MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

(Established under Government of Maharashtra Act VI of 2014)



Expression of Interest (EOI)

for Supply & Installation of RFID For University Library

Maharashtra National Law University Mumbai

2nd and 6th Floor, CETTM MTNL Building, Technology Street, Hiranandani Gardens, Powai, Mumbai 400076 Maharashtra

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> Visit us: http://www.mnlumumbai.edu.in

Expression of Interest (EOI) Notice No: MNLURFID2019

1. EOI Notification:

1.1 Maharashtra National Law University Mumbai, (referred to in this document as 'University') invites sealed expression of Interest from eligible, reputed companies/firms for supply, erection, installation, commissioning, testing, demonstration, maintenance and training of RFID for University Library as specified in this EOI document.

1.2 EOI document may be downloaded from UNIVERSITY website **http://mnlumumbai.edu.in/tendernotice.php** The prescribed EOI fee and Earnest Money Deposit (EMD), as mentioned in the EOI document, shall be sent with your offer through Demand Draft (DD) drawn in favour of "**Maharashtra National Law University Mumbai**", payable at Mumbai. Any subsequent amendments in the EOI will be available on the above mentioned website.

1.3 Duly filled-in documents must be submitted to the office of

The Registrar,

Maharashtra National Law University, Mumbai 2nd Floor, CETTM MTNL Building, Technology Street, Hiranandani Gardens, Powai, Mumbai, Maharashtra 400076 by Speed Post/RPAD on or before 05:00 pm of dd/mm/yy (as in sr no. 6 below) (No hand delivery)

1	Name of the Work Ref: MNLURFID2019	EOI for supply and installation of RFID for University Library		
2	EOI Fee	Rs. 2,500/-(Non Refundable)		
3	Earnest Money Deposit (EMD)	Rs. 1,00,000/-		
4	Date of issue of EOI	23.12.2019		
5	Pre-bid meeting (for clarifications etc)	30.12.2019 (11 am to 12 noon at University Premises)		
6	Last date for receiving hard copy of all the documents along with EOI Fees. *	16.01.2020		
7	Technical Bid Opening Date *	21.01.2020		
8	Financial Bid Opening *	Same day		
9	Award of Work *	22.02.2020		
10	Stipulated Completion **	22.05.2020 (3 months from award of work)		
11	Address for Communication, Queries and Submission of filled EOI.	The Registrar, Maharashtra National Law University Mumbai 2nd Floor, CETTM MTNL Building Technology Street, Hiranandani Gardens Powai, Mumbai - 400 076		

1.4 Information on BID:

* University reserves the right to modify / extend any or all these dates at its discretion. Information of such extensions will be posted in the website <u>www.mnlumumbai.edu.in</u>

** In case, it is anticipated that a longer period would be required for execution after award of contract a separate note indicating the time period needed and the justification thereof be provided, in the Technical Bid. University's decision in this will be final for accepting or rejecting the additional period asked for.

- 1.5 Separate DDs for prescribed EOI Fee and Earnest Money Deposit (EMD) must accompany the offer as mentioned in this document. (In a separate envelope)
- 1.6 Offers received without the requisite fee shall be summarily rejected.
- 1.7 Eligibility Criteria, Terms and Conditions, Scope of Work, various format and Performa for submitting the EOI offer and other details are described in this document.
- 1.8 Technical Bid will carry 50% marks, and Financial Bid will carry the balance 50% marks. Those who score 35% marks and above, in the Technical Bid will only be considered for Financial Bid. Lowest Bid in Financial Bid will carry 50% marks, and the others will be given proportionate marks. Total marks secured will be considered for deciding the Bids.
- 1.8 Do not change this document. Any change/s made in the document by the bidder will lead to disqualification.
- 1.9 Bidders are required to sign and submit all the pages of this EOI document and all other required supporting documents.

