SELF-ADHESIVE RFID BOOK TAGS: Bibliotheca, Rapid Radio, or equivalent make of repute
2	RFID Staff Station: Bibliotheca, Rapid Radio or equivalent make of repute
3	RFID Security Gate: Bibliotheca, Rapid Radio or equivalent make of repute
4	RFID Kiosk: Bibliotheca, Rapid Radio or equivalent make of repute
5	RFID Book Drop Box: Bibliotheca, Rapid Radio or equivalent make of repute
6	RFID Handheld Portable Reader: Bibliotheca, Rapid Radio or equivalent make of repute
7	RFID Pre Printed Smart Cards: Bibliotheca, Rapid Radio or equivalent make of repute
8	Interactive Library Touchscreen Kiosk (OPAC): Bibliotheca, Rapid Radio or equivalent make of repute
9	Other Item TO BE DECIDED BY OFFICER-IN-CHARGE

Please note that the RFID components should be of the same make. The bidder should mention the make, model and technical specification of each item to be supplied in the technical bid. Bidder quoted for substandard products will not be considered and the offered quotations are liable for rejection.

General Conditions apply to OEM for the items as specified in BOQ 1 to BOQ 9.		
Sl. #	Eligibility Criteria	Compliance (Y/N) with Document
1	All systems and components must comply with necessary CE/FCC/UL/BIS, Energy Star 8.0, ROHS certifications whichever applicable	
2	In case the OEM is not participating directly, the bidder should be an authorized reseller or channel partner of the OEM. An authorization letter from the OEM needs to be submitted in original. The authorization letter should clearly specify the warranty terms of the products supplied.	
3	OEM should have its own online-dedicated support centre available during working hours and a fully equipped repair and maintenance office in India. Full disclosure should be made to ensure that the OEM can be contacted in case there are any requirements in future.	
4	The OEM should not have been detected with any vulnerability before tender submission by STQC in any of its earlier projects. The OEM should give the same undertaking on their letterhead that they have never been rejected by STQC.	
5	The OEM should offer ISO 9001:2015, ISO 14001:2015, ISO 27001:2013, ISO 45001:2018, ISO 50001:2018 for their manufacturing process.	
6	Malicious code Undertaking letter from OEM.	
7	OEM BRAND Should have its trade mark registration under Govt. of India	
8	OEM should have crossed 1 crore annual turnover as of 31 Mar 2024 with positive net worth.	
9	OEM should have an employee strength of over 200 pan India.	
10	Products quoted should support MII initiative	
11	OEM should not be banned by any organization in India	
12	The product datasheet of each item must be available on the OEM website for technical verification. Technical Specifications Compliance Certificate from OEM need to be submitted along with technical bids in OEM Letterhead.	
13	OEM should provide land boarder certificate	

SPECIFICATION FOR RFID SYSTEMS

BOQ Sl. No.	ITEM DESCRIPTION & SPECIFICATION	Compliance (Yes/No)	Remarks
1	SELF-ADHESIVE RFID BOOK TAGS		
1.1	The RFID chip used in the tag should have been designed specifically for Library use. i.e. it should have three sections: • Lockable section for item identification • Re-writable section for library-specific use • Security function (EAS/AFI) for item anti-theft (which can be activated and deactivated)		
1.2	Compliant with ISO standard 18000-3, ISO 15693		
1.3	Tag size should be approximately 80mm x 50mm (±10) with at least 2048 bits of memory, multi-read and anti-theft.		
1.4	Other features: "Tag Talks First" (TTF) feature, tamper proof, the detection rate of the system should be above 95% regardless of the number of items that are in the field.		
1.5	At least 50 years warranty to the Applied Item and Read/Write Endurance: 100K Cycles and replacement of defective tags if found during first-time tagging. RFID tags which are found un-operational must be replaced, without any extra cost.		
1.6	Electrical characteristics Operating frequency 13.56 MHz Minimum memory 2048 bits R/W EEPROM.		
1.7	Tags must be enabled with an anti-collision algorithm which doesn't limit the number of tags which can be simultaneously identified and read.		
1.8	Self-adhesive and should be in proper format to paste on Books. The RFID tag should be a customized sticker with PMEC, Berhampur Logo and library name. (Tag sample to be provided).		
1.9	Bidder must publish and provide data model format which will help institute in future expansion with an independent choice of bidders/products (Data format from the OEM)		
1.10	Distance for detection from EAS pedestal should be minimum of 36 inches.		
2	INSTITUTION LABELS (LOGO)		
2.1	Good Quality Self Adhesive Stickers with PMEC, Berhampur Logo for shielding RFID Book Tags, Size: 100mm x 100mm or bigger.		
3	RFID STAFF STATION WITH BIOMETRIC READER		
3.1	The station should consist of an RFID antenna and an inbuilt RFID reader.		
3.2	The RFID antenna should be fully shielded and have a focused read area. It should only read items that are placed on it. Read/Write distance of Up to 30-35 cm and programming time of 1 second.		
3.3	The staff station should be directly integrated with the library management system through NCIP V2.0/ SIP2 protocol.		
3.4	Staff station must be compatible with Library LMS Koha Stable Version.		

