

# HIGH COURT OF MADHYA PRADESH, JABALPUR

Ref No. Reg(IT)(SA)/2016/1108

Dated:18/11/2016



**Bid Document for**

**Supply, Design, development and implementation of AADHAR based biometrics attendance monitoring and management system and making of Identify cards for the Subordinate Courts in the State of Madhya Pradesh**

**Note: This document contains total 78 pages including cover. No change and modification in the document by the bidder is permissible.**

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## NOTICE INVITING TENDER

**No. Reg(IT)(SA)/2016/1108**

**Dated:18/11/2016**

The Registrar General, on behalf of High Court of Madhya Pradesh invites sealed tenders in two cover system from experienced and reputed firms/organizations for the “**Supply, Design, development and implementation of AADHAR based biometrics attendance monitoring and management system**” in the High Court of Madhya Pradesh and Subordinate Courts.

Sl. No.	EMD (In Rs.)	Cost of Tender Document (in Rs.)	Last Date / Time of Submission	Date and Time of Opening of technical bid	Time for Completion of Work
1.	3 Lakh	5000/-	20/12/2016 before 3:00 P.M.	20/12/2016 at 3:30 P.M.	02 Months

The complete tender document may be obtained in person or by authorized representative during office hours on normal working days on payment of non-refundable Tender Document fee of Rs. 5,000/- (Rupees Five thousand only) in the form of Demand Draft in favour of “**Registrar General, High Court of Madhya Pradesh, Jabalpur**”. The complete tender document can also be downloaded from Website [www.mphc.gov.in](http://www.mphc.gov.in) and Government tender portal [www.tenders.gov.in](http://www.tenders.gov.in) , the bidder submitting the downloaded version would need to pay the cost of the tender document in the above manner. All other terms and conditions for submission of tender are contained in the tender documents. If the last day for submission of bids or the day of opening of bids is declared as holiday, the date will be shifted to the next working day.

**The Registrar General, High Court of Madhya Pradesh Jabalpur (M.P.) reserves the right to accept or reject any or all bids without assigning any reason thereof.**

**Address for communication:**

Registrar General,  
High Court of Madhya Pradesh  
Jabalpur (M.P.)  
E-mail: [mphc@nic.in](mailto:mphc@nic.in)  
Landline: 0761-2623358

## Section I. Instructions to Bidders

### A. General

- 1. Scope of Bid** 1.1 In support of the Invitation for Bids indicated in the Bid Data Sheet (BDS), the Purchaser, as indicated in the BDS, issues this Bidding Document for the Design, Supply, development and implementation of **AADHAR based biometrics attendance monitoring and management system** in the High Court of Madhya Pradesh and Subordinate Courts in the State of Madhya Pradesh and related services incidental thereto as specified in Section VI, Schedule of Supply (SS). The name, identification, and number of lots of the National Competitive Bidding (NCB) are provided in the BDS.
- 1.2 Throughout this Bidding Document :
- (a) The term “in writing” means communicated in written form with proof of receipt;
  - (b) If the context so requires, singular means plural and vice versa; and
  - (c) “Day” means calendar day.
- 2. Source of Funds** 2.1 The source of funds is from the State Government of Madhya Pradesh.
- 3. Eligible Bidders** 3.1 A Bidder may be a natural person, private entity, Government-Owned entity or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV). In the case of a JV:
- (a) all parties to the JV shall be jointly and severally liable; and
  - (b) A JV shall nominate a Representative who shall have the authority to conduct all businesses for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.

- 3.2 A Bidder, and all parties constituting the Bidder, shall have the nationality of an eligible country, in accordance with Section V, Eligible Countries. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, or incorporated, and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including related services.
- 3.3 A firm that is under a declaration of ineligibility by the High Court or any Govt. organisation shall be disqualified.
- 3.4 Government-owned enterprises in the Purchaser's country shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law, and that they are not a dependent agency of the Purchaser.
- 3.5 Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.

**B. Contents of Bidding Document**

- 4. Sections of the Bidding Document**
- 4.1 The Bidding Document consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB Clause 8.

**PART 1 Bidding Procedures**

- *Section I. Instructions to Bidders (ITB)*
- *Section II. Bid Data Sheet (BDS)*
- *Section III. Evaluation and Qualification Criteria*
- *Section IV. Bidding Forms*
- *Section V. Eligible Countries*

**PART 2 Supply Requirements**

- *Section VI. Schedule of Supply*

### **PART 3 Contract**

- *Section VII. General Conditions of Contract (GCC)*
- *Section VIII. Special Conditions of Contract (SCC)*
- *Section IX. Contract Forms*

4.2 The Invitation for Bids issued by the Purchaser is not part of the Bidding Document.

4.3 The Purchaser is not responsible for the completeness of the Bidding Document and its addenda, if they were not obtained directly from the purchaser.

4.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the Bid.

#### **5. Clarification of Bidding Document**

5.1 A prospective Bidder requiring any clarification of the Bidding Document shall contact the Purchaser in writing at the Purchaser's address indicated in the BDS. The Purchaser will respond in writing to any request for clarification, provided that such request is received not later than Fifteen (15) days prior to the deadline for submission of Bids. The Purchaser shall forward copies of its response to all Bidders who have acquired the Bidding Document directly from it, including a description of the inquiry but without identifying its source.

#### **6. Amendment of Bidding Document**

6.1 At any time prior to the deadline for submission of the Bids, the Purchaser may amend the Bidding Document by issuing addenda and corrigendum.

6.2 Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document directly from the Purchaser. The addendum /corrigendum shall be published in the official website of the High Court.

6.3 To give prospective Bidders reasonable time in which

to take an addendum into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of the Bids, pursuant to ITB.

### **C. Preparation of Bids**

- 7. Cost of Bidding** 7.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 8. Language of Bid** 8.1 The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the language specified in the BDS. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the BDS, in which case, for purposes of interpretation of the Bid, such translation shall govern.
- 9. Documents Comprising the Bid** 9.1 The Bid shall comprise two envelopes submitted simultaneously, one containing the Technical Proposal and the other the Price Proposal, enclosed together in an outer single envelope.
- 9.2 Initially, only the Technical Proposals are opened at the address, date and time specified in ITB. The Price Proposals remain sealed and are held in custody by the Purchaser. The Technical Proposals are evaluated by the Purchaser. No amendments or changes to the Technical Proposals are permitted. Bids with Technical Proposals which do not conform to the specified requirements will be rejected as deficient Bids.
- 9.3 Price Proposals of technically compliant Bids are opened in public at a date and time advised by the Purchaser. The Price Proposals are evaluated and the Contract is awarded to the Bidder whose Bid has been determined to be the lowest evaluated substantially



responsive Bid.

9.4 The Technical Proposal shall contain the following:-

- (a) Technical Proposal Submission Sheet;
- (b) Bid Security, in accordance with ITB;
- (c) Alternative Technical Proposal, if permissible, in accordance with ITB;
- (d) Written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB;
- (e) Documentary evidence in accordance with ITB establishing the Bidder's eligibility to bid;
- (f) Documentary evidence in accordance with ITB that the hardware, software and Related Services to be supplied by the Bidder are of eligible origin;
- (g) Documentary evidence in accordance with ITB that the hardware, software and Related Services conform to the Bidding Document;
- (h) Documentary evidence in accordance with ITB establishing the Bidder's qualifications to perform the contract if its Bid is accepted; and
- (i) Any other document required in the BDS.

9.5 The Price Proposal shall contain the following:-

- (a) Price Proposal Submission Sheet and the applicable Price Schedules, in accordance with ITB;
- (b) Any other document required in the BDS.

**10. Bid  
Submission  
Sheets and  
Price  
Schedules**

10.1 The Bidder shall submit the Technical Proposal and the Price Proposal using the appropriate Submission Sheets furnished in Section IV, Bidding Forms. These forms must be completed without any alterations to their format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

10.2 The Bidder shall submit, as part of the Price Proposal, the Price Schedules for hardware, software and Related Services, according to their origin as

appropriate, using the forms furnished in Section IV, Bidding Forms.

- 11. Alternative Bids** 11.1 Unless otherwise indicated in the BDS, alternative bids shall not be considered.
- 12. Documents Establishing the Qualifications of the Bidder** 12.1 To establish its qualifications to perform the Contract, the Bidder shall submit as part of its Technical Proposal the evidence indicated for each qualification criteria specified in Section III, Evaluation and Qualification Criteria.
- 13. Period of Validity of Bids** 13.1 Bids shall remain valid for the period specified in the BDS after the bid submission deadline date prescribed by the Purchaser. A Bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
- 13.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid.
- 14. Bid Security** 14.1 Unless otherwise specified in the BDS, the Bidder shall furnish as part of its Technical Proposal, a Bid Security in original form and in the amount and currency specified in the BDS.
- 14.2 The Bid Security shall be, at the Bidder's option, in any of the following forms:
- (a) *a Bank Guarantee;*
  - (b) *Demand draft;*
  - (c) *Bankers check;*
- 14.3 If a bid Security is required in accordance with ITB, any Bid not accompanied by a substantially responsive Bid Security in accordance with ITB, shall be rejected by the Purchaser as non responsive.
- 14.4 The Bid Security of unsuccessful Bidders shall be

returned as promptly as possible upon the successful Bidder furnishing the Performance Security pursuant to ITB as per approval by the Registrar General.

14.5 The Bid Security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required Performance Security.

14.6 The Bid Security may be forfeited :

(a) if a Bidder withdraws its Bid during the period of bid validity as specified in ITB, except as provided in ITB; or

(b) if the successful Bidder fails to :

(i) Sign the Contract in accordance with ITB;

(ii) Furnish a Performance Security in accordance with ITB; or

(iii) Accept the correction of its Bid Price pursuant to ITB.

14.7 The Bid Security of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security shall be in the names of all future partners as named in the letter of intent mentioned in ITB.

## **15. Format and Signing of Bid**

15.1 The Bidder shall prepare one original of the Technical Proposal and one original of the Price Proposal as described in ITB and clearly mark each "*ORIGINAL - TECHNICAL PROPOSAL*" and "*ORIGINAL - PRICE PROPOSAL*".

15.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, except for unamended printed literature, shall be signed or initialled by the person signing the Bid.

- 15.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Bid.