ELIGIBILITY CRITERIA FOR THE BIDDER

PRE-QUALIFICATION CRITERIA (Stage-I)

- 2.1 The Vendors who have in the last 5 years supplied and installed the RFID equipment at any of the reputed institutions like National Law Universities, IITs, IISc, IISERs, Universities, Colleges and other Institutes of Repute may only apply for bid.
- 2.2 The details of such institutions and the cost with details of equipment may also be supplied with the bids.
- 2.3 The bidder should have a turnover of at least (**Rs.75 lakhs**) in each of the last 3 financial years, as revealed in Annual Financial Statements reported in India. For the current year a declaration may be provided giving the amount of Turnover achieved up to the date of BID.
- 2.4 The bidder should not have been debarred/blacklisted by any Govt. Dept. / Semi-Govt. Dept. / Educational Institute / University or any other organization. **Declaration** in this regard is to be submitted by Bidder.
- 2.5 Along with the BID documents, the bidder should have submitted Bid Processing fees of Rs.2,500/- (Rupees Two Thousand Five Hundred only) and Earnest Money Deposit (E.M.D.) of Rs.1,00,000/- (Rupees One Lakh only) in the form of two separate Demand Drafts in favour of "Maharashtra National Law University Mumbai" payable at any bank in Mumbai. (in a separate envelope)
- 2.6 Bidders are required to submit all supporting documents for each of the above criteria with sign and stamp.

PRESENTATION TO THE COMMITTEE (Stage-II)

- 2.7 Companies/Agencies shortlisted in pre-qualification will be invited for making presentation to the Committee at UNIVERSITY Mumbai. Each of the shortlisted Companies/Agencies will be given a slot of fixed time period.
- 2.8 The Committee will go through the presentation of RFID Library System proposed by the bidder and assess the competency of the Companies/Agencies, their capacity of understanding the needs, and sensitivity to provide services to UNIVERSITY Mumbai.
- 2.9 Criteria for Technical evaluation:
 - Contents of the Presentation of proposed RFID System for University Library
 and its features
 - Number of years in the line of providing this equipment.
 - Number of Key Professionals & their post qualification experience
 - Number of projects with higher educational institutes of repute.
 - Additional feature over and above the minimum technical requirements.
 - Recognition / Awards won during last 5 years
 - Ability to serve MNLU Mumbai. Presence in Mumbai with adequate staff to take care of the service requirements during the AMC period.
 - Track-record and Financials
 - Quality of presentation before the committee.
 - Any other features the Committee may deem fit.
- 2.10 The Committee will then shortlist the Companies / Agencies for further process.

BACKGROUND

3.1 Maharashtra National Law University Mumbai was established under Maharashtra National Law University Act (VI of 2014) of the Government of Maharashtra.

3.2 For further details visit our website <u>http://mnlumumbai.edu.in</u>

GENERAL TERMS AND CONDITIONS

Essential technical requirement:

4.1 The bidder must have all statutory registrations like PAN, TAN, Service Tax, PF, GST, ESIC, Shop and Establishment registration etc., as applicable from time to time, with respect to this EOI.

EOI Fee & EMD:

4.2 The Bidder has to submit in separate sealed covers along with the bid, Nonrefundable EOI Fees of Rs. 2,500/- (Rs.Two thousand five hundred only) & Earnest Money Deposit (E.M.D.) of Rs. 1,00,000/- (Rs.One Lakh only) in the form of two separate Demand Draft in the name of "Maharashtra National Law University Mumbai" payable at any bank in Mumbai drawn by any of the banks authorized by RBI (operating in India having branch at Mumbai.

4.3 **Bid without EOI fees & E.M.D. will not be termed valid.** In case of non-receipt of EOI fees & EMD as mentioned above the bid will be rejected by UNIVERSITY Mumbai as non-responsive.

4.4 Unsuccessful bidder's E.M.D. will be returned as promptly as possible as but not later than 60 working days after the opening of the Technical Bids.

4.5 The same, in case of successful Bidder it will be upon signing of the Contract, and furnishing the EMD (or Performance Bank Guarantee from a Nationalised Bank) for 10% of the total order value as prescribed by UNIVERSITY Mumbai. No interest is payable on EMD or for any delay in retuning of the same.

