

# KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA)

(A statutory body of Govt of Kerala)

KINFRA HOUSE, TC 31/2312, Sasthamangalam, Thiruvananthapuram -695 010

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## Notice Inviting Tender (NIT)

(KINFRA - 6)

<b>Tender No</b>	<b>:</b>	<b>KINFRA/HO/40/2022-23</b>
<b>Name of Work</b>	<b>:</b>	<b>Supply, Installation, Testing and Commissioning Biometric Face recognition attendance system at KINFRA Park Offices at various locations &amp; Head Office at Sasthamangalam, Thiruvananthapuram.</b>
<b>PAC Amount</b>	<b>:</b>	<b>Rs. 6,00,000/-</b>
<b>EMD</b>	<b>:</b>	<b>Rs. 15,000/-</b>
<b>Period of Completion</b>	<b>:</b>	<b>14 days</b>
<b>Bid Submission Fee</b>	<b>:</b>	<b>Rs.1,416/- (Inclusive of 18 % GST)</b>

## Tender Notice



### **KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA), Thiruvananthapuram, Kerala**

KINFRA invites item rate quotations from registered, competent, experienced and technically & financially sound contractors/firms for

**“Supply, Installation, Testing and Commissioning Biometric Face recognition attendance system at KINFRA Park Offices at various locations & Head Office at Sasthamangalam, Thiruvananthapuram”.**

The tender document can be downloaded from the KINFRA website [www.kinfra.org](http://www.kinfra.org).

Place: Thiruvananthapuram

Date: 08/03/2023

Sd/-  
Managing Director

## Information & Instructions to the Bidders for e-tendering (Forming part of Bid Document)

Managing Director, KINFRA invites **item rate** tenders in **two cover bid** system for the following work in the prescribed format, from competent and eligible firms, who fulfill the eligibility criteria prescribed.

NIT No	Name of work & Location	EMD	Period of completion	Last date of submission of tender document, EMD, Tender fee & Other documents as specified in Tender Notice	Time & Date of opening of technical bid	Tender Cost
1	2	3	4	5	6	7
KINFRA/HO/40/2022-23	Supply, Installation, Testing and Commissioning Biometric Face recognition attendance system at KINFRA Park Offices at various locations & Head Office at Sasthamangalam, Thiruvananthapuram.	Rs.15,000/-	14 days	23/03/2023 at 5:00 pm	27/03/2023 at 11:00 am	Rs. 1,416/- (Inclusive of 18 % GST )

### 1. Eligibility Criteria

SL NO	Prequalification criteria	Required details to be submitted
1	Bidder should be a Company /Partnership / proprietary firms registered in India. The company/firm should be in existence and should have been in operation for a minimum period of 3 years.	Company registration certificate copy shall be enclosed
2	The bidders should have a valid GST number, PAN	Relevant certificates copy shall be enclosed
3	The turnover of the bidder during the last financial year should be not less than <b>Rs 10 lakhs</b> .	Audited balance sheets from company statutory auditors/CA
4	The bidder should have executed similar work in the last 3 years in Government Department or Public/Private Undertaking or other reputed organizations with minimum order value of <b>Rs 5 lakh or above</b>	Enclose the copy of work order and completion certificate

5	The bidder should not have any of their contracts terminated or blacklisted in the last two years by any State or Central Government/PSU/Private Sector	Fill the certificate enclosed (page No: 9)
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2. Bidder should only submit the bid if he/they considers himself/themselves eligible and he is in possession of all the documents required.
3. Information and Instructions for bidders posted on KINFRA website shall form part of the document. Any addendum/Corrigendum will be published in KINFRA website.
4. The tender document(s), may be downloaded free of cost from the e-Government Procurement (e-GP) website ([www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)). No payment is required for downloading the tender documents from the above website however a bid submission fee, as mentioned below in this document, is required to be remitted through online payment mechanism for e-procurement system of Govt. of Kerala.
5. All bids shall be submitted online on the e-GP website only in the relevant envelope(s)/ cover(s), as per the type of tender. No manual submission of bids shall be entertained for the tenders published through e-GP system under any circumstances.
6. The e-GP system shall not allow submission of bids online after the stipulated date & time. The bidder is advised to submit the bids well before the stipulated date & time to avoid any kind of network issues, traffic congestion, etc. In this regard, KINFRA shall not be responsible for any kind of such issues faced by bidder.
7. Ineligible bidder or bidders who do not possess valid & active registration, on the date of bid submission, are strictly advised to refrain themselves from participating in this tender. If such instances are noticed, the same shall be treated as “fake bidding” by the respective bidder and such bidder shall be blacklisted as per KINFRA rules in force. The bidders, who submit their bids for this tender after digitally signing using their Digital Signature Certificate (DSC), accept that they have clearly understood and agreed the terms and conditions including the Form/ Annexures of this tender. Mention of price details at any place other than the designated place, shall disqualify the bid and the bid shall be summarily rejected.
8. Tender duly signed using bidder’s valid Digital Signature Certificate shall be submitted online on e-GP website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in).
9. The technical bid shall be opened on due date and time as mentioned above.