3.5	The staff station must have a thin reader pad. It shall be fabricated in transparent Plexiglas with integrated LED's Showing the operational status.		
3.6	Should be fully ISO/IEC14443A, 15693 and ISO18000:3 compliant.		
3.7	The staff station's power is to be supplied from the PC via a USB cable.		
3.8	Staff Station should extend the facility to check dual/both methods of authorization of patrons using RFID Smart Card and Thumb Print validation.		
3.9	Staff station should allow issue/return/renewal of single and multiple RFID tagged items through SIP2/NCIP protocol.		
3.10	The Staff station should operate at a frequency 13.56 MHz.		
3.11	Provision of transaction confirmation on e-mail/SMS/WhatsApp.		
3.12	Staff station should be able to read multiple books and must enable with RFID read range of 10 inches for book tags.		
3.13	Staff Station must use an anti-collision algorithm that does not limit the number of tags which can be simultaneously identified and read.		
3.14	Staff stations should be capable of generating notifications for the barcodes/tags (books) which are marked for Reservations (Hold), not for issues, etc.		
3.15	Indicators are LED/Buzzer for power, read verification, etc.		
3.16	Read/Write distance of Up to 20-30 cm and Capable of read/write and anti-theft programming in a maximum of 01-02 seconds.		
3.17	Staff stations should have an STQC Certified Biometric Scanner integrated with the application software.		
4	RFID SECURITY GATE		
4.1	The gate must be attractive and contemporary, like fabricated in solid Plexiglas shall be able to detect genuine RFID tags in 3D orientation and should be transparent.		
4.2	The library security Gate should include two theft detection pedestals. The security gate should be at least 5 feet and taller.		
4.3	Operating frequency- 13.56MHz and must read multiple tags (>8) in all orientations.		
4.4	Compliance with ISO standards 15693 and ISO 18000-3 mode.		
4.5	Suitable for various types of I/O ports for connecting external devices such as webcam triggers, CCTV, locking doors, etc.		
4.6	The gate must have an anti-collision algorithm that does not limit the number of tags which can be simultaneously identified and read.		
4.7	The gate must come with a base plate and should only be fixed on it. There should be no need to drill and fix it in the ground using fasteners.		
4.8	The system software shall be able to provide all the statistics of the gate, including the people counter and the list of items which generated an alarm.		
4.9	In order to save energy, the gates should have sleeping mode and use minimal energy when there are no people passing		

	through them and the gate should automatically come to active mode if any.		
4.10	Gates must be capable of providing item security even when the ILM software or network is offline or not Functioning.		
4.11	Communication Interface: Ethernet		
4.12	Gates must trigger the alarms even if a user exits with unissued tagged item(s).		
5	RFID Kiosk (Self Check In / Check Out) Station		
5.1	The kiosk should be aesthetically designed and modular. The housing shall be made of metal or wood. The housing covers computer hardware, wiring and power supply and can be locked. No wires or peripherals should be accessible from outside.		
5.2	The kiosk must be integrated with ILM software through the SIP2/NCIP protocol. User identification: Biometric/ RFID ISO14443A		
5.3	The kiosk must comply with internationally recognized standards for RFID-based self-circulation systems: ISO 15693, ISO 18000-3 and ISO 14443A		
5.4	The kiosk must be capable of connecting to the Ethernet network via RJ-45 connector and/ or wireless network.		
5.5	The kiosk must be capable of managing a circulation system with a touch screen 17" or more Photo Frame Design, IR 10ps Touch, Connectivity-Analog, HDMI, MHL, and USB.		
5.6	The kiosk must read the RFID tags of books as well as the Smart cards of patrons under a frequency of 13.56MHz.		
5.7	The kiosk must use an anti-collision algorithm that does not limit the number of tags which can be simultaneously identified and read.		
5.8	Compliant with ISO standards 18000-3 Mode 1, ISO 15693-3, 14443A.		
5.9	The kiosk must have the facility to print transaction (Check-in and Check-out) receipts. The format of the receipt should be customizable. The printer should accept standard printer rolls. Thermal Line Printing, Interface: Ethernet, USB Type-B, Wireless, and Print Speed: 200mm/second.		
5.10	The software should enable patrons to check their account (items borrowed, due date for return, any fees / fine spending).		
5.11	The kiosk should extend the facility to check the dual/both authorization of patrons using RFID Smart Card or with an option for thumbprint validation and pin Validation.		
5.12	Read Range: Upto 25-30 cms 3 to 4 books of average size.		
5.13	The Kiosk should be audio enabled in order to have the possibility for extended communication with the Patron		
5.14	The kiosk device must provide a performance dashboard which can be accessed through the web/supporting software. Based on Data, statistics should be generated by Hour, Day, Week, Month, etc. It should also provide a number of transactions.		
5.15	CPU (Minimum i5, with 4GB RAM, 256 GB SSD or more, Windows 11 OS) from Dell/HP/Lenovo or equivalent make.		
6	RFID Book Drop Box with hydraulic Trolley		

