



SOUTH ASIAN UNIVERSITY

Akbar Bhawan Campus, Chankyapuri

New Delhi – 110 021

Phone: +91 -11-24122512-13, Fax: +91-11-24122511 www.southasianuniversity.org

INVITATION OF BIDS

For Supply & Installation of Library Automation Solution for South Asian University

Tender No. SAU/SP/LIBRARY/2019/01 dated 05.1.2019

The South Asian University (SAU) is an international university sponsored by the eight member countries of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

The University invites sealed bids for supply and installation of Library Automation Solution for the South Asian University from competent vendors under the specifications attached as **Annexure-I**.

Terms & Conditions for Submission of Bids

1. The Bid must be made in a duly sealed and signed cover with the Contract Name and Tender Number stated at the top left corner of the envelope and submitted to the Assistant Registrar, Stores & Procurement Section, Room No. 424, 4th Floor, South Asian University, Akbar Bhawan, Chanakyapuri, and New Delhi 110021. The University assumes no responsibility in respect of a bid not made and/or not submitted as required.
- 2.
3. The Bid must reach the University no later than 3 PM on **05.03.2019**. The purchaser may reject any late submitted Bid. All timely-received bids are scheduled to be opened on the same date at 3:30 PM (If this date is declared a holiday, the same will be done on the next working day).
4. All valid Bids shall remain valid for a period of 60 (sixty) days after the last date for the submission of bids.
5. The bidder is once required to make with the bid an Earnest Money Deposit (EMD) of Rs. 125000.00 (Rupees One Lakh Twenty Five Thousand only), refundable without interest, by a Demand Draft/Pay Order drawn on any scheduled banks in favor of the "South Asian University", payable at New Delhi. NSIC & other exemption Certificate will not be accepted as EMD. Bids not accompanied by the required EMD will be summarily rejected.
6. While submitting their bids, the bidders are required to submit a duly-certified copy of the stipulated conditions evidencing their full acceptance of the terms and conditions and without which their bids are liable to be rejected summarily.
7. The Bid must be typed or legibly written in English with indelible ink and signed with official stamp by a person duly authorized to sign on behalf of the vendor.
8. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish any information required by the bidding documents or submission of a Bid not substantially in every required term of the bidding documents may result in rejection of the bid.



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9. The bid proposal must be properly indexed and bound, with all the pages duly signed and stamped. Any loose or unauthenticated document submitted by bidders will not be considered.
10. The Price of each item should be indicated in the price schedule format given in **Annexure I**. The applicable tax and other charges (if any) should be indicated separately. Any additional charges to be levied should be clearly specified. The vendor shall quote only in Indian Rupee.
11. The contract price(s) shall remain fixed for the purposes of the vendor's due performance of the contract.
12. Uncertain/incomplete offers shall not be considered. The vendors are advised not to quote different options for the same item, but furnish the most competitive among the options available. A Bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.
13. The South Asian University is an International Organization declared by the Central Government in pursuance of Section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947) and is therefore entitled to claim refund of Goods and Services Tax (GST) paid on the procurement of Goods and/or Services. We have been allotted UIN: 0717UNO00175UNQ.
14. The bidder shall provide the Company Registration Number, valid GST Registration Number, and Permanent Account Number (PAN). Only attested copy of the above documents shall be attached.
15. The bidder shall make a duly-signed declaration that he/she has never been convicted on the ground of moral turpitude and that no civil or criminal case is continuing or pending against him/her or against any other natural or legal person he/she represents or claims under.
16. The University has the right to withdraw this invitation at any time prior to its any acceptance and to reject any bid without assigning any reason.
17. The University will accept the bid which it has found to be the lowest evaluated bid and in substantial/material conformity with the documents inviting bids.
18. The goods shall be supplied within 3 weeks from the date of receipt of the purchase order. The date of supply and installation shall be strictly adhered to, failing which the University reserves the right to reject the goods and claim reasonable damages or make an alternative purchase at the supplier's cost and risk. If the supplier fails to supply and install the goods within the above-mentioned period, a reasonable compensation may be recovered at the rate of 1% of the cost of the order for every week of delay or a fraction thereof, subject to a maximum of 10% of the cost of the goods. If and when required, an extension for the date of delivery should be obtained reasonably in advance and for a proper justification. Part supplies will not be accepted.
19. 100% payment will be made within 30 days after the supply and installation of all goods against order and to the satisfaction of the University.



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20. On the receipt of a purchase order, the supplier shall give to the University a performance bank guarantee (PBG) of 05% of the total contract price for a period of sixty days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations. No interest will be payable by the University on the PBG.

21. Any dispute arising from or relating to the contract shall be settled through direct and good faith negotiations/consultations between the parties, recognizing their mutual interest and endeavoring to reach a mutually satisfactory solution.