10. The time and date of opening of Price Bid of the tender shall be intimated only to the qualified and technically acceptable bidders at a later date.

**List of Documents to be scanned and uploaded within the period of bid submission:**

**Cover 1**

- I. NIT
- II. Copy of all documents establishing the eligibility of the bidder (***Refer Eligibility Criteria. Also fill the declaration forms***)

**Cover 2**

- I. Financial bid (BoQ)
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## GUIDELINES FOR E-PROCUREMENT

Prospective bidders willing to participate in this tender shall necessarily register themselves with e-procurement portal ([www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)). The tender timeline is available in the critical date section of this tender published in [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in).

### A). Online Bidder registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on [www.cca.gov.in](http://www.cca.gov.in). Once, the DSC is obtained, bidders have to register on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471- 2577088, 2577188, 2577388 or 0484 - 2336006, 2332262 - through email: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) for assistance in this regard.

### B). Online Tender Process:

The tender process shall consist of the following stages:

- i. **Downloading of tender document:** Tender document will be available for free download on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. **Pre-bid meeting:** Nil
- iii. **Publishing of Corrigendum:** All corrigenda shall be published on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and shall not be available elsewhere.
- iv. **Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in).
- v. **Opening of Technical Bid and Financial Bid:** The technical bid will be opened at same time mentioned in Information & instruction to the bidders.
- vi. Time of opening of financial bids of pre-qualified bidders will be intimate later.

### C). Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fees and Earnest Money Deposit. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

### Online Payment modes:

All online payments specified in the tender document shall be made through Multi Option Payment System (MOPS) as per the requirement.

## **Steps for making tender payments in e-tender system via SBI MOPS gateway**

(SBI AND NON SBI ACCOUNT HOLDERS)

- Step 1** :- Click “Pay Online” when you reach the payment page while Online Bid Submission.
- Step 2** :- Click “Confirm to Pay” to proceed with the payment gateway.
- Step 3** :- Verify that the Tender fee and EMD shown are correct, as per tender document. Then, select the payment option **SBI MOPS** and Submit.  
*Note: In case of any mismatch in tender payments, with reference to tender documents, please contact TIA for clarifications.*
- Step 4** :- Check and Follow the **Terms and Conditions**, and then **Submit**.
- Step 5** :- Bidders may choose their respective bank for accessing Internet Banking Facility

### **a) SBI**

- i. Bidders with SBI account may click SBI option to proceed to its Net Banking Page.
- ii. Bidders may enter SBI Net banking user ID and Password and Click on Login to proceed.
- iii. Please ensure that your account has sufficient balance, before proceeding further. After checking the same, Click Confirm button, to transfer payment. After account debit, MOPS gateway will automatically re-direct to the e-Procurement System, with the Success transaction.
- iv. You will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further, Payment Failure is shown, immediately contact the e-Procurement helpdesk, for resolution, before tender closing time.  
Click Next to go to Bid Preparation details.
- v. Please ensure that the Pay Online option is not shown after successful payment, for confirmation. From here, you may proceed with Encrypt and Upload to upload tender documents, and further submission process.

### **b) OTHER BANKS :**

- i. Bidders with other bank account may click Other Banks option to proceed to SBI Net Banking Page. You may select the appropriate Bank from selection page. As an example, we are proceeding with ICICI Bank in the provided dropdown box of All Banks.
- ii. After selecting ICICI Retail Banking, Click Make Payment Button to proceed to its internet banking page. Further steps may depend on the Bank Procedure.
- iii. After, successful payment, system will direct you to payment confirmation page.

- iv. You will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further, Payment Failure is shown, immediately contact the e-Procurement helpdesk, for resolution, before tender closing time.  
Click Next to go to Bid Preparation details.
- v. Please ensure that the Pay Online option is not shown after successful payment, for confirmation. From here, you may proceed with Encrypt and Upload to upload tender documents, and further submission process

**D). SUBMISSION PROCESS:**

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) along with online payment of tender document fees and EMD.

For page by page instructions on bid submission process, please visit [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and click “Bidders Manual Kit” link on the home page.

**It is necessary to click on “Freeze bid” link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.**



## Other Instructions to Bidders

### 1. Important Dates

Last Date of submission	-	05:00PM on 23/03/2023
Technical Bid Opening	-	11:00AM on 27/03/2023

### 2. SUBMISSION PROCESS:

1. Bidder should submit the **item rate** tenders in **two cover bid system** (Technical Bid and Financial Bid).
2. **Technical Bid** should include all the relevant documents establishing the eligibility of the bidder along with **Earnest Money Deposit (EMD)** amounting to Rs. 15,000/- and **Tender fee** of Rs. 1,416/- (Inclusive of GST) to be remitted through e-GP website.
3. The proposals should be submitted in the prescribed format. Deviation from the prescribed format will result in rejection of the bid.
4. The time and date of opening of **Financial Bid** of the tender shall be intimated only to the qualified and technically acceptable bidders at a later date.

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