#### **D. Submission and Opening of Bids**

- 16. Sealing and Marking of Bids**
- 16.1 The Bidder shall enclose the original of the Technical Proposal, the original of the Price Proposal as "ORIGINAL - TECHNICAL PROPOSAL", "ORIGINAL - PRICE PROPOSAL". These envelopes containing the original and the copies shall then be enclosed in **one single envelope.**
- 16.2 The inner and outer envelopes shall:
- (a) Bear the name and address of the Bidder;
  - (b) Be addressed to the Purchaser in accordance with ITB; and
  - (c) Bear the specific identification of this bidding process indicated in the BDS.
- 16.3 The outer envelopes and the inner envelopes containing the Technical Proposals shall bear a warning not to open before the time and date for the opening of Technical Proposals, in accordance with ITB.
- 16.4 The inner envelopes containing the Price Proposals shall bear a warning not to open until advised by the Purchaser in accordance with ITB.
- 16.5 If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.
- 17. Deadline for Submission of Bids**
- 17.1 Bids must be received by the Purchaser at the address and no later than the date and time indicated in the BDS.
- 17.2 The Purchaser may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document in accordance with ITB, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall

thereafter be subject to the deadline as extended.

**18. Late Bids**

18.1 The Purchaser shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with ITB. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.

**19. Withdrawal, Substitution, and Modification of Bids**

19.1 A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written Notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB (except that withdrawal notices do not require copies). The corresponding substitution or modification of the bid must accompany the respective written notice. All Notices must be:

(a) Submitted in accordance with ITB (except that Withdrawal Notices do not require copies), and in addition, the respective inner and outer envelopes shall be clearly marked "Withdrawal," "Substitution," "Modification"; and

(b) Received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB.

19.2 Bids requested to be withdrawn in accordance with ITB shall be returned unopened to the Bidders.

19.3 No Bid shall be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in ITB or any extension thereof.

**20. Bid Opening**

20.1 The Purchaser shall conduct the opening of Technical Proposals in the presence of Bidders' representatives who choose to attend, at the address, date and time specified in the BDS.

20.2 The Price Proposals will remain unopened and will be held in custody of the Purchaser until the time of opening of the Price Proposals. The date, time, and location of the opening of Price Proposals will be advised in writing by the Purchaser.

- 20.3 First, envelopes marked “WITHDRAWAL” shall be opened, read out, and recorded, and the envelope containing the corresponding Bid shall not be opened, but returned to the Bidder. No Bid shall be withdrawn unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out and recorded at bid opening.
- 20.4 Next, outer envelopes marked “SUBSTITUTION” shall be opened. The inner envelopes containing the Substitution Technical Proposal and/or Substitution Price Proposal shall be exchanged for the corresponding envelopes being substituted, which are to be returned to the Bidder unopened. Only the Substitution Technical Proposal, if any, shall be opened, read out, and recorded. Substitution Price Proposals will remain unopened in accordance with ITB. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
- 20.5 Next, outer envelopes marked “MODIFICATION” shall be opened. No Technical Proposal and/or Price Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of Technical Proposals. Only the Technical Proposals, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Price Proposals, both Original as well as Modification, will remain unopened in accordance with ITB.
- 20.6 All other envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded :
- (a) The name of the Bidder;
  - (b) Whether there is a modification or substitution;
  - (c) The presence of a Bid Security, if required; and
  - (d) Any other details as the Purchaser may consider

appropriate.

Only Technical Proposals and alternative Technical Proposals read out and recorded at bid opening shall be considered for evaluation. No Bid shall be rejected at the opening of Technical Proposals except for late bids, in accordance with ITB.

20.7 The Purchaser shall prepare a record of the opening of Technical Proposals that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, modification, or alternative offer; and the presence or absence of a Bid Security, if one was required. The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record.

20.8 At the end of the evaluation of the Technical Proposals, the Purchaser will invite bidders who have submitted substantially responsive Technical Proposals and who have been determined as being qualified for award to attend the opening of the Price Proposals. The date, time, and location of the opening of Price Proposals will be advised in writing by the Purchaser. Bidders shall be given reasonable notice of the opening of Price Proposals.

20.9 The Purchaser will notify Bidders in writing who have been rejected on the grounds of being substantially non-responsive to the requirements of the Bidding Document and return their Price Proposals unopened.

20.10 The Purchaser shall conduct the opening of Price Proposals of all Bidders who submitted substantially responsive Technical Proposals, in the presence of Bidders' representatives who choose to attend at the address, date and time specified by the Purchaser. The Bidder's representatives who are present shall be requested to sign a register evidencing their attendance.

20.11 All envelopes containing Price Proposals shall be opened one at a time and the following read out and recorded :

- (a) The name of the Bidder
- (b) Whether there is a modification or substitution;
- (c) The Bid Prices, including any discounts and alternative offers; and
- (d) Any other details as the Purchaser may consider appropriate.

Only Price Proposals discounts, and alternative offers read out and recorded during the opening of Price Proposals shall be considered for evaluation. No Bid shall be rejected at the opening of Price Proposals.

20.12 The Purchaser shall prepare a record of the opening of Price Proposals that shall include, as a minimum: the name of the Bidder, the Bid Price (per lot if applicable), any discounts, and alternative offers. The Bidders' representatives who are present shall be requested to sign the record.

#### **E. Evaluation and Comparison of Bids**

**21. Confidentiality** 21.1 Information relating to the examination, evaluation, comparison, and post qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated.

21.2 Any attempt by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its Bid.

**22. Clarification of Bids** 22.1 To assist in the examination, evaluation, comparison and post-qualification of the Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the Price Proposals, in accordance with



ITB.

**23. Responsiveness of Technical Proposal**

- 23.1 The Purchaser's determination of the responsiveness of a Technical Proposal is to be based on the contents of the Technical Proposal itself.
- 23.2 A substantially responsive Technical Proposal is one that conforms to all the terms, conditions, and specifications of the Bidding Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- (a) Affects in any substantial way the scope, quality, or performance of the hardware, software and Related Services specified in the Contract; or
  - (b) Limits in any substantial way, inconsistent with the Bidding Document, the Purchaser's rights or the Bidder's obligations under the Contract; or
  - (c) If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Technical Proposals.
- 23.3 If a Technical Proposal is not substantially responsive to the Bidding Document, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

**24. Non-conformité, Errors and Omissions**

- 24.1 Provided that a Technical Proposal is substantially responsive, the Purchaser may waive any non-conformity or omission in the Bid that does not constitute a material deviation.
- 24.2 Provided that a Technical Proposal is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial, nonconformities or omissions in the Technical Proposal related to documentation requirements. Such omission shall not be related to any aspect of the Price Proposal of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

24.3 Provided that a Technical Proposal is substantially responsive, the Purchaser will rectify nonmaterial nonconformities or omissions. To this effect, the Bid Price shall be adjusted during evaluation of Price Proposals, for comparison purposes only, to reflect the price of the missing or non-conforming item or component. The adjustment shall be made using the method indicated in Section III, Evaluation and Qualification Criteria.

24.4 Provided that the Technical Proposal is substantially responsive, the Purchaser will correct arithmetical errors during evaluation of Price Proposals on the following basis:

- (a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

24.5 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security may be forfeited.

**25. Preliminary Examination of Bids**

25.1 The Purchaser shall examine the Technical Proposal to confirm that all documents and technical documentation requested in ITB have been provided, and to determine the completeness of each document submitted.

25.2 The Purchaser shall confirm that the following

documents and information have been provided in the Technical Proposal. If any of these documents or information is missing, the offer shall be rejected.

- (a) Technical Proposal Submission Sheet in accordance with ITB;
- (b) Written confirmation of authorization to commit the Bidder;
- (c) Bid Security and
- (d) Manufacturer's Authorization.

25.3 Likewise, following the opening of Price Proposals, the Purchaser shall examine the Price Proposals to confirm that all documents and financial documentation requested in ITB have been provided, and to determine the completeness of each document submitted.

25.4 The Purchaser shall confirm that the following documents and information have been provided in the Price Proposal. If any of these documents or information is missing, the offer shall be rejected.

- (a) Price Proposal Submission Sheet in accordance with ITB; and
- (b) Price Schedules, in accordance with ITB.

**26. Examination of Terms and Conditions; Technical Evaluation**

26.1 The Purchaser shall examine the Bids to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.

26.2 The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB, to confirm that all requirements specified in Section VI, Schedule of Supply of the Bidding Document have been met without any material deviation or reservation.

26.3 If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Technical Proposal is not substantially responsive in accordance with ITB, it

shall reject the Bid.

- 27. Comparison of Bids** 27.1 The Purchaser shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB.
- 28. Post qualification of the Bidder** 28.1 The Purchaser shall determine to its satisfaction during the evaluation of Technical Proposals whether Bidders are qualified to perform the Contract satisfactorily.
- 28.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB, to clarifications in accordance with ITB and the qualification criteria indicated in Section III, Evaluation and Qualification Criteria. Factors not included in Section III, Evaluation and Qualification Criteria shall not be used in the evaluation of the Bidder's qualification.
- 28.3 An affirmative determination shall be a prerequisite for the opening and evaluation of a Bidder's Price Proposal. A negative determination shall result into the disqualification of the Bid, in which event the Purchaser shall return the unopened Price Proposal to the Bidder.
- 29. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids** 29.1 The Purchaser reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

#### **F. Award of Contract**

- 30. Award Criteria** 30.1 The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid and is substantially responsive to the Bidding Document, provided further that the Bidder has remained qualified to perform the Contract satisfactorily.
- 30.2 A Bid shall be rejected if the qualification criteria as

specified in Section III, Evaluation and Qualification Criteria are no longer met by the Bidder whose offer has been determined to be the lowest evaluated Bid. In this event the Purchaser shall proceed to the next lowest evaluated Bid to make a similar reassessment of that Bidder's capabilities to perform satisfactorily.