If the dispute is not settled by negotiations/consultations within 15 days, the dispute shall be referred to arbitration. The arbitrators selected by each party mandatorily within 10 days of the referral of the dispute to arbitration shall appoint the third arbitrator within 5 days of their appointment. If they are unable to do so, the third impartial arbitrator shall be appointed by the President of the University. The place of the arbitration shall be New Delhi. The parties shall bear the costs of the arbitration as apportioned by the arbitrators. The award of the arbitrators shall be final and binding on the parties.

**Assistant Registrar
Stores & Procurement**



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Annexure – I

Technical Specifications

Security Detection Gate / Electro Magnetic Article Surveillance Gate:

1. Detects EM tape products in any orientation.
2. External devices, such as CCTV and/or barriers can be connected.
3. The system incorporates visual and audible alarms.
4. The LED alarm system has flexible lighting in multiple colours to choose from
5. The visual alarm can be configured to flash corridor specific or give a full system alert.
6. The audible alert has a variable alarm pattern and adjustable volume.
7. The system detects direction specific and can be configured for incoming, outgoing and Bi-directional.
8. The gates shall incorporate a people counter based on double sensor technology.
9. The system has an integrated LED display for alert information and counts.
10. The integrated LED display shows incoming, outgoing and Bi-directional people counting information.
11. The system incorporates an energy saving function that can remain in a low energy state until the people counter detects movement.
12. The gates shall provide full detection from 0 to 100cm.
13. It shall obtain optimal detection performance at a pedestal distance of 100cm.
14. The system is provided with 'False positive filtering', reducing false alarms caused by foreign objects.
15. The system shall be built on a master-slave principle with up to 6 pedestals (5 gates) in one single system.
16. The system provides multiple gate installation up to 5 gates.
17. One electronics chassis can support a minimum of three antennas (2 gates).
18. The people counter display is located on the electronic chassis so figures can be easily seen.
19. The antenna's shall have dimensions H 1786 x W 597cm for optimal detection.
20. The system provides an optional Baseplate for easy install available for single or dual gate installations.
21. The antennas have side panel designed for applying customizable vinyl graphics for promotion activities.

Security magnetic Strips:

1. The Size of the Security Strip should be Minimum 160MM X 3 MM for Hardbound Books
2. The Size of the Security Strip Should be Minimum 160MM X 3MM for Softbound Books and Periodicals
3. Strips must be guaranteed to perform for Life Time of the object in which they are pasted.
4. Strips supplied must have Life Time Replacement Warranty.



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5. Strips once applied on material should be hidden in nature.
6. The security strips shall be one-piece, flexible, thin, non-rusting metallic alloy coated with an adhesive film. The film shall not discolour or lose its adhesive or cohesive strength with age. The strips shall require no moisture, heat or additional glue, or adhesive for affixing to library materials.
7. The strip shall not be shielded by the human body or by items held back-to-back or cover-to-cover or concealed in briefcases or backpacks.
8. The strips shall be virtually unaffected by simple shielding materials such as gum or cigarette wrappers.
9. The manufacturer shall warrant that the strips will be free of defects in materials and manufacture for the lifetime of the strip.

Magnetise–demagnetise Workstation/ Magnetic Article Surveillance Workstation:

1. System hardware must be attractive and contemporary, and be able to be integrated into the Library's furniture.
2. The system should be 100% compatible with the Library's Electro-Magnetic security strips and Detection System and be able to sensitise and desensitise the magnetic security strips.
3. The system should have audio and visual indications during desensitisation (issue) and sensitisation (return) of an item through the system.
4. The system should have touch buttons for desensitisation and sensitisation.
5. The system should offer, library staff, one button press mechanism to toggle between issue and return operation
6. The proposed system must provide a verifier light which confirms the presence of a sensitised Electro Magnetic Security strip.
7. The system must provide a visible indication if the system is down.
8. The head dimension must be 12.9" d x 16.0" h x 16.4" w
9. The proposed system must be able to mount in or on a circulation station. The vendor should provide in-counter (installed inside the circulation counter surface)/on-counter (above the circulation counter surface) facility for workstation installation as per library requirements.
10. The proposed system must be able to be used at the time of charging and discharging of library materials.
11. The system should offer functionality which helps Library staff detects the presence of security strip in the book
12. The system should be able to process books, CD's, DVD's, journals having electro-magnetic security strips
13. The system should have sensors, to detect the presence of an item, to be processed
14. The system should offer, library staff, options of processing of items, from left to right or right to left, based on the library staff convenience. The system should be able to toggle between left to right or right to left processing, with one touch button operation.