6.1	The drop box should be aesthetically designed and must comply with internationally recognized standards for RFID-based self-return system.		
6.2	Dropbox must be integrated with ILM software (Koha) through SIP2/NCIP protocol.		
6.3	Drop must be able to connect to the library's Ethernet network via an RJ-45 connector and/or secured wireless network.		
6.4	Once the transaction is complete, the system should generate a slip/email confirming the transaction		
6.5	The drop box should have a book drop system with a collection of books minimum of 100 items. The return bin should have a proper system to minimize the book damage. It should have a hydraulic mechanism with a trolley.		
6.7	Client software for checking-in facility and Communicating with ILM Software with provision for E-mail/SMS confirmation.		
6.8	Dropbox should be able to accept all types of library RFID-tagged items, including but not limited to books, journals, bound volumes, CDs, DVDs, etc.		
6.9	The drop box software should be customizable as per the client's requirements both at the interface level and functional/feature level.		
6.10	The drop box should be built with an industrial and touch screen at least 17" or higher.		
6.11	CPU (Minimum i3, with 8GB RAM, 256 GB SSD or more, Windows 11 OS) From Dell/HP/Lenovo or equivalent make.		
7	RFID Portable Handheld Reader.		
7.1	The reader must comply with internationally recognized standards for RFID and it must be a cordless, one-piece design to be held in one hand with a facility of conducting full range search, inventory and shelf order functionality.		
7.2	The reader should be light-weight		
7.3	Compliant with ISO standard 18000-3 Mode and ISO 15693.		
7.4	Operating frequency 13.56MHz and Read speed at least 20 items per second and read range should be minimum 15 cm and above.		
7.5	The handheld reader should include memory of at least 32 GB and 4GB RAM.		
7.7	The reader should have the capability to work off-line.		
7.8	The reader should have the facility to transfer data using USB, or Memory Card or Bluetooth or Wireless (WiFi).		
7.9	The reader must use an anti-collision algorithm that does not limit the number of tags which can be simultaneously identified and read.		
7.10	The reader should be capable of performing an instantaneous inventory of all on-shelf items by reading the RFID-tagged items. Following an inventory, the reader should support uploading of the data to the ILM Software.		
7.11	The reader should be able to gather data into a file that should be imported into the ILM software for inventory. The reader should be able to import .txt and .csv files to use as 'search' records.		

