



## BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Tender Document for hiring Agency to provide services to Biometric Recording and taking Photography for various University Examinations.

Tender Notification No :	To be generated automatically by the E-procurement portal of the Govt. of Punjab.
Nature of work :	E- tender Document for hiring Agency to provide services to Biometric and Photography for various University Examinations for the period of one year as per the requirement. It may be extended for the further one year on the mutual consent of both parties.
Cost of the tender document:-	<b>Rs. 590/-</b> only alongwith 18% GST (Rs. Five Hundred and Ninety Only). {Non refundable, under any circumstances}.
Tender Processing fee:-	To be charged by Govt. of Punjab as per its norms. (Non-refundable).
EMD Amount :	Rs. 40000/- only (Forty Thousand only) {Refundable to the Non-successful bidders, without any type of interest or other charges}. However, It will be converted in Performance security in case of successful tenderer and will be returned after successful completion of the contract period. <b>It should be clearly noted that no bidder will be allowed any type of exemption from the deposit of the EMD under any circumstances.</b>
Performance Security	The Earnest Money Deposit deposited by the successful bidder will be converted against the performance security and will be returned after the completion of rate contract period.
Date of start of downloading of tender documents:-	Immediately from the website of the Punjab Government i.e. <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>
Website for downloading of the tender document:-	From the above website However, the details may also be obtained from the University website i.e. <a href="http://www.bfuhs.ac.in">www.bfuhs.ac.in</a>
Last date for downloading of the tender document:-	30.08.2023 on 12.30 pm
Last date & Time for submission of the tender documents:-	30.08.2023 on 01.30 pm
Date of opening of the Tender documents (Technical Bids)	On any working day, after approval from the competent authorities. On the e-procurement portal of the Govt. of Punjab.
Date of Opening of the tender documents (Financial Bids)	After technical evaluation and approval from the competent authorities. On any working day at e- procurement portal of the Govt. of Punjab.
Address for the submission :	The Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) PIN-151203.
Who can be contacted for obtaining more information about the tender?	INCHARGE (UPFD), BFUHS, FARIDKOT 01639-256232, 256236 Email id:- <a href="mailto:upfdbfuhs@gmail.com">upfdbfuhs@gmail.com</a> (On all working days from 9.00 a.m. to 5.00 p.m.)



## SCOPE OF SUPPLY

E-TENDERS are invited from the professional firms/solution provider etc. for provide services to Biometric Recording and taking Photography for various University Examinations for a period of one year as per the requirement

### COMMON TERMS AND CONDITIONS.

1. Firm will be responsible for taking photography and recording and storing Biometrics (Finger Prints) of every candidates present in the test.
2. Photography and Biometric data will be handed over to the University Authorities in soft copy (On CD).
3. Firm will provide assistance (Depute their official) to match biometric data as and when required by the University.
4. The firm will be responsible for the intact internet connection at the time of Biometric.
5. No manpower will be provided by the University to the firm at the exam centre.
6. The firm will ensure to complete the biometric/videography process well before the commencement of the examination.
7. Biometric attendance of the candidates will also be made available at the time of document verification and joining (if required).



## BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Tender Document for hiring Agency to provide services to Biometric Recording and taking Photography for various University Examinations.

Agency /Firms are requested to quote their rates on following format:-

Sr. No	Service	No. of candidates	Rate per candidate (inclusive of all taxes)
1.	Taking Photography and Recording Biometrics (Finger Prints)	upto 20000	
2.	Visiting Charges per day after Examination		

(Rates must be quoted in the financial bid only.)