RFID Tags:

1. Standards: ISO 18000–3, ISO 15693, ISO 28560-1, CE, S10716 & ISO 9706 from TÜV SÜD PSB
2. RFID tags must have an operating frequency of 13.56MHz
3. Should be delivered in 1,500 units per reel



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4. Operating Temperature: -25 °C to 70 °C / -13 °F to 158 °F
5. Storage Temperature: 18 °C to 26 °C / 64,4 °F to 78,8 °F
6. Storage humidity: 50 +/-10% rel. non-condensing
7. RFID should have dimensions- 81 x 49 (L x W) mm
8. Memory should have 2.5k bits user memory, with self-adhesive backside
9. Should be water resistant and flexible enough so as to be able to bend or crease.
10. Should have a minimum delivery yield of 97%.
11. Should have Lifetime Warranty, data retention of 50 years
12. RFID tags should have the capability to provide over 100,000 read/write operations
13. Should have NXP ICODE SLIX2 processor
14. Should have an inbuilt Aluminium antenna
15. The operating temperature of the RFID Tags should be -40°C to 85°C.
16. All the RFID Tags should have undergone an accelerated ageing test at 85°C and at 85% humidity for 15 weeks which includes performance testing.

RFID workstation shielded:

1. The RFID Staff station should be placed on top of the circulation table for easy circulation process thereby providing staff with a fast and efficient solution to programme and verify RFID tags
2. The staff station should be able to read multiple books up to a height of up to 25 cm.
3. The staff station antenna should be fully shielded and should have a concentrated reading area. i.e., it should only read items that are placed on it. It should not read items that are in the vicinity.
4. The staff station should be aesthetically designed using Plexiglas.
5. The staff station should allow circulation related activities like issue, return and renewal to be performed directly on the LMS and also provide tag programming capabilities, taking around five seconds per item to complete.
6. The staff station should have a facility to connect with the LMS without using SIP2 or NCIP.
7. The staff station should have options to be used with multiple items of mixed media, placed on the antenna at any time.
8. The vendor should provide OEM software for the staff station at no additional charges, which is to be installed on existing PC, running Microsoft Windows (W7 / W10 32/64 bit).



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9. The circulation software should be able to process tags programmed in more than 30 different data models and more than 20 extended fields.
10. The staff station should have the functionality to tag and program the RFID labels without the need to be integrated with the LMS.
11. The staff station should be able to verify multiple RFID tags placed on the work station.
12. The staff station should comply with ISO 28560.
13. The staff station should be compact and should not be more than the following dimensions (w x d x h): 350 mm x 300 mm x 20 mm
14. The staff station should not weigh more than 1.5 Kg
15. The staff station should not consume more than 30 W of power.
16. The staff station should support plug and play and connect to the Library PC via USB.
17. The staff station should support 240V ac/50Hz.
18. The RF Power output should be 1.2 Watt
19. The staff station should support the 13.56MHz frequency.

Handheld Digital Library Assistant/stock verification unit for RFID tagged Assets:

1. Ideal for shelf-reading, re-shelving, searching, weeding and exception-finding of RFID tagged items
2. Simultaneously performs shelf-reading, searching and inventory scans
3. Instantly detects materials that cause an alarm
4. Allows you to change the security status of an item
5. Battery life: 4 hours read time between recharges - typically 6 - 8 hours of use (dependent on application)
6. Manages data transfer from most integrated library systems
7. The proposed portable handheld reader must be cordless.
8. UL, WEEE and RoHS certified.



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Annexure I

PRICE SCHEDULE

1	2	3	4	5	6	7	8
Item No	Description of Items	Qty	Price (Rs.)	GST (Rs.)	Other Charges (if any)	Discount (if any)	Total Price with taxes (Rs.)
1.	Electromagnetic Security Gates	01					
2.	Electromagnetic Tapes	15000					
3.	Magnetic Article Surveillance Workstation	01					
4.	RFID Tags	15000					
5.	RFID Workstation Shielded	01					
6.	Handheld RFID Reader	01					
7.	Complete integration with existing KOHA implementation & Installation of the complete solution including all tags and tapes.	01					
Total							

DECLARATION:

1. This is certified that the rates quoted above are not more than the rates charged from any other Institution/ Department / Organization.
2. I/ We have gone through the terms & conditions stipulated in the tender document and undertake to abide by the same.
3. No other charges would be payable by the University.

Full Name of the Bidder:

Signature of the Bidder: Date:

Official Seal



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DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

- (I) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (II) We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.
- (III) I/we undertake that the documents submitted are genuine/authentic and nothing material has been concealed there from and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Date:

Name of the bidder: _____

Complete Address: _____

Contact Nos. _____



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Check List for Submission of Bid

1. Earnest Money Deposit of Rs. 125,000.00
2. Self-declaration to the effect that the company has not been black listed
3. Company Registration Number (Attach attested copy of certificate)
4. GST Registration No. (Attach attested copy of certificate)
5. Permanent Account Number (Attach attested copy of PAN Card)
6. Manufacturers' authorization letter in case of a dealer
7. Bid document have been duly completed and signed as per instructions
8. Bid is enclosed in a sealed cover with reference to the Tender No. and Tender Name