



**TATA MEMORIAL CENTRE**  
**ADVANCED CENTRE FOR TREATMENT, RESEARCH &**  
**EDUCATION IN CANCER (ACTREC)**  
**Kharghar, Navi Mumbai-410 20**  
**(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)**

Date: 02/03/2022

Tender No: TMC/ACTREC/Engg/KRS/SQ- 109 /Access control/HWCC/2021-2022.

To,

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**Short Term Tender**

Sealed Quotations are invited on behalf of the Director, ACTREC, for carrying out the work mentioned below, which will be received in the office of the undersigned i.e. Advanced Centre for Treatment Research and Education in Cancer, Tata memorial Centre, Plot No 1 and 2, Sector-22, Kharghar, Navi Mumbai-410210, Maharashtra, India, from competent contractors who have carried out the work of similar kind and magnitude, **Schedule of quantities** is enclosed herewith.

Sr. No.	Name of work	Tender cost (Basic rate) (Rs.)	EMD (Rs.)	Tender Cost (Rs.)
1.	SITC of Biometric door access control system for changing room in HWCC building at ACTREC	59322.00	1186.00	NIL

The undersigned may be contacted between 10.00 a.m. to 5.00 p.m. on any working day.

**Submission of Tender:**

The Quotation to be submitted in sealed envelope subscribed "SITC of Biometric door access control system for changing room in 2<sup>nd</sup> floor for HWCC building at ACTREC"



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Sealed Quotation must be entered and endorsed at main gate before due date and time. Envelope received without endorsement at main gate and or after stipulated date or time will not be entertained.

Earnest Money deposit – 2% OF Tender amount i.e. Rs. 1186.00/- to be submitted in the form of Cash Receipt/ Fixed deposit /DD issued by Scheduled Bank in Favour of Account officer , TMC-ACTREC, payable at Navi Mumbai.

- 1) Rs.1186.00/- in the form of Cash Receipt/FDR/DD as prescribed above.
- 2) EMD in the form of Cheque will not be accepted
- 3) EMD – As per circular Dt:12th November 2020 from Ministry of Finance and Rule 170 of General Financial Rules (GFR's) 2017, Micro and Small Enterprises (MSE's) and the firms registered with concerned Ministries / Departments are exempted from submission of EMD provided the submission of MSME Certificate by the Vendor along with tender

The tender document can be purchased from 2<sup>nd</sup> floor, KS-203 Engineering services, Khanolkar Shodhika, ACTREC, Tata Memorial Centre, Kharghar, Navi Mumbai-410210 during working hours with payment of tender cost.

Purchase Date of tender: from 03/03/2022 11:00 Hrs , to 11/03/2022, 13:00 Hrs.

Last date of submission of hard copy of Tender is: 11/03/2022, 15:00 Hrs

Date of Opening of Tender: 11/03/2022, 15:30 Hrs in the presence of tenderers or their authorized representative present at the time of opening.

Authorized representative of agency can visit the site to know the actual scope of work and to clarify any queries before quoting and final date of submission.

The agency can contact on:

Phone No: 022-6873 5000 , Ext 5710, 8320898363

Email id- ksuthar@actrec.gov.in

The rate quoted shall be basic only and GST extra applicable as per the Schedule of Quantity. In force and no extra will be paid over and above the quoted rates.

The entire work is to be completed within **45 Days** in accordance with the time schedule.

2.5% of the total value of work will be deducted from the bill(s) towards Security Deposit and which shall be released on the expiry of defects liability period of one year.

3% of tender value of work will have to submit toward performance security after acceptance of tender. The same will be returned on satisfactory completion of work.



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**SCOPE & LOCATION OF WORK: -**

1. The scope of work covered in this Tender shall be as per the Bill of Quantities, Specifications, Drawings, Instructions, Orders issued to the Contractor from time to time during the pendency of work.
2. The quantities of various items as entered in the “BILL OF QUANTITIES” are indicative only and may vary depending upon the actual measurement. The Contractor shall be bound to carry out joint measurement for bills.
3. The contractor shall provide all necessary measuring instruments material, labour, tools and plants required to execute the work.
4. Safety barricading/Safety Tape shall be provided by Contractor.
5. The Contractor shall clean up and properly dispose of any excess materials and debris resulting from the work. The cost of cleanup and disposal shall be included in the cost of the various items.