- 31. Signing of Contract**
- 31.1 Promptly after notification, the Purchaser shall send to the successful Bidder the Agreement and the Special Conditions of Contract.
- 31.2 Within twenty-eight (28) days of receipt of the Agreement, the successful Bidder shall come and execute the contract with the purchaser.
- 32. Performance Security**
- 32.1 Within twenty-eight (28) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Section IX, Contract Forms, or another form acceptable to the Purchaser.
- 32.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

<b>Section II. Bid Data Sheet</b>	
<b>A. Introduction</b>	
<b>1</b>	The Purchaser is: <b><u>HIGH COURT OF MADHYA PRADESH, JABALPUR</u></b>
<b>2</b>	The name of the NCB is: <b><u>AADHAR based biometrics attendance monitoring and management system</u></b>
<b>3</b>	The name of the Project is: <b><u>AADHAR based biometrics attendance monitoring and management system</u></b>
<b>4</b>	The Bidder is required to include with its Bid, details of the Hardware, Software and other related accessories and services that is to be used for the successful implementation of the AADHAR based attendance system .
<b>B. Bidding Document</b>	
<b>1</b>	For <b><u>clarification purposes</u></b> only, the Purchaser's address is:  Attention: <u>Registrar General , High Court of Madhya Pradesh, Jabalpur</u>  Street Address: <u>Jabalpur</u>  City: <u>Jabalpur</u>  ZIP Code: 482001  Country: <u>India</u>  Telephone: <u>+91-761-2623358</u>  Electronic mail address: <a href="mailto:mphc@nic.in">mphc@nic.in</a>
<b>C. Preparation of Bids</b>	
<b>1</b>	The language of the Bid is: <u>English</u>
<b>2</b>	The Bidder shall submit with its Technical Proposal the following additional documents compulsorily :  <b><u>* Approach to the design, development and implementation of the AADHAR based biometrics attendance monitoring and management system.</u></b>

	<p>* <u>Type of Hardware to be used for successful implementation of the project.</u></p> <p>* <u>Proto-type testing methodology;</u></p> <p>* <b><u>Proof of concept (PoC)</u></b></p> <p>* <u>Training Plan;</u></p> <p>* <u>Facility Management (post-implementation) support plan.</u></p> <p>*<u>Any other documents / details as per the bid document.</u></p>
3	The Bidder shall submit with its Price Proposal the details of all applicable taxes.
4	Alternative Bids / Solution are not permitted in this bid.
5	The prices quoted by the Bidder shall be: <u>Fixed</u>
6	The currency of the Bid shall be: <u>Indian Rupees</u>
7	The bid validity period shall be <u>180 days</u> .
8	A Bid Security is <b><u>INR 3,00,000 (Rupees Three Lakh Only)</u></b>

<b>D. Submission and Opening of Bids</b>	
1	In addition to the original of the Bid, the number of copy is <u>electronic form</u> in CD/DVD/Pen drive
2	The written confirmation of Authorization to sign on behalf of the Bidder shall consist of: <u>a Power of Attorney.</u>
3	The identification of this bidding process is: <b><u>AADHAR based biometrics attendance monitoring and management system</u></b>
4	For <b><u>bid submission purposes</u></b> only, the Purchaser's address is : Attention: <u>Registrar General, High Court of Madhya Pradesh, Jabalpur.</u> Street Address: <u>Jabalpur.</u> City: <u>Jabalpur.</u> Pin Code: 482001. Country: <u>India.</u> Telephone: <u>+91-761-2623358</u>

	Electronic mail address: <a href="mailto:mphc@nic.in">mphc@nic.in</a>
5	<p><b>The deadline for bid submission is: <u>Inward section of the High Court of Madhya Pradesh, Jabalpur.</u></b></p> <p>Date: <b><u>20<sup>th</sup> December, 2016</u></b></p> <p>Time: <b><u>15:00 Hrs.</u></b></p>
6	<p><b>The bid opening shall take place at : Conference Hall , South Block, <u>High Court of Madhya Pradesh, Jabalpur</u></b></p> <p>Date: <b><u>20<sup>th</sup> December, 2016</u></b></p> <p>Time: <b><u>15:30 Hrs.</u></b></p>



### Section III. Evaluation and Qualification Criteria

#### Scope:-

- The scope of evaluation criteria is around the major deliverables as listed in the bid document.
- Design of System Architecture / Develop and Implementation of AADHAR based biometrics attendance monitoring and management system
- Supply and Installation of AADHAR based biometrics attendance monitoring and management system Hardware Infrastructure at specified locations of the Subordinate Court premises depending upon software requirement specifications.
- System based Analysis and MIS reports.
- **Design , printing and making of Plastic Identity cards for the Officials of the Subordinate Courts in the State of Madhya Pradesh.**
- Train end users of the High Court.
- Train the Officers and Employees on the functionalities and in use of applications;
- Provide post-implementation on site support for three years, supported with a dedicated help line.
- Provide three years comprehensive warranty for the entire system.
- Provide warranty for 03 years related to the Hardware used in implementation of project.

**Note: The Registrar General, High Court of Madhya Pradesh, Jabalpur may enhance the scope of work as per the requirement of the High Court and District Courts**

#### Multiple Contracts:-

Multiple contracts and subcontracting are not permissible. There will be a single contract to the delivery of the above scope of work.

#### Technical Criteria:-

The proposals received will be assessed by the *evaluation committee* as per below procedure, to ascertain the best offer assigning due weightage to 'Technical' and 'Financial' proposals. The weightage given to the proposals will be as below:

Sr. No	Proposals	Weighage	Marks obtained
1.	Technical Proposal	70%	X
2.	Financial Proposal	30%	Y
	Total.	100%	X+Y

**Only those bidders who score more than or equal to 70 marks in the 'Technical Proposal' shall qualify for the consideration of opening of their 'Financial Proposal'.**

Bidders who score maximum marks (X+Y) from 'Technical' & 'Financial' proposals together shall be considered for acceptance of the bid.

**Technical Proposal:**

- Technical proposal submission sheet should be duly filled as in 'Schedule IV – Bidding Forms' of this contract.
- Technical proposals are to be accompanied by certified copies of valid documents. If the required documents are not attached, it will be assumed that the bidder is not qualified for that particular criterion and no marks will be awarded for that criterion.

The evaluation committee constituted by the Registrar General, High Court of Madhya Pradesh will evaluate the Technical proposal documents.

**Evaluation criteria for Technical Proposal**

<u>Sl.</u>	<u>Criteria</u>	<u>Score</u>
<b>A</b>	<b>Organisation</b>	
	Company profile Established/Incorporation date (Copy of registration or incorporation) under Companies Act, 1956.	5%
	Quality certifications (ISO 9001)	5%
	CMMi level III Certifications	5%
<b>B</b>	<b>Experience</b>	
	Company's relevant experience in biometrics attendance monitoring and management system. system implementation (minimum 3 implementations of biometrics attendance monitoring and management system in large organizations)	20%
	Approach and methodology proposed including work plan	
	(i) Technical approach and methodology	10%
	(ii) Work Plan	5%
	(iii) Organisation and staffing	10%
<b>C</b>	<b>System requirements</b>	
	Meeting functional requirements of High Court of Madhya Pradesh	20%
<b>D</b>	Presentation to be submitted by bidder along with the bid on how to carry out the <u>project work</u> of biometrics attendance monitoring and management system along with making of ID cards.	20%
	<b>Total</b>	<b>100%</b>

- *The Registrar General, High Court of Madhya Pradesh, Jabalpur reserves the right to accept or reject any technology/ solution proposed by the bidder.*

- *The Registrar General, High Court of Madhya Pradesh, Jabalpur reserves the right to visit the bidder's offices/sites before evaluating the solution offered.*
- *The Registrar General, High Court of M.P., Jabalpur reserve to right to invite only those bidders for presentation which are found suitable for the project .*

**Financial Criteria:**

In the second phase, the evaluation committee shall assess the financial proposals for those bidders, who qualified the technical criteria.

For the purpose of identifying the lowest bidder, the formula given below shall be adopted.

$S_f = 100 \times F_m / F_n$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F_n$  the price of the proposal under consideration.

**Eligibility / Qualification Criteria:**

- Bidder should be a company incorporated under Indian Companies Act, 1956 or a Govt. / Semi Govt. Concern or Govt. Society.
- Bidders should have specific implementation experience biometrics attendance monitoring and management system of a similar size, preferably in a Public/Government sector. Private sector implementation experience in significantly large projects would be considered, if there is no public sector experience. Preference shall be given to Organization having similar Govt. Project Experience.
- Bidder should have a minimum 3 years of proven generic experience in providing biometrics attendance monitoring and management system in Indian market.
- Bidders technical approach, methodology, work plan and team experience should highlight the bidder's previous experience particularly in implementation of similar System.
- Quality certification (ISO 9001 or similar), CMMi level –III and national or international accreditations or awards would strengthen the bidder's case of their previous experience and success.
- Bidder should have their own development, maintenance and support infrastructure facilities in India including but not limited to adequate technical manpower and support centres.
- Bidder should not have been blacklisted by any Govt/PSU/Reputed Listed company for corrupt or fraudulent practices or non delivery, non performance in the last three years.

- Bidder should be committed to the project and ensure direct involvement of senior personnel from the bidders, providing inputs, guidance and support at the time of the implementation, customization, training and commissioning throughout the duration of the contract.
- Bidder should have valid TIN, PAN, & Service Tax Registration Numbers.

**Capacity:**

- Bidders should list their success and delivery of previous projects of similar size and nature to confirm their capacity to deliver this project.
- Any credible, independently documented evidence including press releases or acknowledgements of successful implementation of previous projects of similar size would be useful in evaluation.
- Bidders should provide nominated contact referees from previous clients for verification.

**Section IV. Bidding Forms**  
**Technical Proposal Submission Sheet**

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

NCB No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

To: \_\_\_\_\_

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda No.: (if any)
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in Section VI, Schedule of Supply, the following hardware, software and Related Services: Supply, design and implementation of the biometrics attendance monitoring and management system to the specific requirements of the High Court of Madhya Pradesh; making of plastic Identity cards / Smart ID CARDS for the Officials / employees; provide training to staff on the functionalities and system usage.
- (c) Our Bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of **10% percent** of the Contract Price for the due performance of the Contract;
- (e) We are not participating, as Bidders, in more than one Bid in this bidding process.
- (f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the State Government / Government of India;
- (g) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (i) The Registrar General, High Court of Madhya Pradesh has full right to accept or reject any bid.

Name -----

In the capacity of -----

Signed -----

Duly authorized to sign the Bid for and on behalf of -----

Date -----

**Price Proposal Submission Sheet**

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

NCB No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

Alternative No.: \_\_\_\_\_

To: \_\_\_\_\_

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda No.:
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in Section VI, Schedule of Supply, the following hardware, software and related Services: Supply, Development and implementation of the biometrics attendance monitoring and management system to the specific requirements of the High Court of Madhya Pradesh; provide training to staff on the functionalities and system use of AADHAR based biometrics attendance monitoring and management system; 03 years of comprehensive system warranty.
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is:
- (d) The discounts offered and the methodology for their application are:
- (e) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract:

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

Name -----

In the capacity of -----

Signed-----

Duly authorized to sign the Bid for and on behalf of-----

Date-----

**PRICE BID TABLE**

**A.**

S. No.	Item Description*	Unit Price (Rs.)	Excise/other Duty (Rs.) as applicable	Sales / Service Tax (Rs.) as applicable	Total Unit Price (All inclusive) with Three years on-site warranty for Items (Rs.)	*Approximate No. of Items / machines to be procured	Total Cost (No. Of items x total unit price)
1	<b>AADHAR based biometrics attendance monitoring and management system with complete life cycle for the High Court and Subordinate Courts in the State of Madhya Pradesh</b>						
	a. Wall mounted Independent client system - Biometric Attendance Unit with cover and all required accessories as per the specifications of the tender document.					555	
	b. Software Development using <b>PHP and MySQL database</b>					Lump sump job	
	c. Any other item						
2	Installation , Deployment and Commissioning charges					Lump sump job	
	<b>( A ) Total amount in figures</b>						

**Total Amount in words:-**

**B. PRICE BID TABLE FOR MAKING AND PRINTING OF IDENTITY CARDS**

S No	Item Description	Unit Price (Rs.)	Excise/other Duty (Rs.) as applicable	VAT / Service Tax (Rs.) as applicable	Total Unit Price	Approximate Numbers	Total Cost
	1	2	3	4	5	6	7 = (5 X 6)
1	Plastic Identity Cards Along with Data & logo printing as per the requirement of the High Court.					14000	

2	3D Hologram on every plastic card					14000	
3	Card holders of good quality					14000	
4	Color cords with printing of good quality to hold the ID card holder					14000	
<b>(B) All Inclusive TOTAL VALUE in Rs.</b>							

**Total Amount in words:-** \_\_\_\_\_

**C. PRICE BID TABLE FOR MAKING AND PRINTING OF CONTACT LESS CARDS**

S No	Item Description	Unit Price (Rs.)	Excise/other Duty (Rs.) as applicable	VAT / Service Tax (Rs.) as applicable	Total Unit Price	Approximate Numbers	Total Cost
	1	2	3	4	5	6	7 = (5 X 6)
1	Identity Card (4 kb contactless or equivalent)					700	
<b>(C) All Inclusive TOTAL VALUE in Rs.</b>							

**Total Amount in words:-** \_\_\_\_\_

**Total Bid Price in Rs. (A + B + C )** \_\_\_\_\_

In words \_\_\_\_\_

Signature of Bidder with seal \_\_\_\_\_

Name \_\_\_\_\_

Business address \_\_\_\_\_

\_\_\_\_\_

Tel. No. & Mobile No. \_\_\_\_\_

Email: \_\_\_\_\_

Place:

Date:

**NOTE:-**

- All the hardware and software to be supplied with three years onsite warranty and support.
- The integrated machine should **support 3G/ 4G and Wi-fi** connectivity.



3. Vendor has to provide all necessary technical support for integration of their device drivers with the attendance software and associated UIDAI attendance applications
4. Product shall be ROHS compliant. Self declaration of OEM shall be furnished in this regard.
5. The specification mentioned in the tender document is as per standard and the bidder shall quote higher specification for the same.
6. The Registrar General, High Court of Madhya Pradesh has full **rights to accept or reject any bid**, without assigning any reason.
7. The number of items **may increase or decrease** depending upon final completion of the **project**; **the payment will be made on actual number of items and its installation.**
8. All Prospective bidders are requested to submit the bid and if there is any deviation in the specifications, please mention the same in the deviation statement sheet. The bids should be hard bound **with proper indexing and paging.**
9. The vendor has to arrange on requirement the connectivity of 3 G SIM for GPRS connectivity .

**Bid Security**

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

NCB No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

To: \_\_\_\_\_

Whereas \_\_\_\_\_

\_\_\_\_\_ (hereinafter "the Bidder") has submitted its Bid dated \_\_\_\_\_ for NCB No. \_\_\_\_\_ for the supply of \_\_\_\_\_

\_\_\_\_\_ hereinafter called "the Bid."

KNOW ALL PEOPLE by these presents that WE \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ having our registered office at \_\_\_\_\_

\_\_\_\_\_ (hereinafter "the Guarantor"), are bound unto \_\_\_\_\_

\_\_\_\_\_ (hereinafter "the Purchaser") in the sum of \_\_\_\_\_ for which payment

well and truly to be made to the aforementioned Purchaser, the Guarantor binds itself, its successors, or assignees by these presents. Sealed with the

Common Seal of this Guarantor this \_\_\_\_\_ day of \_\_\_\_\_

THE CONDITIONS of this obligation are the following:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder in the Bid Submission Sheet, except as provided in ITB; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser, during the period of bid validity, fails or refuses to:
  - (a) Execute the Contract; or

- (b) furnish the Performance Security, in accordance with the ITB; or
- (c) Accept the correction of its Bid by the Purchaser, pursuant to ITB.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser states that the amount claimed by it is due to it, owing to the occurrence of one or more of the above conditions, specifying the occurred conditions.

This security shall remain in force up to and including twenty-eight (28) days after the period of bid validity, and any demand in respect thereof should be received by the Guarantor no later than the above date.

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the Bid Security for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

**Manufacturer's Authorization Certificate**

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

NCB No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

Alternative No.: \_\_\_\_\_

To: \_\_\_\_\_

WHEREAS \_\_\_\_\_  
\_\_\_\_\_ who are official manufacturers of  
\_\_\_\_\_ having factories at  
\_\_\_\_\_ do hereby authorize  
\_\_\_\_\_ to submit a Bid  
in relation to the Invitation for Bids indicated above, the purpose of which is to  
provide the following the hardware i.e. \_\_\_\_\_ manufactured  
by us \_\_\_\_\_ and to subsequently negotiate and  
sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28  
of the General Conditions of Contract, with respect to the hardware  
\_\_\_\_\_ offered by the above firm in reply to this Invitation for  
Bids.

Name \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the Authorization for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

## Section V. Eligible Countries

- India

## Section VI. Schedule of Supply

### 1. Indicative delivery and completion Schedule:-

The below is an indicative delivery schedule of supply from the date of contract:

#### **A. – AADHAR BASED BIOMETRICS ATTENDANCE AND MANAGEMENT SYSTEM**

Item No.	Description of hardware, software and Related Services	Delivery Schedule (Duration)	Location	Approximate payment to be made
1.	Software for Attendance monitoring & management System and linking with Aadhaar system	2 months	High Court and Subordinate Courts in the State of Madhya Pradesh	20% of contract amount
2.	Supply of the biometrics devices / equipments.	2 months	High Court and Subordinate Courts in the State of Madhya Pradesh	50% of contract amount
3.	Successful implementation of the complete AADHAR based attendance monitoring and Management system.	1 months	High Court and Subordinate Courts in the State of Madhya Pradesh	20% of contract amount
4.	Training (including fixes of any gaps/issues)	1 month	High Court and Subordinate Courts in the State of Madhya Pradesh	10 % of contract amount

**A. – MAKING OF PLASTIC IDENTITY CARDS / SMARD ID cards ( on need basis ALONG WITH ALL ACCESSORIES.**

<b>Item No.</b>	<b>Description</b>	<b>Delivery Schedule (Duration)</b>	<b>Location</b>	<b>Approximate payment to be made</b>
1.	Making of Identity Cards along with accessories.	2 months	Subordinate Courts in the State of Madhya Pradesh	100% payment on successful making and delivery of ID cards to the Officials / Employees of the Subordinate Courts.

**2. Scope & Specifications:-**

**Objectives and Outcomes of the project for the High Court of Madhya Pradesh.**

**(i) System Architecture:-**

1. System architecture should be **web based** and capable to flow information among various participants/users of the system.
2. The System with the AADHAR based application should be able to act as a stand alone system for all tracking functions.
3. Application Server should be able to gather necessary information.
4. This Application should be installed on Computers as per the requirement

**(ii) Brief requirements overview:-**

The AADHAR based biometrics attendance monitoring and management system for High Court of M.P. and Subordinate Court in the State of M.P. shall have following sub-components and function as described briefly in the paragraphs below.

**The AADHAR based biometrics attendance monitoring and management system shall include:**

1. PC based attendance marking client system.
2. Independent wall mounted attendance marking client system.
3. Server based data collation, information reporting etc.

4. Services of Authentication User Agency and Authentication Service Agency as required for accessing authentication service of Unique Identification Authority of India.

Note: The systems described above are to be networked. All systems shall interconnect using TCP/IP on Ethernet LAN interfaces (IEEE 802.3u 100BASE-TX) and/ or on Wireless LAN (IEEE 802.11 b/g/n).

The supplied system shall use the existing LAN infrastructure of High Court and Subordinate Courts in the State of Madhya Pradesh. Any devices needed to connect to this existing LAN shall be deemed to be a part of the equipment supply.

The AADHAR based biometrics attendance monitoring and management system shall work as described below:-

1. Capture biometric signatures of Officials / employees at the client systems. The client side system shall present suitable human machine interface for capturing the employee details and requesting for the biometric signatures.
2. Use the Unique Identifications Authority of India biometric signature authentication service to verify the same.
3. Timestamp the transaction. The systems shall timestamp using the Real Time Clock. It is expected that the Real Time Clock shall be synchronized to the central server application.
4. The timestamp and the verified employee ID shall be stored on the AADHAR based biometrics attendance monitoring and management system for reporting and use by other applications like: messaging, leave application, payroll, CIS software etc. the System shall store organization employee details in a hierarchical manner and shall be capable of processing the captured data by means of attendance rules which shall be configurable by the system administrator, the System shall also provide features of reporting the captured information in the form of configurable reports. AADHAR based biometrics attendance monitoring and management system shall be managed and used over a web based user interface.
5. AADHAR based biometrics attendance monitoring and management system shall function using the Unique Identification Authority of India authentication services. The system integrator / service provider is expected to provide the services of Authentication User Agency/ Authentication Service Agency for implementation of System and shall setup the required techno- administrative requirements.



The detailed requirements of the each of the sub-components depicted in the AADHAR based biometrics attendance monitoring and management system architecture is enumerated below:-

**6. The vendor has to provide the latest updated machines for use.**

**7 Independent Client Systems (ICS):-**

There shall be independent system with its own computing resources as detailed here.

**7.1 Form:-**

Independent Client System shall be small sized wall mountable equipment with integrated finger print scanner. It shall also have a suitable Human Machine Interface for meeting the functional requirements.

Independent Client System shall be housed in the form of rugged casing containing all components. The entire system shall be capable of mounting on the wall. Required clamping equipment shall be provided as a part of the supply. Mounting of the system is considered a part of the supply.

Each ICS shall consist of

1. *USB interface biometric Scanner for fingerprint. Quantity: 1 number.*
2. *Required biometric attendance software, capable of enrolling Aadhaar of employees (for the purposed of attendance) and also processing the same for daily attendance.*

**Note: The biometric scanners shall be as per latest Unique Identification Authority of India specification, validated and approved by STQC.**

The power supplies, battery backup, networking equipment and the required cables are included as a part of the supply.

**7.2 Size / Weight:-**

The following size / weight of the unit are recommended.

- Length: 400mm (max)
- Breadth: 400mm (max)
- Depth: 200mm (max)
- Weight: 6kg (max)

***Note: The above size/ weight are provided for guidance. Deviations, if exceeding the values above, shall need specific approval.***

**7.3 Requirements of the equipments enclosure:-**

The ICS enclosure shall be complaint to the following

S.No.	Parameter	Requirement
1.	Enclosure ingress protection	Complainant to IP54 or better (IEC60529)

2.	Degree of protection	Complaint to IK08 or better (IEC62262)
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***Note: It is possible that some Human – Machine Interface components of the Independent Client System may not be complaint to the above as these are governed by the Unique Identification Authority of India/ STQC specifications. These components shall be identified and excluded.***

**7.4 Fit:-**

ICS shall be encased as monolithic equipment designed to be wall mounted.

**7.5 Function:-**

The function of the Independent Client System (ICS) shall be as follows:

1. Deploy and run suitable Human- Machine Interface (The Human-Machine Interface shall be developed using ISO 9241: Ergonomics of System Interaction guidelines.) for the process requirements of AADHAR based biometrics attendance monitoring and management system.
2. Enable an enrolled user to punch the employee ID/ Aadhaar and submit the biometric signature for time stamping, verification by Unique Identification Authority of India-CIDR.
3. Submit verified employee ID/ timestamp to the AADHAR based biometrics attendance monitoring and management system.

**Note:**

- **The system shall not store any biometric signatures locally except during transaction. Once the transaction has concluded all biometric data captured shall be purged.**
  - **In case of failure of network connectivity to Unique Identification Authority of India-CIDR, Unique Identification Authority of India norms for buffered authentication shall be followed.**
4. Independent Client Systems (ICS) shall immediately, on completion of the transaction, transmit the data to Biometric Attendance Management System. The process of submission shall be initiated by Independent Client Systems and responded by an appropriate listener at the server side.

Note: It is preferred that communication is initiated by the client systems. If a different process is implemented, specific approval shall be taken.

**7.6 Battery backup**

The system shall be built-in battery backup operations up to one hour.

**8 Software :-**

The software of the proposed system to be web enabled server based system for collation of data from the client devices and processing/ presentation and management of the information for the system. The system shall meet the following specific requirements as described in the following paragraphs.

### **8.1 Form:-**

The system shall be server system complete with the required software designed to meet the functional requirements listed in this specification.

The AADHAR based biometrics attendance monitoring and management system shall consist of at least two servers configured as the primary and a secondary as hot standby. The servers shall preferably be configured as load balancing and failover cluster. The software application stack used shall be preferably open source software.

#### **Note:**

- ***No detailed specification of the server hardware and software is provided. The vendor shall size the servers for meeting the functional requirements of the Aadhaar based Biometric Attendance system.***
- ***Specific approval shall be sought for the offered hardware and proposed software stack by the vendor for Biometric Attendance Based Management system.***

### **8.2 Fit:-**

The servers shall be suitable to fit an IEC60297 (19 inch) rack with a max depth of 900mm. the server height of each server shall not exceed 6U.

***Note: Servers requiring lower rack units i.e. 1U to 3U are preferred.***

The required hardware for mounting the servers in the existing rack shall be deemed to be part of the supply.

### **8.3 Function:-**

The role and the functions of the AADHAR based biometrics attendance monitoring and management system shall consist of the following.

- 1. Management/ configuration of the data and information processing processes specifically for the following. Web based interface shall be provided to implement the management/ configuration functions.**
  - 1.1. Employee Data in a hierarchical organization tree
  - 1.2. Rules of attendance for automation of management of logged biometric attendance data.
  - 1.3. Reports processed .
  - 1.4. Email and SMS messaging system.**
  - 1.5. Sharing of the stored data with other applications.
  - 1.6. User access management.
- 2. The following functions shall be handled by AADHAR based biometrics attendance and monitoring system.**
  - 2.1. Collating data from the client devices

- 2.2. Processing / presenting reports through website based on definable rules.
- 2.3. Messaging the employees about the attendance status base on definable rules.
- 2.4. Allowing all system users to log into the system to see their own attendance and also of the personnel reporting to them and as well as all the personnel below them in the organizational hierarchy.
- 2.5. Incase of non-conformance to the defined rules of attendance the following options shall be presented:
  - 2.5.1. Initiation of process for application of leave
  - 2.5.2. Initiation of process for recording of reason of absence for approval and regularization by the reporting officer.
  - 2.5.3. Messaging the user.

### **3. Status of system health monitoring and reporting**

- 3.1. The status and the health of all client units shall be monitored and reported via a web based interface on a periodic basis to enable timely necessary corrective action.
- 3.2. The system shall also provide a report indicating the requirement of the system Service Level Agreement and status of compliance to the same.

***Note: The description of functions given here are only for guidance. The option for application modification and development shall be exercised after a joint study by the system managers and the personnel of the implementing agency.***

#### **8.4 Interface:-**

Biometric Attendance Management System shall have the following interfaces for installation and connection to the exterior ecosystem.

1. Power supply shall be capable to connecting to Indian Standard 230VAC/Hz unregulated, using a 5A plug top with protective ground (BS543 Type D 3 pin plug)
2. Network interface on IEEE 802.3 1000BASE-TX on RJ45 connectors: two ports shall be provided per server.
3. Feature for administration remote login with options like remote desktop/team viewer shall be provided.
4. application management and user interface shall be web based with zero footprint clients.

#### **9 Environmental/ Climatic requirements:-**

All equipment (with the exception of servers) supplied shall be suitable to work in normal non-air-conditioned office spaces. The implementing agency shall ensure that the equipment is suitable to meet the local environmental conditions.

The mains powered equipments shall be capable of working without any form of externally mounted voltage regulation or protection equipments.

All protection and regulation equipment required shall be deemed to be part of the supply.

#### **10 Safety requirements:-**

All mains powered equipment shall be designed to be safe to use by the personnel. Adequate safety measures shall be ensured by the implementing agency and shall be deemed to be a part of the supply. The safety measures may include: double insulation, protective grounding and use of RCB's etc.

#### **11 Life cycle management:-**

The expected life of all supplied equipments shall be at least 5years.

The system shall work, as described in this document and subsequently detailed in the documentation provided by the firm as a part of the system supply, during this life span.

##### **11.1 Expected support during working life:-**

All required support form maintenance and modification of the Aadhaar Based Attendance System, in terms of spares, technical service personnel, application modification shall be rendered by the implementing agency.

In case of insolvency, discontinuation of business, discontinuity of services demanded, the implementing agency shall advise suitable alternate agency and also handover the complete system design details to the consignee. These details shall consist of the following:

1. Detailed bill of materials and the sources.
2. All technical specifications and details of referred standard specifications.
3. All relevant engineering drawings.
4. Software source code.
5. Any other detail that may be deemed necessary for continued operation of the system.

##### **11.2 End of equipment life management:-**

The implementing agency shall at the end of life of system provide the following option of the purchaser.

1. Buyback and up gradation of the system.
2. Disposal of the system as per the extant norms of eWaste handling.
3. Handing over the information as detailed under para 9.2 on demand.

#### **12 Accessories, Spares & Diagnostic Aids:-**

The implementing agency shall study the system operational requirement and list the required accessories, spares and required diagnostic aids and quote for the same as part of their proposal.

#### **13 Drawings:-**

Any drawings required for installation and commissioning of the system/ equipment shall be provided as a part of the proposal.

#### **14 Documentation:-**

The implementing agency shall provide full documentation required for operation/ management / maintenance of the system, alongwith the supply of the system.

#### **15 Training:-**

The system users/ managers/ maintainers shall be trained at site of operation / management/ maintenance of the system, alongwith the supply of the system.

#### **16 Test & certificates:-**

All supplied equipments shall be inspected by the authorized representative of High Court of M.P.

##### **16.1 Party test certificates**

Equipment validated and approved by Unique Identification Authority of India/ STQC shall be accompanied with the certificate of approval issued for the specific model of equipment.

#### **17 Painting, labelling and marking:-**

The equipment shall be appropriately painted for aesthetics and protection. The parts, connector ports, mounting points etc shall be clearly marked in a manner that these are easily readable and remain legible over the lifetime of the equipment.

ID plate Name of Component, Make, SI. No., Date of Manufacture, Ratings shall be provided on all assemblies/ subassemblies.

#### **18 Packaging and delivery/ shipment:-**

The equipment consists of sensitive and fragile electronic systems. These should be packed with precautions required to prevent damage in transit.

#### **19 Intellectual property rights:-**

The IPR of the system design shall be owned by the system integrator. However, where required by the consignee, the details of interfacing Application Programming Interface/ communication protocols, data-structures etc. shall be provided for sharing of information for use by other applications used at the consignee premises. Where required a separate Non-Disclosure Agreement, if required, shall be signed between the consignee and the implementing agency/ system integrator to facilitate this requirement.

All data captured by the system shall be owned by the High Court of Madhya Pradesh and under no circumstances shall be shared with any third party without prior written permission.

#### **20 Proof of concept:-**

All eligible bidders shall demonstrate the proof of concept (PoC) of AADHAR based biometrics attendance monitoring and management system as per the schedule detailed under the Clause of Project Schedule.

The PoC demonstration shall be arranged at the High Court of M.P. Jabalpur by the successful tendered at their own cost.

Failure to deliver the PoC in the specified time duration shall result in forfeiture of the EMD.

The purchaser shall reserve the right to extend date for PoC or discharge the tender.

### **21 PoC Demonstration Content:-**

The PoC of Aadhaar Based Biometric Attendance System shall require demonstration of the following:

- 21.1 PC based attendance system as detailed in this document.
- 21.2 Prototype of the wall mounted attendance system as detailed in this document.
- 21.3 Working demonstration of the above listed system with a live linkup to Unique Identification Authority of India.
- 21.4 Demonstration of the AADHAR based biometrics attendance monitoring and management system application especially the following
  - 1.1. Planned functionality of the reporting module
  - 1.2. Planned Data structure/ database system for handling the employee data.
  - 1.3. Planned Data structure/ database system for handling the attendance data.

### **Note:**

- 1. The PoC shall consist of a presentation, and demonstration. If required the bidder may provide handouts.**
- 2. The duration of the PoC shall not exceed 90 minutes per bidder.**

### **22 Indemnities and Liabilities:-**

The tenderer shall indemnify and protect the purchaser from and against all action, suits, proceedings losses, costs, damages, charges, claims and demands of every nature and description brought against or recovered from purchaser by reasons of any act or omission of the contractor, his agents or employees, in the execution of the works, supply of material, or in the guarding of the same.

Any liabilities arising out of breach of any obligation(s) commonly applicable in Indian or International law or regulation or intellectual property right infringements etc shall be limited by this agreement and the tenderer shall be solely and completely responsible for any such violation on his part.

### **23 Insurance:-**

The supplier will be responsible till the entire goods contracted, arrive in good condition at destination site as mentioned in the delivery schedule and the

tenderer shall, at his own cost, unconditionally replace/ rectify the goods lost/ damaged to the entire satisfaction of the consignee.

**Warranty Support**

- Bidders to provide three years of comprehensive system warranty.
- Bidders should provide a comprehensive technical support services for the system or software proposed for the entire period of warranty including the period of post implementation support.
- The technical support should include all upgrades, updates and patches during the period of contract including post implementation support. The bidder should ensure timely delivery and application/installation and configuration of upgrades, updates and patches.
- Warranty support on hardware should be for 03 years.

**Warranty**

All equipment/ application programs shall be supported for a period of 03 years from the date of commissioning. All services required for warranty support shall be provided on site.

The following is the expected metrics of Service Level Agreement for the Aadhaar Based Biometric Attendance system during the operational period under warranty.

<b>S.No.</b>	<b>Life Cycle stage of Contract</b>	<b>Expected Performance</b>
1	DESKTOP COMPUTER BASED CLIENT SYSTEM	95% of the PERSONNEL COMPUTER BASED CLIENT SYSTEM shall be operational on demand. The replacement required if any shall be provided by the next working day.
2	ICS	95% of the ICS shall be operational on demand. The replacement required if any shall be provided by the next working day.
3	SOFTWARE	The server shall be operational on demand more than 99% of the time. This shall exclude periods of mutually agreed scheduled downtime.



The above detailed Service Level Agreement metrics shall be monitored and reported continuously using software on the AADHAR based biometrics attendance monitoring and management system server.

Failure to meet the Service Level Agreement metrics shall result in forfeiture of part of full amount performance guarantee. The decision of the authorized representatives of High Court of M.P. Jabalpur, in regard shall be final and binding.

**25. Post-implementation support:-**

- The solution should be self sufficient to work on 24 x 7 x 365 days basis.
- Bidders should provide a dedicated help-desk facility during the post-implementation period including an enquiry logging system.
- Bidders should acknowledge the enquiries with a log number within 2 hours of logging the query. Depending on the complexity of the issues the enquiries are to be resolved or addressed within 2 days.
- Bidders should assign onsite support engineers at the primary site for the period of post implementation support.
- For post implementation support, a separate SLA (Service level Agreement) will be signed by the bidder.

## **Section VII. General Conditions of Contract**

- 1. Definitions**      1.1 The following words and expressions shall have the meanings hereby assigned to them:
- (a) “Asset” means all the computer hardware items, stationary items of the High Court and Subordinate Courts as per requirement of the High Court.
  - (b) “Contract” means the Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
  - (c) “Contract Documents” means the documents listed in the Agreement, including any amendments thereto.
  - (d) “Contract Price” means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
  - (e) “Completion” means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
  - (f) “Day” means calendar day.
  - (g) “Delivery” means the transfer of the hardware, software from the Supplier to the Purchaser in accordance with the terms and conditions set forth in the Contract.
  - (h) “Eligible Countries” means the countries and territories eligible as listed in Section V.
  - (i) “Files” means all relevant files of the High Court.
  - (j) “GCC” means the General Conditions of Contract.
  - (k) “Hardware” means the hardware like BIOMETRICS DEVICES and other components / items for implementation of the project.

- (l) "ITB" means Invitation to Bid.
- (m) "Purchaser's Country" is the country specified in the Special Conditions of Contract (SCC).
- (n) "Purchaser" means the High Court of Madhya Pradesh, Jabalpur.
- (o) "Related Services" means the services incidental to the supply of the hardware, software, such as insurance, installation, training, maintenance and other similar obligations of the Supplier under the Contract.
- (p) Aadhar (Aam Aadmi ka Adhikar) means the project of Government of India.
- (q) "SCC" means the Special Conditions of Contract.
- (r) "Subcontractor" means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the hardware, software to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- (s) "Supplier" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Supplier.
- (t) "Software" means the software that is to be supply and developed for implementation of the project as mentioned in the bid.

**2. Contract Documents**

- 2.1 Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

- 3. Language**
- 3.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in the language specified in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the SCC, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- 3.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.
- 4. Joint Venture, Consortium or Association**
- 4.1 Unless otherwise specified in the SCC, if the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.
- 5. Eligibility**
- 5.1 The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or contractor shall be deemed to have the nationality of a country if it is a citizen or constituted or incorporated, and operates in conformity with the provisions of the laws of that country.
- 6. Notices**
- 6.1 Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term “in writing” means communicated in written form with proof of receipt.
- 6.2 A Notice shall be effective when delivered or on the Notice’s effective date, whichever is later.
- 7. Governing Law**
- 7.1 The Contract shall be governed by and interpreted in accordance with the laws of the Purchaser’s country, unless otherwise specified in the SCC.

- 8. Settlement of Disputes**
- 8.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 8.2 If the parties fail to resolve such a dispute or difference by mutual consultation within twenty-eight (28) days from the commencement of such consultation, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.
- 9. Scope of Supply**
- 9.1 Subject to the SCC, the hardware, software and Related Services to be supplied shall be as specified in Section VI, Schedule of Supply.
- 9.2 Unless otherwise stipulated in the Contract, the Scope of Supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining Delivery and Completion of the hardware, software and Related Services as if such items were expressly mentioned in the Contract.
- 10. Delivery**
- 10.1 Subject to GCC, the Delivery of the hardware, software and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Section VI, Schedule of Supply. The details of shipping and other documents to be furnished by the Supplier are specified in the SCC.
- 11. Supplier's Responsibilities**
- 11.1 The Supplier shall supply all the hardware, software and Related Services included in the Scope of Supply in accordance with GCC, and the Delivery and Completion Schedule, as per GCC.
- 12. Purchaser's Responsibilities**
- 12.1 Whenever the supply of hardware, software and Related Services requires that the Supplier obtain permits, approvals, and import and other licenses from local public authorities, the Purchaser shall, if so required by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.

12.2 The Purchaser shall pay all costs involved in the performance of its responsibilities, in accordance with GCC.

**13. Contract Price** 13.1 The Contract Price shall be as specified in the Agreement subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.

13.2 Prices charged by the Supplier for the hardware, software delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the SCC.

**14. Terms of Payment** 14.1 The Contract Price shall be paid as specified in the SCC.

14.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the hardware, software delivered and related Services performed, and by the documents submitted pursuant to GCC and upon fulfilment of all the obligations stipulated in the Contract.

14.3 Payments shall be made promptly by the Purchaser, no later than Thirty (30) days after submission of an invoice or request for payment by the Supplier, and the Purchaser has accepted it, subject to the availability of funds with the High Court of M.P., Jabalpur.

14.4 The currency or currencies in which payments shall be made to the supplier under this contract shall be specified in the SCC.

**15. Taxes and Duties** 15.1 Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser's country.

15.2 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted hardware, software to the Purchaser.

15.3 However, in case of increase of taxes or decrease of

taxes the same will be pass over to the High Court.

- 16. Performance Security**
- 16.1 The Supplier shall, within twenty-eight (28) days of the notification of Contract award, provide a Performance Security for the due performance of the Contract in the amounts and currencies specified in the SCC.
- 16.2 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the Contract.
- 16.3 The Performance Security shall be denominated in the currencies of the Contract, or in a freely convertible currency acceptable to the Purchaser, and shall be in one of the forms stipulated by the Purchaser in the SCC, or in another form acceptable to the Purchaser.
- 16.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the SCC.
- 17. Confidential Information**
- 17.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC.
- 17.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the Contract. Similarly, the

Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.

17.3 The obligation of a party under GCC above, however, shall not apply to information that:

- (a) now or hereafter enters the public domain through no fault of that party;
- (b) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
- (c) Otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

17.4 The above provisions of GCC shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

17.5 The provisions of GCC shall survive completion or termination, for whatever reason, of the Contract.

**18. Subcontracting** 18.1 No subcontracting is permitted by the supplier under the bid.

**19. Specifications and Standards** 19.1 Specifications and Drawings

- (a) The Supplier shall ensure that the hardware, software and related Services comply with the technical specifications and other provisions of the Contract.
- (b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to



the Purchaser.

- (c) The hardware, software and Related Services supplied under this Contract shall conform to the standards mentioned in Section VI, Schedule of Supply and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the hardware and software.

19.2 Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Section VI, Schedule of Supply. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GCC.

**20. Packing and Documents**

20.1 The Supplier shall provide such packing of the hardware, software as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the hardware and the absence of heavy handling facilities at all points in transit.

20.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the SCC, and in any other instructions ordered by the Purchaser.

**21. Insurance**

21.1 Unless otherwise specified in the SCC, the hardware, software supplied under the Contract shall be fully insured, in a freely convertible currency from an eligible

country, against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the SCC.

**22. Transportation** 22.1 Unless otherwise specified in the SCC, obligations for transportation of the hardware shall be in accordance with the Incoterms specified in Sections VI, Schedule of Supply.

**23. Inspections and Tests** 23.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the hardware, software and related Services as are specified in Sections VI, Schedule of Supply.

23.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the final destination of the hardware, software, or in another place in the Purchaser's country as specified in the SCC. Subject to GCC, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

23.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all travelling and board and lodging expenses.

23.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.

23.5 The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the hardware, software comply with the

technical specifications, codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.

23.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.

23.7 The Purchaser may reject any hardware, software or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected hardware, software or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC.

23.8 The Supplier agrees that neither the execution of a test and/or inspection of the hardware, software or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC, shall release the Supplier from any warranties or other obligations under the Contract.

**24. Liquidated Damages**

24.1 Except as provided under GCC, if the Supplier fails to deliver any or all of the hardware, software or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the Contract Price for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the SCC. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC.

## **25. Warranty**

25.1 The Supplier warrants that all the hardware, software are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

25.2 Subject to GCC, the Supplier further warrants that the hardware, software shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.

25.3 Unless otherwise specified in the SCC, the warranty shall remain valid for Thirty Six (36) months after the hardware, software, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the SCC for hardware.

25.4 The Purchaser shall give Notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.

25.5 Upon receipt of such Notice, the Supplier shall, within the period specified in the SCC, expeditiously repair or replace the defective hardware, software or parts thereof, at no cost to the Purchaser.

25.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the SCC; the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

## **26. Limitation of Liability**

26.1 Except in cases of gross negligence or willful misconduct :  
(a) neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to

any obligation of the Supplier to pay liquidated damages to the Purchaser; and

- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the SCC, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the Supplier to indemnify the Purchaser with respect to patent infringement.

**27. Change in Laws and Regulations** 27.1 Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of the Purchaser's country where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC.

**28. Force Majeure** 28.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

28.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the

Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

28.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**29. Change  
Orders and  
Contract  
Amendments**

29.1 The Purchaser may at any time order the Supplier through Notice in accordance to GCC, to make changes within the general scope of the Contract in any one or more of the following:

- (a) Design, specifications, hardware, software to be furnished under the Contract;
- (b) Software development & implementation.
- (c) The method of shipment or packing;
- (d) The place of delivery; and
- (e) The Related Services to be provided by the Supplier.

29.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.

29.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

- 30. Extensions of Time**
- 30.1 If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the hardware, software or completion of Related Services pursuant to GCC, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 30.2 Except in case of Force Majeure, as provided under GCC, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC, unless an extension of time is agreed upon, pursuant to GCC.

- 31. Termination**
- 31.1 Termination for Default
- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part:
- (i) if the Supplier fails to deliver any or all of the hardware, software within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC; or
  - (ii) If the Supplier fails to perform any other obligation under the Contract.
- (b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, hardware, software or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar hardware, software or related Services. However,

the Supplier shall continue performance of the Contract to the extent not terminated.

- (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt, fraudulent, collusive, or coercive practices, as defined in GCC, in competing for or in executing the Contract.

### 31.2 Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving Notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

### 31.3 Termination for Convenience

- (a) The Purchaser, by Notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The hardware, software that is complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of the Notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining hardware software, the Purchaser may elect:
  - (i) To have any portion completed and delivered at the Contract terms and prices; and/or
  - (ii) To cancel the remainder and pay to the Supplier an agreed amount for partially completed hardware and Related Services and for materials and parts previously



procured by the Supplier.

- 32. Assignment**      32.1 Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

### Section VIII. Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall

1	The Purchaser's country is: <u>India</u>
2	The Purchaser is: <u>High Court of Madhya Pradesh , Jabalpur</u>
3	The Site is: <u>High Court and Subordinate Courts in the State of Madhya Pradesh (Annexure-A)</u>
4	The version of Incoterms shall be: <u>English</u>
5	The language shall be: <u>English</u>
6	The individuals or firms in a joint venture, consortium or association jointly and severally liable.
7	For <b>notices</b> , the Purchaser's address shall be:  Attention: <u>Registrar General , High Court of Madhya Pradesh, Jabalpur</u>  Street Address: <u>Jabalpur</u>  City: <u>Jabalpur</u>  Pin Code: 482001  Country: <u>India</u>  Telephone: <u>+91-761-2623358</u>  Electronic mail address: <a href="mailto:mphc@nic.in">mphc@nic.in</a>
8	The governing law shall be: India
9	The formal mechanism for the resolution of disputes shall be: The Arbitrator appointed by Hon'ble the Chief Justice.
10	Details of shipping and documents to be furnished by the Supplier shall be to the Registrar General, High Court of Madhya Pradesh, Jabalpur.
11	The price adjustment shall be: Negotiable
12	<b>The terms of payment shall be: As per bid document .</b>
13	The currencies for payments shall be: <u>Indian Rupees</u>
14	The Supplier shall provide a Performance Security of <u>10%</u> percent of the Contract Price. The Performance Security shall be denominated in the following amounts and currencies: <u>Indian Rupees</u>

15	The types of acceptable Performance Securities are: <u>Unconditional Bank Guarantee; or an Irrevocable letter of credit; or a cashier's cheque valid for the period of 38 months of Nationalized / Scheduled Bank.</u>
16	Discharge of Performance Security shall take place: <u>after warranty period of 3 years in over and successful completion. (38 months)</u>
17	The insurance coverage of the equipments is to be done by the <u>bidder.</u>
18	The liquidated damage shall be: <u>0.5%</u> per week of the contract price or part thereof and up to maximum of 10 weeks, afterwards the termination of the contract shall be done.
19	The maximum amount of liquidated damages shall be: <u>10% of the contract value.</u>
20	The period of validity of the warranty shall be: <u>03 years system and hardware.</u>
21	The amount of aggregate liability shall be: <u>equal to the agreement cost/value.</u>

Section IX. Contract Forms

**Agreement**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ of \_\_\_\_\_ (hereinafter "the Purchaser"), of the one part, and \_\_\_\_\_ of \_\_\_\_\_ (hereinafter "the Supplier"), of the other part:

WHEREAS the Purchaser invited bids for hardware, software and Related Services, viz., \_\_\_\_\_ and has accepted a Bid by the Supplier for the supply of those hardware software and Related Services in the sum of \_\_\_\_\_ (hereinafter "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Purchaser's Notification to the Supplier of Award of Contract;
  - (b) the Bid Submission Sheet and the Price Schedules submitted by the Supplier;
  - (c) the Special Conditions of Contract;
  - (d) the General Conditions of Contract;
  - (e) the Schedule of Supply; and
  - (f) any other document with regard to above and all related correspondence.

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to provide the hardware, software and Related

Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the hardware, software and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of \_\_\_\_\_ on the day, month and year indicated above.

Signed by \_\_\_\_\_ (for the Purchaser)

Signed by \_\_\_\_\_ (for the Supplier)

**Performance Security**

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

Contract Name and No.

: \_\_\_\_\_

\_\_\_\_\_

To:

WHEREAS \_\_\_\_\_ (hereinafter "the Supplier") has undertaken, pursuant to Contract No. \_\_\_\_\_ dated \_\_\_\_\_, \_\_\_\_\_ to supply \_\_\_\_\_ (hereinafter "the Contract").

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Supplier shall furnish you with a security \_\_\_\_\_ issued by a reputable guarantor for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS the undersigned \_\_\_\_\_, legally domiciled in \_\_\_\_\_, (hereinafter "the Guarantor"), have agreed to give the Supplier a security:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of \_\_\_\_\_ and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract, without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This security is valid until the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the security for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

**TECHNICAL SPECIFICATIONS OF BIOMETRIC ATTENDANCE SYSTEM**

Sr. No.	Particular	Specifications
1	<b>Biometric Attendance Unit</b>	<p>I. <u>Specifications of Android Tablet:</u>                      Android Tablet with 7 inch screen                      a)Processor- 1.0 GHz or above b)RAM- 512 MB or above c) Internal Storage- 4GB or above Expandable storage through micro SD, minimum 8GBd) d)USB Port- Minimum one Micro USB port and an optional additional USB Port (USB port should provide power supply to biometric device and support USB OTG) e) Front facing Camera with VGA resolution f) Internal Speakers g) 7" Capacitive touch screen and minimum 800x480 pixel resolution or above, 16 M Colors h) GSM SIM card slot i) Min. Battery backup up to 120 minutes j) SAR values within acceptable range k) Separate charging port on the tablet shall be available.AC adapter for 230V +or-10%,50Hz operation shall be provided. l) Micro USB host cable Connectivity Requirements m) Mandatory Edge /2G or 3G mobile data support as applicable as per schedule n) WiFi IEEE 802.11b/g/n OR LAN (Ethernet) interface OR both o)Software Requirements : Android 4.0 Operating System or Above p) Full featured Web Browser Application to be deployed on android tablet will require rooted Android OS</p> <p>II. Specifications for Single Fingerprint Scanner Device Specification:  <b>Single Finger Print Scanner Device for use with Android Tablet</b>                      a)Single Finger-Print biometric device for Aadhar Authentication with driver, in built template extractor software/SDK(mandatorily with license, if required)                      b) API/SDK for Android (4.0 and above) platform.                      c) Device should be plug and play with any android (4.0 and above) tablet without need of any additional license to be deployed. d) The device should have integrated micro USB or standard USB type connector.                      e) Device must come with connector cables to allow connection of the device to micro USB and standard USB ports. f) Vendor has to provide all necessary technical support for integration of their device drivers with attendance software and associated UIDAI applications.</p> <p>III. Android Tablet and Single Fingerprint Scanner</p>

		<p>should be integrated in a rugged casing, The Rugged Casing should comply with the following:</p> <p>i) The casing should be made of inflexible, solid material and can be of polycarbonate / thick plastic / acrylic / other tough material. ii) It should be of black colour and should have a glossy / matte finish. iii) Acrylic casings must have a thickness of at least 5 mm. iv) Casing should be durable and should be able to withstand rough daily operational usage. v) The casing should not suffer any damage or disfiguration on being dropped from a height of up to 2 meters. vi) Tablet should be vertically oriented in the casing. This is important because the attendance application to be deployed is designed to run in vertical mode only. vii) The casing should be designed to cover/hide the android task bar of the tablet. This is required to prevent misuse of any other functionality of the tablet. viii) The casing should have provision to access the power/reset button of the tablet. The access should be easy but controlled. The vendor thus should make arrangements to provide an external tool to perform the power on/off and/or reset function of the tablet through the casing. ix) The fingerprint scanner should be ergonomically placed to support ease of usage for biometric attendance in standing posture of the users.</p>
2.	Installation and Commissioning	The scope covers supply, installation, commissioning, testing, training, AMC of Biometric Units at the locations specified in the Tender Document and co-ordinate to integrate/registration of the Employee database.



<b>“ANNEXURE – A”</b>		
1	2	
The supply and installation of AADHAR based biometrics attendance monitoring and management system.	<b>Place of equipments Delivery and installation</b>	
Making of plastic based Identity cards / Contact less cards for the officers/ employees of Subordinate Courts.	1	<u>High Court of Madhya Pradesh, Jabalpur</u>
	2	<u>High Court of Madhya Pradesh, Bench at Indore.</u>
	3	<u>High Court of Madhya Pradesh, Bench at Gwalior.</u>
	4	<u>Madhya Pradesh State Judicial Academy, Jabalpur.</u>
	<b>S.No.</b>	<b><u>50 District Courts List as under:-</u></b>
	1	District Court Complex, Jabalpur
	2	District Court Complex, Indore
	3	District Court Complex, Bhopal
	4	District Court Complex, Gwalior
	5	District Court Complex, Alirajpur
	6	District Court Complex, Anuppur
	7	District Court Complex, Ashoknagar
	8	District Court Complex, Balaghat
	9	District Court Complex, Barwani
	10	District Court Complex, Betul
	11	District Court Complex, Bhind
	12	District Court Complex, Burhanpur
	13	District Court Complex, Chattarpur
	14	District Court Complex, Chhindwara
	15	District Court Complex, Damoh
	16	District Court Complex, Datia
	17	District Court Complex, Dewas
	18	District Court Complex, Dhar
	19	District Court Complex, Dindori
	20	District Court Complex, Khandwa
21	District Court Complex, Guna	
22	District Court Complex, Harda	
23	District Court Complex, Hosangabad	
24	District Court Complex, Jhabua	

	25	District Court Complex, Katni
	26	District Court Complex, Mandla
	27	District Court Complex, Mandsaur
	28	District Court Complex, Morena
	29	District Court Complex, Narsinghpur
	30	District Court Complex, Nemuch
	31	District Court Complex, Panna
	32	District Court Complex, Raisen
	33	District Court Complex, Rajgarh
	34	District Court Complex, Ratlam
	35	District Court Complex, Rewa
	36	District Court Complex, Sagar
	37	District Court Complex, Satna
	38	District Court Complex, Sehore
	39	District Court Complex, Seoni
	40	District Court Complex, Shahdol
	41	District Court Complex, Sajapur
	42	District Court Complex, Sheopur
	43	District Court Complex, Shivpuri
	44	District Court Complex, Sidhi
	45	District Court Complex, Singrauli
	46	District Court Complex, Tikamgarh
	47	District Court Complex, Ujjain
	48	District Court Complex, Umaria
	49	District Court Complex, Vidisha
	50	District Court Complex, Mandleshwar
<b>S.no.</b>		<b><u>150 Tehsil Court List as under:-</u></b>
	1	Civil Court Jobat, District Alirajpur
	2	Civil Court Kotma, District Anuppur
	3	Civil Court Rajendragram, District Anuppur
	4	Civil Court Mungaoli, District Ashoknagar
	5	Civil Court Chanderi, District Ashoknagar
	6	Civil Court Baihar, District Balaghat
	7	Civil Court Complex Katangi, District Balaghat
	8	Civil Court Waraseoni, District Balaghat
	9	Civil Court Anjad, District Barwani
	10	Civil Court Khetiya, District Barwani
	11	Civil Court Rajpur, District Barwani
	12	Civil Court Sendhwa, District Barwani

13	Civil Court Bhainsdehi, District Betul
14	Civil Court Multai, District Betul
15	Civil Court Aamla, District Betul
16	Civil Court Lahar, District Bhind
17	Civil Court Mehgaon, District Bhind
18	Civil Court Gohad, District Bhind
19	Civil Court Barasia, District Bhopal
20	Civil court Bijawar, District Chhatarpur
21	Civil Court Laundi, District Chhatarpur
22	Civil Court Rajnagar, District Chhatarpur
23	Civil Court Bada Malehra, District Chhatarpur
24	Civil court Nowgaon, District Chhatarpur
25	Civil Court Parasiya, District Chhindwara
26	Civil Court Sausar, District Chhindwara
27	Civil Court Amarwara, District Chhindwara
28	Civil Court Chorai, District Chhindwara
29	Civil Court Junnardeo, District Chhindwara
30	Civil Court Pandurna, District Chhindwara
31	Civil Court Hatta, District Damoh
32	Civil Court Pathariya, District Damoh
33	Civil Court Bhandar, District Datia
34	Civil Court Seodha, District Datia
35	Civil Court Bagli, District Dewas
36	Civil Court Kannod, District Dewas
37	Civil Court Khategaon, District Dewas
38	Civil Court Sonkatch, District Dewas
39	Civil Court Tonkhurd, District Dewas
40	Civil Court Badnawar, District Dhar
41	Civil Court Dharampuri, District Dhar
42	Civil Court Kukshi, District Dhar
43	Civil Court Manawar, District Dhar
44	Civil Court Sardarpur, District Dhar
45	Civil Court Aaron, District Guna
46	Civil Court Chachoda, District Guna
47	Civil Court Raghogarh, District Guna
48	Civil Court Khumbraj, District Guna
49	Civil Court Bhitwar, District Gwalior
50	Civil Court Dabra, District Gwalior
51	Civil Court Itarsi, District Hoshangabad

52	Civil Court Pachmarhi, District Hoshangabad
53	Civil Court Pipariya, District Hoshangabad
54	Civil Court Seoni Malwa, District Hoshangabad
55	Civil Court Sohagpur, District Hoshangabad
56	Civil Court Depalpur, District Indore
57	Civil Court Hatod, District Indore
58	Civil Court Mhow, District Indore
59	Civil Court Sanwer, District Indore
60	Civil Court Patan, District Jabalpur
61	Civil Court Sihora, District Jabalpur
62	Civil Court Petlawad, District Jhabua
63	Civil Court Thandla, District Jhabua
64	Civil Court Vijayraghvarh, District Katni
65	Civil Court Harsud, District Khandwa
66	Civil Court Khargone, District Mandleshwar
67	Civil Court Sanawad, District Mandleshwar
68	Civil Court Barwaha, District Mandleshwar
69	Civil Court Bhikangaon, District Mandleshwar
70	Civil Court Kasrawad, District Mandleshwar
71	Civil Court Maheshwar, District Mandleshwar
72	Civil Court Nainpur, District Mandla
73	Civil Court Niwas, District Mandla
74	Civil Court Bhanpura, District Mandsaur
75	Civil Court Garoth, District Mandsaur
76	Civil Court Narayangarh, District Mandsaur
77	Civil Court Sitamau, District Mandsaur
78	Civil court Ambah, District Morena
79	Civil Court Jora, District Morena
80	Civil Court Sabalgarh, District Morena
81	Civil Court Gadarwara, District Narsingpur
82	Civil Court Complex Jawad, District Neemuch
83	Civil Court Complex Manasa, District Neemuch
84	Civil Court Ajaygarh, District Panna
85	Civil Court Pawai, District Panna
86	Civil Court Bareli, District Raisen
87	Civil Court Begumganj, District Raisen
88	Civil Court Gairatganj, District Raisen
89	Civil Court Goharganj, District Raisen

90	Civil Court Silwani, District Raisen
91	Civil Court Udaipura, District Raisen
92	Civil Court Biaora, District Rajgarh
93	Civil Court Khilchipur, District Rajgarh
94	Civil Court Narsingharh, District Rajgarh
95	Civil Court Zirapur, District Rajgarh
96	Civil Court Alote, District Ratlam
97	Civil Court Jaora, District Ratlam
98	Civil Court Sailana, District Ratlam
99	Civil Court Mauganj, District Rewa
100	Civil Court Sirmour, District Rewa
101	Civil Court Teonther, District Rewa
102	Civil Court Hanumana, District Rewa
103	Civil Court Banda, District Sagar
104	Civil Court Bina, District Sagar
105	Civil Court Deori, District Sagar
106	Civil Court Khurai, District Sagar
107	Civil Court Rehli, District Sagar
108	Civil Court Garacota, District Sagar
109	Civil Court Amarpatan, District Satna
110	Civil Court Maihar, District Satna
111	Civil Court Nagod, District Satna
112	Civil Court Rampur Baghela, District Satna
113	Civil Court Chitrakoot, District Satna
114	Civil Court Unchehra, District Satna
115	Civil Court Ashta, District Sehore
116	Civil Court Budhni, District Sehore
117	Civil Court Nasrullaganj, District Sehore
118	Civil Court Ichhawar, District Sehore
119	Civil Court Lakhnadon, District Seoni
120	Civil Court Beohari Beohari, District Shahdol
121	Civil Court Burhar, District Shahdol
122	Civil Court Jaisinghnagar, District Shahdol
123	Civil Court Agar, District Shajapur
124	Civil Court Nalkheda, District Shajapur
125	Civil Court Sarangpur, District Rajgarh
126	Civil Court Shujalpur, District Shajapur
127	Civil Court Susner, District Shajapur
128	Civil Court Vijaypur, District Sheopur

	129	Civil Court Karera, District Shivpuri
	130	Civil Court Khaniadhana, District Shivpuri
	131	Civil Court Kolaras, District Shivpuri
	132	Civil Court Pichhore, District Shivpuri
	133	Civil Court Pohari, District Shivpuri
	134	Civil Court Churhat, District Sidhi
	135	Civil Court Deosar, District Singrouli
	136	Civil Court Rampur Naikin, District Sidhi
	137	Civil Court Majhouli, District Sidhi
	138	Civil Court Jatara, District Tikamgarh
	139	Civil Court Niwari, District Tikamgarh
	140	Civil Court Orchha, District Tikamgarh
	141	Civil Court Badnagar, District Ujjain
	142	Civil Court Khachrod, District Ujjain
	143	Civil Court Mahidpur, District Ujjain
	144	Civil Court Nagda, District Ujjain
	145	Civil Court Tarana, District Ujjain
	146	Civil Court Birsinghpur Pali, District Umaria
	147	Civil Court Basoda, District Vidisha
	148	Civil Court Kurwai, District Vidisha
	149	Civil Court Lateri, District Vidisha
	150	Civil Court Sironj, District Vidisha