7.12	A minimum 6" Capacitive Touch Screen panel should display information relating to the current task. It should support both audio and visual notifications. The device should allow the user to navigate through the onscreen menu.		
7.13	The reader should have identification for both Barcode & RFID labels.		
7.14	The reader battery life must allow the user to work for at least 4 hours before charging or changing of batteries is required.		
8	RFID Smart Card Printing Solutions.		
8.1	Latest High-Speed RFID Direct-to card printer that can print full edge-to-edge colour cards in one printing process on both sides and a Multi-status LED operator display.		
8.2	Card Printing software.		
8.3	Print Method: Resin Thermal Transfer/Dye Sublimation.		
8.4	Minimum 300 dpi print resolution.		
8.5	100 cards (24 mil) capacity feeder.		
8.6	Connection of the printer should be possible through USB, LAN and Wifi.		
8.7	Accepts CR80/Mifare card size.		
8.8	Printer Consumables: Full-Color Ribbons (8 Nos.) and Cleaning Kit (2 No.)		
9	RFID CARDS-PRE PRINTED		
9.1	The smart cards should be 1kb Mifare compatible cards with preprinting on both sides (design to be approved by the purchaser)		
9.2	The Smart Card must be ISO 14443-A compliant and the smart card must be readable by other OEM's RFID/NFC readers compliant with ISO 14443A.		
9.3	Chip (Mifare) 1024 Bits Memory. The smart card must be for multipurpose use by the library users.		
10	Library Management Software, i.e. Koha (Latest Stable Version)		
10.1	The latest version of Koha shall be Implemented. Customization of all modules is required as per the requirements of the library's Users and Staff. Complete data migration from Excel Sheet. The data will be provided by the Institute. Books:-24293 User:-9000 Onsite Training for library staff and users. SMS pack to alert users.		
11	Integration Module / Middleware Features if necessary		
11.1	Client Software should be Integrated with Koha using NCIP V2.0/SIP2		
11.2	Dashboard – Library usage statistics, Tagging/Re-tagging after proper online validation of the title/member records from ILMS database		
11.4	Tag monitoring by accessing item records from ILMS database		
11.5	Provision to restrict the issue of reference books		
11.6	SMS/email/Print configurable for all users individually		
11.7	NCIP V2.0 /SIP2 compliance		

11.8	Retagging option for re-registration of books & patrons		
11.9	Check out /Check-in/Renewal		
11.10	Remote shutdown/restart for Kiosk & Book Drop		
11.11	Provision of enquiry of checkouts against a member and its due date		
11.12	Provision for details of fine against a member		
11.13	Provision of Auto login to staff station using registered smart card		
11.14	Provision of Circulation rights assignment to multiple users		
11.15	Provision to block the circulation transactions if a member's fine exceeds the configurable limit		
11.16	Provision to perform Auto Check-in of books so that large quantities of books can be checked in quickly		
11.17	Provision to block the members to prevent circulation operations		
11.18	Provision of Various reports should be available like tagged items, registered members, circulation, transactions etc. filtered by the operator, RFID client, etc.		
11.19	Provision to generate reports of unissued items detected at the gate system and capturing their photo through CCTV and sharing the same with library staff by email		
12	Interactive Library Touchscreen Kiosk (OPAC)		
12.1	Features an inbuilt touchscreen keyboard along with a keyboard tray for easy accessibility		
12.2	Comes with a widescreen 17 inch monitor or more		
12.3	This comes with an attractive enclosure to suit and enhance the library aesthetic.		
12.4	Integrated with Library Management Software (LMS)		
12.5	The software installed on the patron check station must have a friendly interface and the software should integrate with the Library Management software installed in the library.		
12.6	The software should have the option to be customized as per requirements of the Library.		
12.7	The patron check station computer system must have the following configuration: a. Operating System supported Windows 10 or higher b. Supports all relevant operating systems of Windows platforms.		
12.8	It should have the facility to feed input from the library via Network from anywhere.		

Annexure-V

OEM AUTHORISATION LETTER

Original Equipment Manufacturer's authorisation letter (in Original Letter Head of OEM)

To

The Principal,
Parala Maharaja Engineering College,
Sitalapali, Berhampur,
Ganjam-761003

Subject: Direct Manufacturers Authorization

Ref: Tender No:

Name of Work: Supply, Installation, Testing and Commissioning of RFID systems for Classrooms and College Campus at PMEC Berhampur

Dear Sir,

We, an established and reputable manufacturer of RFID systems having a Corporate/Registered office at (address of OEM) do hereby authorize..... (name of bidder) and having their office at (bidder's address) as our representative to submit the above bid _____ dt _____ and subsequently negotiate and sign the contract with you for the supply of RFID systems manufactured by us and authorize the said firm to act on our behalf in fulfilling to supply, install, train & commission and provide all technical support and maintenance obligation as required by the contract.

We also hereby undertake to provide a full guarantee/ warranty Contract as agreed by the bidder in the event, the bidder is changed or the bidder fails to provide satisfactory after-sales and service during such period of Comprehensive Warranty/ and to supply all the spares/accessories/consumables/material/labour etc. during the said period through the appoint bidder by PMEC Berhampur.

We also hereby declare that we can manufacture and supply the quantity of the equipment tendered within the stipulated time and provide service to install, and commission through the bidder

We Also Compiled the Technical data sheet attached with the authorized signature and company seal.

