



**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: 27/07/2022

Tender No: TMC/ACTREC/Engg/SQ-46 / Biometric door access control system / AH/2022-2023

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 Bio matric door access control system for medical record storage room at Animal Facility building , ACTREC campus.	75,275.00	1506.00	NIL

Earnest Money deposit – 2% of Tender amount i.e. Rs.1506.00/- to be submitted in the form of Cash Receipt/BG/ Insurance Security Bond/ Fixed deposit /DD/ issued by Scheduled Bank in Favour of Account officer , TMC-ACTREC, payable at Navi Mumbai.

- 1) Rs.1506.00/- 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.



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Further, in lieu of Bid Security, Bidders to sign "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the period of ONE YEAR from opening of financial bid.

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 Bio matrix door access control system for medical record storage room at Animal Facility building , ACTREC campus."

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.

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 28/07/2022 11:00 Hrs. to 02/08/2022, 13:00 Hrs.

Last date of submission of hard copy of Tender is: 02/08/2022, 15:00 Hrs.

Date of Opening of Techno commercial Tender: 02/08/2022, 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, 8547454668

Email id- [ksuthar@actrec.gov.in](mailto:ksuthar@actrec.gov.in) , jayeshkumarp@gmail.com,

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 **30 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. Scope includes SITC of 02 Nos biometric Door access control, inside readers, software.
2. Scope includes supply and fixing of bio matric door access system with inside finger print reader, Emergency exit switch , double door electromagnet lock , control wiring from machine to reader, exit switch and door magnet.
3. Scope also includes supply and laying of CAT 6 LAN cable through conduit/ casing capping including termination at both end with termination accessories from machine to central computer.
4. New system to be standalone system and software for attendance purpose is provided. SITC of 8 port gigabit network switch for connectivity. Agency need to provide training to staffs.
5. 1ph, 230volt, 50HZ power for machine will be provided by ACTREC.
6. Civil works for making hole in wall is in the scope of agency.
7. Agency has to supply 50 Nos. proxy cards
8. The location of work will be shown by ACTREC.
9. The agency has to arrange scaffolding / ladders to carry out the work at high where ever it required.
10. Arrangement of temporary power supply to carry out the work is in the scope of agency.
11. The agency is requested to visit the site to know actual scope of work before quoting.
12. 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.
13. 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.
14. The contractor shall provide all necessary measuring instruments material, labour, tools and plants required to execute the work.
15. Safety barricading/Safety Tape shall be provided by Contractor.
16. 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.



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**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.

**Servicing/Maintenance:**

Agency has to provide 1 year DLP period for complete system. Quarterly visit for preventive maintenance for entire set up. All breakdown calls as & when required on top priority basis.

**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. ITR for last 3 yrs.
4. Proof of contractor registration (firm/company registration)
5. Copy of similar work order such as SITC of biometric door access control system and related works etc.
6. All required documents to be submitted along with the Tender duly signed & stamp.
7. Self-declaration Make in India as given below:

**Make in India Status:**

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

Self-Certification for the category of suppliers:

(Provide a certificate from statutory auditors/ cost accountant in case of Tenders above Rs 10 Crore for Class-I or Class-II Local Suppliers OR for below 10 Cr. Self-declaration certificate).



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Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

- ☐ Class-I Local Supplier/  
☐ Class-II Local Supplier/  
☐ Non-Local Supplier.

We also declare that.

- ☐ There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Services, or  
☐ We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Services.

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.

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

Date:



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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. AMC to be done as per contract schedule &
- 5) whenever required  
Bill will be settled as per actual measurement/satisfactory service  
sign & seal of  
contractor

**Bid Security Declaration**

(To be executed on letter head of bidder)



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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

**Self-Certification for the category of suppliers**  
(To be executed on letter head of bidder)

Self-Certification for the category of suppliers:



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(Provide a certificate from statutory auditors/ cost accountant in case of Tenders above Rs. 10 Crore for Class-I or Class-II Local Suppliers OR for below 10 Cr. Self-declaration certificate).

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Local Content and %age	
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Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

- ☐ Class-I Local Supplier/  
☐ Class-II Local Supplier/  
☐ Non-Local Supplier.

We also declare that.

- ☐ There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Services, or  
☐ We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Services.

Signature of the Contractor(s)  
With Seal and Date