Bid validity:

4.6 A Bidder can submit only one set of Bid. In case of submission of more than one set of Bid by any Bidder, all the bids submitted will be rejected.

4.7 Bid submitted by the bidder shall remain valid for a period of 90 days from the date of submission of offer. The Bidder shall not be entitled during this period to revoke or vary the contents of Bid or any term thereof. In such case of making any variation subsequent to submission of bid on their own, the bid shall be treated as "**REJECTED**".

Submission of Bid:

4.8 Technical Bid and Financial Bid shall be submitted in two separate sealed envelopes quoting reference number of EOI (**MNLURFID2019**) at the top of the envelope. The fees shall have to be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.

Bid Evaluation:

4.9 The Bidder will be evaluated based on the Pre-Qualification Criteria (Section 2) by the Committee (Section 3).

4.10 Such of the Bids which meet the pre-qualification criteria will be taken-up for Technical Evaluation first.

4.11 Financial Bid of Shortlisted Bidders (such of those Technical Bids which score minimum, 35 out of 50 marks) alone will be opened by the Committee.

Duration of Supply of RFID Library System with Implementation:

4.12 Within **3 months** from the date of issue of purchase order/work order. (In case longer period is required the same should be informed by way a note attached to the Technical Bid, clearly giving reasons for such longer time period and indicating specifically the exact time required. University's decision for accepting or rejecting the additional period asked for in this will be final.)

Amendment of EOI Document (Corrigendum):

4.13 At any time prior to the deadline (including any extension thereof) for submission of bids, the University may, for any reason, modify the EOI document and the corrigendum will be published ONLY on University's website under http://www.mnlumumbai.edu.in.

Prices, Taxes and Duties:

4.14 The Bidder should quote firm prices / rates taking into account of all the Taxes, Duties, Levies, Personal Tax, Corporate Tax, Insurance, Freight, handling etc and all other expenditure (including the Annual Maintenance Contract for 3 years, with cost of the same in-built into the Bid value) required to be incurred by him/her for providing required services etc. during the contract period as indicated above and afterwards no variation on any account whatsoever will be allowed. **The quoted prices for all the items shall be inclusive of all costs, applicable taxes, etc.**

Payment terms:

4.15 No advance payments will be made. Applicable TDS / with-holding taxes etc would also be deducted, as applicable from time to time.

4.16 On completion and satisfactory hand-over of the project (as evidenced by the Acceptance Report of the Library) 90% of the Price indicated in the Purchase Order (after deducting Liquidated Damages, if any, as per Clause 4.29 below), would be paid, against Invoice, within 10 working days of the Acceptance Report Date or Invoice date, whichever is later.

4.17 5% of the Price would be paid at the end of the 2nd year of AMC, in case no adverse reports are there on the maintenance.

4.18 The Final 5% of the Price would be paid, along with the return of EMD, at the end of the 3rd year of AMC upon "Satisfactory" report of the Library.

4.19 In case of any Adverse Report or non-fulfilment of Terms of Contract, the amounts as retained with the University will be forfeited, without prejudice to any Damages etc that may be claimed from the supplier (Successful Bidder)

Assignment & Sub-Contract:

4.20 The Agency shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without written prior approval of the University.

Taxes, labour laws and other regulations:

4.21 The selected agency shall accept and bear full and exclusive liability for the payment of all existing and future taxes of the Central or State Government or of any other authority with respect to the contract or any course pursuant thereto or anything done or service rendered pursuant thereto.

4.22 The selected agency shall fully comply with all applicable laws, rules and regulations relating to P.F. Act, ESIC Act, Bonus Act, Minimum Wages Act, Agreement Labour Act, Workmen's compensation Act, C.L. (R & A) Act, Migrant Labour Act, Essential Commodities Act and/or such other Acts or Laws, regulations passed by the Central, States, Municipal and local governmental agency or authority.

4.23 Any insurance to protect the assets of the bidder, including the workers, resources, contractors, public liability etc shall be the sole responsibility of the Bidder, and the University or any of its Officers will in no way be responsible for the same.