**Technical requirements**

1. Scope or work includes SITC of biometric finger print based time and attendance door access control system ( 02 Nos ) for male and female changing room in 2<sup>nd</sup> floor of HWCC building as instructed and as directed by OIC – ES.
2. SITC of biometric finger print bases RFID, time and attendance + door access control system along with accessories like inside biometric reader for INOUT attendance record, emergency exit switch, double door or single electromagnetic lock, and installation accessories like power supply units, ZL brackets, loop cables etc. at different labs (08nos) in CCE building .
3. All device must be centrally connected to one central computer from where we can access log records. The new software must be compatible with our existing computer and other door access control system.
4. The system must have Communication port to get INOUT attendance record - TCP/IP, USB, ( Optional : Wi-Fi, GPRS, GPRS+ GPS)
5. Scope of work include delivery of Material, Installation, Commissioning, Testing, and Operational training to our staff and hand over of old items to the engineer in charge.
6. LAN cable, control cables required for machine and IN OUT reader connectivity is in the scope of agency
7. Transportation of materials from the factory to ACTREC installation site respectively, unloading, keeping the same at site appropriately and placing as per the instructions of Engineer-in charge.



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8. Agency to submit all relevant documents, catalogue, Brochures, test reports/certificates, undertaking, warrantee cards, post installation servicing if any.
9. Material shall be procured according to the specifications as mentioned in the schedule. In case, make of the material is not mentioned in the Item, Prior approval shall be obtained from Engineer-in-Charge before procuring alternate make for any kind of Item/Material.
10. ACTREC will provide 1 Phase, 230Volt AC power supply for system.
11. The agency is requested to visit the site to know actual scope of work before quoting.

**Payment Terms:**

Payment shall be given for the work actually executed by the agency and the executed quantities items wise will billed after taking joint measurement between contractor and Engineer-in charge. Payment term other than above mention will not be accepted. Payment will released 100 % after completion of work.

**Safety:**

All the contractor's personnel working in ACTREC campus must follow safety norms and shall be complete with approved safety devices wherever a potential hazard , electrical hazards to personnel exists and with provision for safe access of personnel to and around equipment for operational and maintenance functions. It shall be the responsibility of the contractor that all necessary safety measures and precautions are invariably ensured while performance of the contract work and CLIENT shall not be responsible for any injuries / accidents suffered by contract labour. The agency is required to provide First Aid Box with all accessories at suitable location during contract period.

**Documents to be submitted:**

1. PAN card
2. GST registration certificate.
3. Proof of contractor registration
4. Copy of similar work order such as SITC of Biometric door access system with inside reader

**Rates quoted in the tender shall be valid for 60 days.**

Canvassing in connection with tender/quotation is strictly prohibited.

Lowest bidder will be decided on quoted basic value only.



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The Director, ACTREC reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any thereto.

Officer-in-Charge,  
Engineering Services,  
ACTREC

Encl: 1} Blank Schedule of Quantities



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Bid Security Declaration ( To be executed on letter head of bidder )

Whereas, I/we ..... (Name of agency) .....  
have submitted bids for ..... (Name of Work)... ..... NIT  
No.....

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit :-

(1) If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

OR

(2) If, after the award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,  
I/We shall be suspended for one year and shall not be eligible to bid for ACTREC/TMC tenders from date of issue of suspension order.

Signature of the Contractor(s)  
With Seal and Date



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## **FINANCIAL BID**

**Name of work:** SITC of Biometric door access control system for changing room in 2<sup>nd</sup> floor for HWCC building at ACTREC

Tender No: TMC/ACTREC/Engg/KRS/SQ-109 /Access control/HWCC/2021-2022.

Sr. No	Description	HSB / SAC Code	Unit	Qty	Rate	Basic Amount
1	SITC of Biometric fingerprint based time and attendance + door access control system with RFID technology, power supply adaptor , and have following Special Feature:, INOUT attendance records, Push Data Technology Users: 3000 Fingerprints Card Capacity: 3,000 Transactions: 1,00,000 Communication: RS485, TCP/IP, USB , as per instructions & as directed by O-I-C, ES.		Each	2		
2	SITC of inside Fingerprint for Time Attendance and Access Control (Inside door access control finger print reader )		Each	2		
3	SITC of emergency exit switch ( installed inside door)		Each	2		
4	SITC of double door or single door electromagnetic lock		Each	2		
5	ZL bracket used for Electromagnetic lock support		Each	2		
6	Installation, commissioning charges for machine and software		Each	2		
7	Access control proximity cards		EACH	300		
	Total Amount excluding GST					
	GST as applicable					
	Total Amount with GST					



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**NOTE:**

- 1) Agency should visit the site to know actual scope of work before quoting.
- 2) Material brought to the site shall be endorsed at security gate and copy of this same shall be given to engineering department.
- 3) Rate shall be quoted Basic only and GST as applicable will be extra.
- 4) Material required at site should be assessed by the agency and bill will not be settled for excess/supplied items.
- 5) Bill will be settled as per actual measurement.

Date:

sign & seal of  
contractor