### INSTRUCTIONS/ GUIDELINES TO THE TENDERERS

1. Please download the Tender document from the website of the e-procurement of the Govt. of Punjab. Please sign on all the pages of the tender document along with a stamp/ seal. Then a scanned copy of the same may be uploaded on the website at the time of submission of the tender document..
2. upload an affidavit regarding Non-Black listing as per proforma given at (Annexure-II) on Non- Judicial Papers of appropriate value, duly attested by an Executive Magistrate or a Notary Public may also be uploaded on the website.
3. upload Technical Bid Proforma (Annexure-III).
4. upload a signed copy of the terms and conditions (Annexure-IV).
5. Detail of Bank Account for refund of EMD (Annexure – V)
6. In addition to this, following documents are to be attached with Technical Bid:-
  - i. **TENDER FEE:** The tender document fee of Rs.590/- only may be submitted through online mode only. The Tender document fee will not be accepted through any other mode. It is pertinent to mention here that the Tender document fee once deposited will be Non-refundable under any circumstances.
  - ii. **EARNEST MONEY DEPOSIT (EMD)** of Rs.40000/- The Earnest Money Deposit must be submitted in the shape of Online Payment.
  - iii. **DETAILS OF REGISTRATION AS COMPANY / SHOP / ESTABLISHMENT.** The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
  - iv. **COPY OF CERTIFICATE OF REGISTRATION FOR SERVICE TAX/TIN/TAN/PAN/VAT/GST** (as applicable). The supporting document should be uploaded on the e- procurement website of the Govt. of Punjab along with the tender document.
7. Attach a signed copy of the Acceptance of Tender/ Conditions Forms (Annexure-VI). The said copy must be signed and duly stamped. A scanned copy of the same may be uploaded on the e-



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procurement website of the Govt. of Punjab along with the tender document.

8. It should be clearly noted that this tender will be accepted through e-tender mode only. The tenders submitted through offline mode will not be accepted under any circumstances.

## ANNEXURE-I

### NOTICE INVITING TENDER (E-TENDER NOTICE)

**E- TENDER** Document for hiring Agency to provide services to Biometric Recording and taking Photography for various University Examinations for the period of one year as per the requirement. It may be extended for the further one year on the mutual consent of both parties.

The tender document containing detailed terms & conditions may be downloaded from the e-procurement website of the Punjab Government i.e. <https://eproc.punjabgovt.gov.in> and its details may also be seen at the University website i.e. [www.bfuhs.ac.in](http://www.bfuhs.ac.in)

### TERMS AND CONDITIONS:-

1. Earnest Money Deposit (EMD) of Rs.40000/-. The Earnest Money Deposit must be submitted Online Payment at <https://eproc.punjabgovt.gov.in>
2. The tenders will be opened by the next day from the last date of submission of tender (by 5.00 PM), on the e-procurement portal of the Punjab Government in the presence of tenderer(s), who wish to be present in the said tender opening process. However, the individuals keen to attend the tender opening process should have an authorization certificate from the company.
3. The Price bid (Financial Bids) will be opened after the opening of Technical Bid. The Price Bid (Financial Bids) of the technical qualified bidders will be opened by the University.
4. The Registrar, Baba Farid University of Health Sciences, Faridkot reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Tender Document for hiring Agency to provide services to recording biometric and taking Photography for various University Examinations.

ANNEXURE-II

**(TO BE FURNISHED ON NON-JUDICIAL STAMP PAPERS)**

(Worth Rs.100/- only duly attested by Executive Magistrate or Notary Public).

**AFFIDAVIT**

I/We \_\_\_\_\_ partner /sole proprietor (*Strike out which is not applicable*) of **(Name & Address of Firm)** do hereby declare and solemnly affirm:-

- a) That the individual/firm/companies are not debarred or black- listed by any department of Union/State Government or any autonomous institute.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt./Autonomous Institute.
- c) That the terms and conditions for work of \_\_\_\_\_ are acceptable to me/us. I/We will abide by them in letter and spirit.
- d) That if at any stage it came before the Registrar, Baba Farid University of Health Sciences, Faridkot that the firm was blacklisted or debarred earlier then the contract will be stand cancelled.
- e) That the bidder or any constituent partner in case of partnership firm, never been convicted by a court of law.

Date:

DEPONENT

Place:

**VERIFICATION**

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date:

DEPONENT

Place:



# BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Tender Document for hiring Agency to provide services to recording biometric and taking Photography for various University Examinations.

## TECHNICAL BID

### Annexure-III

Sr. No.	Title	Value
1	Name of the applicant (tenderer/ bidder).	
2	Constitutional status of the tenderer/ bidder. i.e. Proprietor/ Partnership firm/ Pvt. Limited Company/ Public Limited Company/ Co-op Society etc.	
3	Address of the tenderer/ bidder	
4	Name of the Dealing Person :-	
5	Position of the dealing person in the tenderer firm/ company/ society :-	
6	E mail id:-	
7	Mobile No:-	
8	PAN Number	
9	GST/VAT No.	



## BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Tender Document for hiring Agency to provide services to recording biometric and taking Photography for various University Examinations.

### CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Particulars	Remarks
1.	Copy of Tender Notice attached – Annexure – I (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
2.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted? – Annexure – II (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
3.	Technical Bid Proforma attached – Annexure – III (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
4.	Signed copy of terms & conditions attached – Annexure – IV (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
5.	Bank Details (Anenxure – V) for refund of EMD attached (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
6.	Signed copy of an acceptance of tender/ conditions (Anenxure – VI) (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
7.	Whether the fee of Rs.590/- (500/- + 18% GST) on account of Tender Fee has been submitted through online mode or not?	Yes/No
8.	Whether an EMD of the appropriate value i.e. Rs.40000/- only has been submitted in the shape of the online payment issued in the favour of “The Registrar, Baba Farid Univerity of Health Sciences, Faridkot” and payable at “Faridkot”. Detail of Payment: _____ Dated : _____ Name of the Bank _____ Amount :- Rs.40000/-.  Whether a soft copy of the same has been uploaded on the designated website at the time of submission of the tender or not?	Yes/No
9.	Whether each page of the tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been submitted? (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
10.	Copy of Certificate of Registration for service Tax/VAT/TIN/TAN/PAN/GST attached. (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No



## BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Tender Document for hiring Agency to provide services to recording biometric and taking Photography for various University Examinations.

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11.	Whether a copy of Audited Balance Sheet of last two financial years have been uploaded on the website along with technical bid or not?	Yes/ No
12.	Whether a copy of the Income tax return of last two financial years have been uploaded on the website along with the technical bid or not?	Yes/ No

Note: Non compliance to any of the above conditions will render the offer/ tender to be rejected outrightly and Price bid of the firm will not be opened.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id: \_\_\_\_\_

**With Seal**

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## BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Tender Document for hiring Agency to provide services to recording biometric and taking Photography for various University Examinations.

### ANNEXURE-IV

#### TERMS AND CONDITONS

**SHORT TERM E- TENDER** Document for hiring Agency to provide services to Biometric recording and taking photography for various University Examinations for the period of one year as per the requirement. It may be extended for the further one year on the mutual consent of both parties.

1. The **professional firms/solution provider etc.** may quote their rates.
2. Tenders will be submitted only through e-tendering mode. The tenders will not be submitted through any other mode, under any circumstances.
3. Tenders without earnest money or short of it or not in the form specified above will not be entertained and shall be rejected straightway.
4. Tender not conforming to any or all the above terms and conditions will be rejected.
5. Incomplete tenders are liable to be rejected.
6. Baba Farid University of Health Sciences, Faridkot reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.
7. No tenderer shall be exempted from furnishing Earnest Money Deposit (EMD) under any circumstances.
8. Earnest Money/ Security Deposit and/or any other sum of the tenderer(s) lying with the Baba Farid University of Health Sciences, Faridkot or Guru Gobind Singh Medical College & Hospital, Faridkot in connection with any other tender/case shall not be considered against this tender.
9. The bids received after the specified date and time for receipt of bids will not be considered under any circumstance. Registrar, BFUHS, Faridkot shall not be responsible for any type of delay in submission of the e-tenders.
10. The rates once quoted will remain valid/ un-changed for a period of one year or the period that will be further extendable upto this period.
11. The tenderer will be responsible to ensure that the tender is properly uploaded and submitted within well in time. The Earnest Money Deposit must be submitted before the last date and time for opening of the technical bids.
12. Each page of the tender document should be signed in full by the tenderer(s) and should bear the rubber stamp/seal of the firm affixed/ scanned, if applicable, on each page. Any cutting(s)/overwriting(s) etc. should also be initialed. In case of any infringement of these



## BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Tender Document for hiring Agency to provide services to recording biometric and taking Photography for various University Examinations.

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conditions, the tender is liable to be rejected. A scanned copy of the complete tender document should be uploaded on the e-procurement portal of the Govt. of Punjab.