4.24 While executing the work, installation etc, in case of any damage to the property of the University, or due to any errors of commission, omission, non-compliance etc., the bidder will be solely held responsible and the amount of damage as assessed by the University will be recovered from him.

Confidentiality and Disclaimer

4.25 All information supplied by the UNIVERSITY Mumbai in connection with this EOI must be treated as confidential and, for the avoidance of doubt, all parts of the EOI are to be treated confidentially by the Bidders. Any breach in this regard will be a cause for cancellation / rejection of the bid / contract.

4.26 All the technical details, specifications etc, will be as indicated in this document.

Conditional EOI

4.27 Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents shall not be considered.

Contract Agreement:

4.28 The successful Bidder shall be required to execute a Contract Agreement with the University on a non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only). The cost of stamp paper shall be borne by successful Bidder. University reserves the right to amend the terms & conditions of contract after mutual discussions which shall only be in writing.

Liquidated Damages

4.29 In the event of failure / delay to provide service within the specified date, liquidated damages @ 1% per week (Monday to Sunday) or part thereof in respect of the total value of the contract subject to a maximum of 10%, will be deducted; alternatively the order will be cancelled and the remaining service will be given to any other suitable agency, as solely decided by the University, at the risk, cost and expense of the contractor.

Force majeure:

4.30 If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations here under by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.

Interpretation

4.31 In the event of any difference in the interpretation of any of the clauses of the service contract and / or the documents, the clarification given by the Registrar of Maharashtra National Law University Mumbai shall be final and binding on the Parties.

Exit Clause

4.32 The University reserves the right to terminate the contract at any time i.e. during the contract period without giving any notice or citing any reasons.

Settlement of Disputes

4.33 In the event of any dispute or difference(s) between the vendee Institute (University) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to "The Vice Chancellor MNLU Mumbai", who may decide the matter himself or may appoint Arbitrator(s) under the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties.

4.34 Any dispute whatsoever shall be subject to the **jurisdiction of Mumbai Courts** only.

4.35 **IMPORTANT**

- 4.35.1 University may accept or reject any or all the bids, in part or in full without assigning any reason and is not bound to accept the lowest bid. The University at its sole discretion may change or upgrade or drop the criteria or part thereof at any time before awarding the contract.
- 4.35.2 A bid submitted with false information will not only be rejected but the agency will also be debarred from participation in future processes.
- 4.35.3 Bidders are required to submit the Bids, documents, papers etc after signing all the pages of this EOI document and all other supporting documents
- 4.35.4 In case of any dispute, the decision of the Vice-Chancellor of the University shall be final and binding on the Bidders.
- 4.35.5 For any query pertaining to this bid document, correspondence is addressed to: The Registrar, Maharashtra National Law University Mumbai.

TECHNICAL

SCOPE OF WORK:

5.1 Maharashtra National Law University Mumbai (UNIVERSITY Mumbai) intends to implement an RFID system to streamline its core Library activities and anti-theft detection. For this purpose, it requires services of a competent entity which can understand the University's requirements and provide complete RFID system with installation and implementation.

5.2 <u>Bidders are required to provide full details of RFID System. For</u> <u>Additional/More details bidder can attach Separate Sheet/Brochure/Documents in</u> <u>the Technical Bid with Authorized sign and stamp.</u>

Sr No	Item with specification	Qty.	Specification in detail		
1	adhesive RFID		Operating Frequency: 13.56MHz, Dimensions 81 x 49 (I x W), Memory 1024 bits, with self adhesive backside.		
2	tags for books) RFID smart card Printer	01	With Lifetime Warranty Single Side Smart Card Printer (DTC 1250e) along with Card Printing Software, Printer Ribbon (Full Color – 250 Prints/One Side), Cleaning Kit etc. Warranty/AMC 3 years.		
3	SIP 2 integration with KOHA software	01	Integration of KOHA software with RFID (Bidder to link KOHA database with RFID details) (Software from RFID solution provider to link the transaction details to KOHA database)		
4	RFID Smart Cards	2,000	1024 Bits Memory, Frequency 13.56 MHz, Operation Mode Passive, Operating Protocol ISO 15693 / 18000-3, Size: CR80 with Gloss Printable Surface (Details to be printed on the smart card e.g. Student Name, PRN, Address, Parent Details etc)		

5.3 Technical Specification for RFID:-

5	RFID Staff Station	01	COMMON FOR BOTH Sr.No. 5 & 6 Should provide option of having reader with Table to or underneath table/desk, shielded reader for restricted antenna fields. Power consumption: Max 30w Communication port: IP and Ethernet for communication over web service	
6	RFID Circulation Station	01	Operation Temp: +10/+40 Frequency: 13.56MHz Antenna Power: Max 1 w Identification through ISO 15693/ISO 18000-3.1 The staff station to be connected with existing PC and LMS without SIP2 or NCIP.	
7	Library Security Gate single Aisle (EAS Pedestals)		 The Security gate must be made of Plexiglas and should be transparent. Two EAS Pedestal Library Security Gate (Quantity: One Set) with in-built Electronic Control Unit. It should include two theft detection pedestals, 2 antennas for large detection field range of 1.35 mtr between two pedestals which are interdependent of each other and also have an overlapping protection zones providing additional security. Should have provision for Lights and buzzer. Chip Compatibility : ISO15693-3/ISO 18000-3 Detection Range: Upto 1 mtr (approx) between two pedestals Communication ports: USB/UTP Tags with theft or security bits that are "on" must immediately trigger an alarm. The proposed system must provide item security even when the Library Management System or network is offline or not functioning. Should have suitable number of I/O ports for Standard electronic counter, web cam, trigger, CCTV, Locking gates, etc. It must be possible to easily remove the Anti Theft gates to allow Large objects like furniture to pass through (Optional) Should support expansion to multi Aisle Gates. Certifications required: CE/EMC/UL/FCC (with advanced specifications and configuration) 	

8	Job Work Books Tagging (Present stock of books with the University Library, as on the date of implementation)	12,000	Encoding of Book Details i.e. Accession No., Class No., etc. on RFID Tag and shielding with Institute Logo Sticker and re-shelving book back to its original location.	
9	Wi-Fi RFID Handheld Reader for Shelf Management	01	 Display with 3,5" QVGA touch screen, 240 x 320 pixels, 262k colours, Adjustable LED backlight, Daylight readable, with Numeric (alpha) keypad, Battery Rechargeable, removable Lithium- Ion battery pack 2600 mAh @ 7.4V, 4800 mAh @ 7.4V with pistol grip, Up to 30 hrs (standard battery) Desktop charging cradle with USB connection External power supply AC adapter for desktop charger: input 100-240 VAC, 1A, 50-60 Hz / Nominal reading distance: 0-30 cm., Reading speed: up to 30 tags per second. Has Identification for both Bar Code & HF RFID Labels. 	
10	Miscellaneous (Packaging and freight, etc)		Details regarding the packaging, shipping and freight, installation, etc, if any. LAN cabling provision, Power supply provision needs to be elaborated / indicated)	

5.3.1 While above inclusions are to guide the core functionality expected, they may however be added/amended based on University's requirement.

5.3.2 University reserves the right to procure any items of modules listed above or proposed by the bidder with necessary required customization/modification.

5.3.3 The participating bidders are expected to be reputed organisations and having carried out satisfactorily similar assignments in the past.

5.4 Implementation:

5.4.1 To implement the solution at locations - as required by the University.

a) University may implement the RFID in phases.

b) University may contact the organizations where RFID has been successfully implemented by the Bidder.

- 5.4.2 To ensure that the RFID implementation takes care of necessary security aspects such as safety of books, anti-theft detection, resource location, etc.
- 5.4.3 The Bidder is expected to take care of all the agreed deliverables (including periphery requirements if any) during the term of the project in a timely and smooth manner.
- 5.4.4 Data integration/migration from the existing library software (KOHA) to RFID of University, to ensure post-implementation the functioning of the Library is smooth.
- 5.4.5 The bidder is required to depute adequate number of appropriate trained, skilled personnel at the user sites for required number of days during the RFID Project Implementation.

5.5 Training to the Users/Staff:

- 5.5.1 To prepare training schedule of RFID System for staff/users and take approval from the University.
- 5.5.2 To train the designated technical and end user staff to enable them to effectively operate the RFID System
- 5.5.3 To prepare Operating and training manuals for RFID System and submit to the University.

5.6 Warranty:

The Bidder/Company/firm has to give full support for **3 (three)** years after the RFID System goes live with no additional cost and should thereafter continue to extend maintenance service if desired, on payment as per mutually agreed terms/as quoted

5.7 Insurance

Till the time the installation is completed and handed over, all risks on the materials supplied, men involved in the installation & other properties of the vendor (including its resources, suppliers, contractor, public liability etc) will be under the responsibility of the vendor exclusively and in no way University will be responsible for any damages, physical/intrinsic etc. to the equipments, properties, public liability etc. of the vendor.

6. Checklist of documents to be attached with technical bid:

S. NO	Check list of documents/ Undertakings?	YES/NO	Remarks (Give explanation if answer is No)
1	Is BID fees attached?		
2	Is EMD attached?		
3	Is the bidder original equipment manufacturer (OEM)/ authorised dealer?		
4	If authorized dealer, recent dated Certificate to this effect from OEM, attached or not?		
5	Undertaking from OEM regarding technical support & extended warranty period		
7	Undertaking from bidder regarding acceptance of BID terms & conditions		
8	Whether list of reputed users (along with telephone numbers of contact persons) for the past three years specific to the Instrument attached.		
9	Whether required weeks' training of operator and research students without any charges offered.		
10	Does the equipment comply with all the required specifications as per annexure 1 Sr. No. 1 to 10. Attach a separate sheet showing compliance with the specifications and explanations thereto if the equipments varies from the requested specifications.		

11	Whether free Installation, Commissioning and Application Training offered.	
12	Whether required comprehensive onsite extended warranty / AMC offered for 3 years from the date of installation included in the price bid. (A copy of the warranty / AMC be attached with the Technical Bid)	
13	Whether Annual maintenance after expiry of comprehensive onsite warranty quoted separately as optional beyond 3 years.	
14	Undertaking that the bidder /company/firm is not blacklisted by any Govt Dept/Semi-Govt Dept/Educational Institute/ University or any other organization	
15	Work order & completion certificate of at least three projects of RFID System completed for educational institutes	
16	Annual Financial Statements for last three financial years and actual estimates for the current Financial Year upto a recent date.	

PRICE BID

Bidders are required to fill Price Bid in the following Format I & II. Bidder can attach additional sheets if required.

Sr. No.	Item with specification	Qty.	Price (without Taxes)	Taxes	Total Price (inclusive of all taxes)	
1	RFID Tags for Books (Self adhesive RFID tags for books)	25,000				
2	RFID smart card Printer	01				
3	SIP 2 integration with KOHA software	01				
4	RFID Smart Cards	2,000				
5	RFID Staff Station	01				
6	RFID Circulation Station	01				
7	Library Security Gate Single Aisle (2 EAS Pedestals)	01 set				
8	Job Work of Tagging of Books	12,000				
9	Wi-Fi RFID Handheld Reader for Shelf Management	01 set				
10	Cost of AMC for 3 years from the date of handover / go-live.	Lump sum				
11	Miscellaneous (Packaging, shipping, insurance and freight, training etc)	Lump sum				

PRICE FINANCIAL BID FORMAT - I

*Detailed specifications be provided to each of the items. **Price Bid should include AMC for 3 years after completion of installation and handover.

DECLARATION

- 8.2 I have carefully read and understood all the terms and conditions of the EOI and hereby convey my acceptance of the same.
- 8.3 The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
- 8.4 I/We am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to the summarily rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.
- 8.5 Each page of the EOI document and papers submitted by my Bank is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorized Signatory

(With Seal)

Place: Date: