



CHHATTISGARH VIDHAN SABHA RAIPUR

TENDER FORM
FOR THE SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF
BIOMETRIC ATTENDANCE SYSTEM

Issued

To.....

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01

IMPORTANT EVENTS AND DEADLINES

Deadline for issue of tender document

Date: 23/02/2015

Time: 3:00 pm

Deadline for submission of tender bids at the issuing office

Date: 23/02/2015

Time: 3:00 pm

Time for opening of bids received

Date: 23/02/2015

Time: 4:00 pm

Venue: Committee Room no. 3 of the Chhattisgarh Vidhan Sabha
Secretariat, Raipur

SCOPE OF THE WORK

The tender is for the supply, installation, testing & commissioning of Biometric Attendance System. This Biometric Attendance System is for the use of Vidhan Sabha Secretariat. Total 03 numbers Biometric Attendance Machines are required.

Chhattisgarh Vidhan Sabha Secretariat intended to select single or different models of any particular or different make with rates by this tender process. Vidhan Sabha Secretariat can choose and take any of the approved models. After testing verification and entries, the bills of the Biometric Attendance System will be paid by the Vidhan Sabha Secretariat. As per the Terms and Conditions the firm will provide the after sales services and the warranty facilities accordingly. The Scope of work includes supply, installation, testing & commissioning under warranty obligation.

Chhattisgarh Vidhan Sabha**Important Note**

- (1) All corrigenda, addenda, amendments and clarifications to Tender Specifications will be hosted in the website. www.cgvidhansabha.gov.in and not in the newspaper, Bidders shall keep themselves up dated with all such developments.
- (2) In case the last date of receipt/opening of bids falls on holiday, the bids shall be receipt/opened on the following working day at the same time and venue.
- (3) Tenderer who have downloaded the tender document form from the vidhan sabha's website shall submit a declaration alongwith tender document that I/We have downloaded the Tender Form from the Vidhan Sabha website www.cgvidhansabha.gov.in and I/we have not Tempered/Modified the tender form in any manner. In case, if the same is found to be tempered/modified in any manner, I/We understand that my/our tender will be summarily rejected and I/We are liable to be banned from doing business with the Vidhan Sabha Secretariat.
- (4) While Submitting the tender, tenderers must submit Tender fee, EMD, Technical Bid and financial Bid in four different envelopes clearly marking the contents as detailed below on the body cover of each envelope in bold letters :
 - (1) Envelope "A" : Tender Fee
 - (2) Envelope "B" : Earnest Money
 - (3) Envelope "C" : Technical Bid
 - (4) Envelope "D" : Financial Bid

All the above four envelopes then be placed in one big envelope, sealed and superscribed with Tender number, Name/Subject & due date of submission and should be addressed to :

Kind Attention - The Principal Secretary,
Chhattisgarh Vidhan Sabha,
Zero point, Baloda Bazar Road,
Raipur - 492 005

The tender not submitted in accordance with the above mentioned criteria is liable to be rejected further, envelope 'D' i.e; Financial Bid will be opened only of those bidders whose bids are found according to eligibility criteria.

- (5) Supplier must mention Full address with Phone No. and email-ID on their envelopes also.
- (6) Tender document fee of Rs 500/- (Non refundable) with EMD amounting to Rs. 10,000/- both in form of DD favouring Principal Secretary, Chhattisgarh Vidhan Sabha are to be submitted with tender document failing which offer will not be considered.

TERMS AND CONDITION

FOLLOWING TERMS AND CONDITIONS MAY BE CAREFULLY STUDIED BEFORE
SUBMITTING BIDS/BIDS

1. Name, complete address of the bidder/ Quotee with telephone NO., Fax & Email.

2. Location of Head office with complete address, with telephone NO., Fax and Email.

3. The quoted bid must be quoted duly typed on the letter heads of the supplier/ manufacturer with mentioning of full address, VAT No./PAN No./TDS NO./ TIN No./ and must be contained in a sealed envelope which should be superscribed as "Bid for supply, installation, testing and commissioning of **Biometric Attendance System Short Tender No. 848/Estt./CGVS/2015 dated 06/02/2015** with due date and time on the cover of envelope.
4. The last date of submission of tender is 23/02/2015 by 3.00 PM. These bids will be opened on the same day at 4.00 PM in the Committee room No. 3 of Chhattisgarh Vidhan sabha in the presence of the tenderes (s) or their authorised representative (s) who wish to remain present at the scheduled time.
5. Telefax / E-mail and other incomplete offer will not be considered.
6. All Bids will be deemed to be FOR Chhattisgarh vidhan sabha unless otherwise specified and should include packing and forwarding charges.
7. If quoted otherwise than FOR Chhattisgarh vidhan sabha insurance, Charges from place of loading to destination shall be borne by the supplier.
8. All Bids will be valid for at least 60 days excluding the date of opening.
9. Illustrated literature and catalogue must be furnished along with Bid.
10. The supplier must intimate whether he is manufacturer, dealer or supplier. In case of supplier or dealer the authorization from the manufacturer is required and copy of the same must be enclosed with the bid.

Read and Accepted

(Signature of Tenderer)

11. Rates should be quoted in the Indian rupees only.
12. The Chhattisgarh vidhan sabha is not liable to pay interest on EMD. Earnest money deposit shall be forfeited, if the tenderer, withdraws its bid during the period validity. The Earnest money deposit of the tenderer, whose tender has been accepted, will be returned on the submission of performance security @5% of the total value of the offer. The performance security will be kept till the warranty period of the Biometric Attendance System. The warranty period will start from the date of satisfactory installation, testing and commissioning of the Biometric Attendance System duly given by the concerned department. Earnest money deposit of the successful tenderer shall be forfeited, if it refuses or neglects to execute the contract or fails to furnish the required performance security within the stipulated time frame as specified by the Chhattisgarh vidhan sabha. The EMD (s) of other Bidder (s) whose offer will not be found according to required specification/ lowest will be released after finalization of the purchase.
13. The Bid may be rejected by the Principal secretary, Chhattisgarh vidhan sabha without assigning any reason.
14. The Bid received after the due date will not be considered unless the date is extended.
15. In case the last date of receipt of Bid falls on holiday, the Bid shall be opened on the following working day.
16. The make/ model of Biometric Attendance System and country of origin must be clearly specified. Warranty of the Biometric Attendance System may be intimated. The after sales service policy also be clarified and address of the Sales Service Centre be intimated.
17. Two years of working spares wherever required should be quoted on FOR destination basis. The Principal Secretary Chhattisgarh Vidhan Sabha reserves the right to order any or all the spares as quoted by the tenderers and on the terms and conditions quoted for the Biometric Attendance System. The responsibility of the tenderer under the warranty clause will not be diluted in any way on this account.
18. Specifications can be changed depending upon suitability only after deliberation/ discussion. Nearest specification/ better specification can be considered. In case of deviation complete justification should be furnished with proper documents.
19. Freight paid sample must reach this office before or at the latest by the due time and date of the opening of the Bids, if required.

Read and Accepted

(Signature of Tenderer)