13. In the event of the date of receipt or opening of tender being declared a holiday for the Baba Farid University of Health Sciences, Faridkot, the last date of receipt/opening of the tender shall be the next working day at the same time and venue. The Price Bid shall be opened only in respect of those individual/ firms, who technically qualify.
14. Any conditional, telegraphic tenders, fax tenders, tenders without earnest money, and not in the prescribed form or in any deviation from the terms and conditions of the tender notice shall not be entertained and will be rejected out rightly.
15. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case the authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender. THE E- TENDER WILL BE OPENED IN THE UNIVERSITY PROCUREMENT & FACILITY DEPARTMENT OF THE UNIVERSITY.
16. In case of violation of any of the terms and conditions as mentioned above, Earnest Money/ Security Deposit of the successful tenderer(s) shall be forfeited and the tender shall be cancelled.
17. Any attempt, direct or indirect, to cast influence, negotiate on the part of the tenderer with the official/authority to whom he will submit the tender or the tender accepting official/ authority before the finalization of tenders will render the tender liable for rejection.
18. The rates quoted should be F.O.R. destination in Faridkot as directed by the concerned department. The rates should also include taxes and other levies
19. The Registrar reserves all the rights to accept or reject any tender without assigning any reason and also to impose/relax any term and condition of the tender.
20. Preference will be given to the professional firms/solutions providers having experience in the area.

### **21. CRITERIA OF EVALUATION OF PRICE BID**

The Price Bids of technically qualified bidders shall be evaluated on the basis of lowest bid criteria without compromising on the quality of material. Rates of all types of taxes as applicable should be quoted clearly.

### **22. SECURITY DEPOSIT:**

- i) The EMD of Rs.40000/- only submitted with the Tender considered



## BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Tender Document for hiring Agency to provide services to recording biometric and taking Photography for various University Examinations.

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as Security Deposit.

- ii) The Earnest Money Deposit will be refunded to the unsuccessful bidders within three months of the date of purchase order, without any type of interest.
- iii) The above said amount of the security deposit of successful bidder will be retained by the University and will be refunded after completion of period of rate contract.

### **23. PAYMENT TERMS**

The bill of the online counseling services will be paid after receipt and verification of services from the concerned department, through Account Payee Cheques/ NEFT/RTGS, in the favour of the seller/ dealer only. The payment will not be made to any third party under any circumstances.

### **24. PENALTY CLAUSE**

If the services are not provide within specific period or as per the instruction of the concerned department, the competent authority will decide regarding imposing of penalty on the successful bidder and after which Supply Order/Rate Contract may be deemed cancelled & security/earnest money forfeited and also the company may black-listed for future.

- a) If the Successful bidder refuses or does not respond to the instruction/orders with in stipulated period, the EMD shall be forfeited and order may stand cancelled.
- b) If the firm refused to execute the orders fully or partially, the security amount shall be forfeited and supply order may stand cancelled.

### **25. ARBITRATION**

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course of or after its termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Incharge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot.
- ii) In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc., mentioned above by appointing a sole arbitrator, who shall be the Registrar, BFUHS, Faridkot in which event the said proceeding shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act enforce.
- iii) The venue of such arbitration proceeding shall be at Faridkot and the court in Faridkot alone



## BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Tender Document for hiring Agency to provide services to recording biometric and taking Photography for various University Examinations.

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will have jurisdiction in respect of all proceedings connected there with.

26. **JURISDICTION** – All disputes are subject to the jurisdiction of courts at Faridkot only.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id: \_\_\_\_\_

**With Seal**

*Accepts all the terms & conditions of the Tender Under hand and seal of the authorized person*

### **ACCEPTED**

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id: \_\_\_\_\_

**With Seal**



# BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Tender Document for hiring Agency to provide services to recording biometric and taking Photography for various University Examinations.

## ANNEXURE- V

### DETAILS ABOUT BANK ACCOUNT OF THE FIRM WHO HAS DEPOSITED EMD

Name of the firm: M/s \_\_\_\_\_

Sr. No.	Particulars	Detail
1.	Account No.	_____
2.	Name of Bank	_____
3.	Branch Name	_____
4.	IFSC Code of Bank	_____
5.	Name of Operator	_____

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id: \_\_\_\_\_

**With Seal**



**BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT**

Tender Document for hiring Agency to provide services to recording biometric and taking Photography for various University Examinations.

ANNEXURE- VI

**TENDER/CONDITIONS ACCEPTANCE LETTER**

Date: \_\_\_\_\_

To

The Registrar  
Baba Farid University of Health Science, Sadiq Road, Faridkot.

Subject: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id: \_\_\_\_\_

**With Seal**



## BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Tender Document for hiring Agency to provide services to recording biometric and taking Photography for various University Examinations.

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### FINANCIAL BID

#### IMPORTANT NOTE:

Financial Bid to be filled on the e-procurement portal of the Government of Punjab only. Please do not quote your license fee in the technical bid.