Yours faithfully,

for

Signature of the Officer Authorized to sign this Document on behalf of the OEM.

Annexure-VI

BANK GUARANTEE FOR PERFORMANCE SECURITY

To
The Principal,
Parala Maharaja Engineering College,
Sitalapali, Berhampur,
Ganjam-761003

WHEREAS (name and address of the supplier) (herein after called "the supplier") has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.....(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer
.....

Seal, name & address of the Bank and address of the Branch

Annexure - VII

Comprehensive Annual Maintenance Contract Agreement

THIS AGREEMENT made the.....day of; 20__ between the “**The Principal, Parala Maharaja Engineering College, Berhampur**” (hereinafter “the Purchaser”) of the one part and M/s..... (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain Goods & ancillary services viz, Supply, Installation, Testing and Commissioning of RFID System for central library at PMEC Berhampur including Comprehensive Annual Maintenance Services and has accepted a bid by the Supplier for the instruments & equipment specified below at the Consignee site including Comprehensive Warranty Maintenance Services for a period of 3 Years after two year of standard warranty period from the date of installation & commissioning of the instruments & equipment as per award of Contract No..... dated.....

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

1. Maintenance Services shall consist of Preventive and Corrective maintenance of equipment specified above & will include repair and replacement of parts free of cost.
2. Preventive maintenance, monthly once, which includes:
 - 2.1. Check-up to ensure that device connection is proper, and cabling is in proper condition.
 - 2.2. Cleaning of the above instruments & equipment and checking the System Performance.
3. The Supplier is to furnish the tentative schedule of the preventive maintenance of the Warranty Maintenance Contract (WMC) to be carried out.
4. The parts replaced must be new parts or equivalent in performance to new parts.
5. The Supplier will also provide the same maintenance service in case of the movement of equipment from the place of original installation to a different place or location, if the equipment is shifted by the Purchaser to another place or location at the cost and risk of the purchaser.
6. Any complaint informed through telephone must be acknowledged with a Complaint No. by the Supplier which will be noted by Consignee. All further contact with the Supplier on such complaint will be initiated through that Complaint No. Once rectification done, that No. will be cancelled by both parties. A register is to be maintained by the Supplier where complaints are to be noted along with Complaint No.
7. The maintenance shall normally be done during the working hours of the customer.

8. The Service Engineer of the Supplier will be allowed to handle the respective plant & machinery only in the presence of the officer in charge at the Consignee site.
9. The Supplier should ensure that the maintenance job is not hampered/delayed due to paucity of spares/inadequate manpower etc.
10. The Supplier should submit the services call report, to the Consignee for each and every service call without fail.
11. In case of delay/lack of communication, downtime will be calculated as mentioned below in the WMC Clause.

Comprehensive Warranty Maintenance Contract Clause

Normal response time for repair is 24 hours from the actual time of reporting the problem to the supplier.

	Period	Extension of CAMC period
Response Time	Above 24 hrs & below 48 hrs	2 days for each day of delay
	Above 48 hrs & below 96 hrs	1 week for each day of delay
	Above 96 hrs	2 weeks for each day of delay
Down Time	Above 24 hrs & below 48 hrs	2 days for each day of delay
	Above 48 hrs & below 96 hrs	1 week for each day of delay
	Above 96 hrs	2 weeks for each day of delay

12. The Supplier evaluation data format for the CAMC of Consignee systems may be filled up for necessary action.
13. All formats after filled up should be signed at the end of each page by the Supplier.
14. After completion of the work/repair/maintenance, the Purchaser shall issue a certificate of completion to the supplier to that effect.

Signature
For the Purchaser
Name:
Designation:
Address:
Telephone No:

Signature
For the Supplier
Name:
Designation:
Address:
Telephone No:

PART II (PRICE BID)

Annexure-VIII (A)
(On the letterhead of the Firm)
Financial Bid/Price Bid Undertaking

Dear Sir,

1. I/we,..... submitted the financial bid for Tender No.....dated.....for "Supply, Installation, Testing and Commissioning of RFID systems for Classroom and Central Library at PMEC Berhampur.
2. I/we thoroughly examined and understood instructions to tenders, scope of work, terms & conditions given in the tender document and agree to abide by them.
3. I/We hereby offer to execute the jobs at the following rates.
4. I/We, undertake that I/we are not entitled to claim any enhancement of rates on any account during the tenure of the completion of the work.

Sr. No.	ITEM	Quantity	UOM	UNIT PRICE in Rs.	AMOUNT in Rs.	Taxes in Rs.	Total Amount including Tax in Rs.
1	Self-Adhesive RFID Tags for Book	25000	No's				
2	Institution Labels	25000	No's				
3	RFID Staff Station	1	No's				
4	RFID Security Gate	1	No's				
5	RFID Kiosk (Self Check In/ Check Out) Station	1	No's				
6	RFID Book Drop Box	1	No's				
7	RFID Handheld Portable Reader	1	No's				
8	Smart Card Printing System includes Card Printer, web Camera, Pen tablet, Card printing Software, Full-Color Ribbon 20 pieces, and 1 piece Cleaning Kit	1	No's				
9	RFID Smart Cards-Pre Printed	3,000	No's				
10	Integrated Library Management Software (Koha latest Stable Version) latest version.	1	No's				
11	Integration Module/ Middleware Features	1	No's				
12	Interactive Library Touchscreen Kiosk (OPAC)	1	No's				
Total Price							

Note: The quantities mentioned against each item are indicative only and subject to change; however the above-mentioned quantities shall be used for financial evaluation.

Name & Sign of Bidder along with address:

Note:

1. Above rates shall include GST, all applicable taxes, fees, duties, levies, transportation charges, insurance charges, installation charges, material charges, labour charges and all other charges required for the successful completion of work.
2. Price Bid shall not contain any condition whatsoever and any conditional bids shall be rejected.

Place:

Date:

Signature of Bidder
Business Address
Seal of the Bidder

Seal and Full Signature of the Bidder

Annexure-VIII (B)
Price Schedule for Comprehensive Annual Maintenance Contract
after the Completion of the Warranty Period.

ITEM	CAMC for Three years after completion of two years warranty period			
Years	3rd Year	4th Year	5th Year	Total Amount
Amount (Rs)				
Amount including Tax (Rs)				
Total Price				

Note:-

1. Prices shall be quoted inclusive of all taxes, duties, freight, forwarding, and cost of labor for installation. In case of discrepancy between unit price and total prices, the lowest price shall prevail.
2. The cost of CAMC which includes preventive maintenance including testing & calibration as per technical/ service/ operational manual, labour and spares, after satisfactory completion of Standard warranty period may be quoted for next 3 years on yearly basis.
3. The payment of CAMC will be made as per payment terms of the bid document.
4. The uptime warranty and down time penalty shall be as per the bid document.
5. All software update should be provided free of cost during CAMC period.
6. The stipulations in Technical Specification will supersede above provisions.
7. The supplier shall keep sufficient stock of spares required during Annual comprehensive Maintenance Contract period. In case the spares are required to be imported, it would be the responsibility of the supplier to import and get them custom cleared and pay all necessary duties.

Place:

Date:

Signature of Bidder
Seal of the Bidder

Annexure-IX

(Odisha Procurement Preference Policy for Micro and Small Manufacturing Enterprises 2023 [See para I (B)])

BIDDER'S AFFIDAVIT

(Applicable to Bidders who fall under the definition of Odisha Small Manufacturing Enterprises)

I, Shri/ Smt/ Ms..... (Designation) of (name of the Bidder Enterprise)..... solemnly state the following.

1. That annual turnover of my enterprise is less than Rs. 50 cr.
2. That my enterprise has a valid Udyam Registration bearing No..... within the jurisdiction of the State of Odisha
3. That manufacturing plant/unit of my enterprise is located in Odisha in Village/Town/City....., Block/ULB....., Dist
4. That the goods for which I am submitting this bid are manufactured in the above-mentioned manufacturing plant/unit of my enterprise.
5. That the goods to be supplied by my enterprise shall be its own manufactured goods.
6. That my enterprise shall not supply goods which are not manufactured by my enterprise.
7. That my enterprise has not been blacklisted/debarred by any Government organization from participating in the current procurement process.
8. That my enterprise comes under the definition of Odisha Small Manufacturing Enterprise (OSME), as defined in the policy, and is, therefore, eligible for preferences and relaxations provided in the policy for OSMEs.
9. That I am submitting this affidavit in response to the tender No.....datedinvited by (Organization Name)..... for supply of (item name).....

I certify that all information furnished by me as above are true and correct. If any information is found to be incorrect, I and my enterprise shall be liable for any punitive action as deemed appropriate by competent authority.

Date

Signature of Bidder

Name of the Bidder

Address

Mob No.

E-mail:

