



# CHHATTISGARH VIDHAN SABHA RAIPUR

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

Issued

To.....

## TABLE OF CONTENTS

Section	Subject	Page No.
I.	Important events and deadlines	01
II.	Scope of the work	02
III.	Important note	03
IV.	Terms and condition	04-06
Annexure		
A.	Format for manufacturer's authorisation form	07
B.	Bid must be on the letter head of supplier	08
C.	Specifications for Biometric Attendance System	09-10

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](http://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](http://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.

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

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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)



20. It may be stated clearly, whether the items quoted are available in stock. If not the minimum period of supply of goods be indicated.
21. Rate quoted should be excluding taxes. Percentage of taxes to be charged must be clearly stated.
22. The approved samples will be sealed, duly signed by the representative of the quotee and kept in the office at the time of release of the order (where applicable.)
23. Inspection of Biometric Attendance System / or parts of Biometric Attendance System will be carried out by the consignee or the Inspection Committee at the destination and if rejected Biometric Attendance System or parts of Biometric Attendance System will have to be removed within 10 days from the date of dispatch of advice from the indenting officer, failing which the quote shall be responsible for the loss.
24. The rejected Biometric Attendance System or parts of Biometric Attendance System must be replaced within 15 days of the dispatch of advice by the indenting officer or a registered notice, failing which indenting officer will be entitled to make arrangements of its disposal without any further reference.
25. Certificate to the effect that the Price quoted by you will be lowest and is not more than the Price charged from other government departments in India.
26. Copies of supply order at least of three users where you have already supplied above said Biometric Attendance System be supplied.
27. Details of training by the institute be intimated.
28. The 90% payment will be released against physical delivery and inspection of the equipment and balance 10% payment shall be released within 15 days after having the inspection and installation report of the equipment/material, execution of the complete order of goods as per specification of the supply order and their installation and working.
29. The quantity of Biometric Attendance System may vary as per requirement.
30. The tenderer should not have been debarred and/ or blacklisted by any Central Government/ or any State Government Department (s)
31. Penalty. The Principal Secretary, Chhattisgarh Vidhan Sabha shall have the power to impose penalty upto 5% of the value of the order if the supply is not executed within the stipulated/ extended period.
32. The tender document duly signed and stamped on each page shall be returned in original with the Technical bid as a proof, to confirm the acceptance of the entire terms and conditions of tender.

Read and Accepted

(Signature of Tenderer)



**Annexure"A"****FORMAT FOR MANUFACTURER'S AUTHORISATION FORM**

TO

The Principal secretary  
Chhattisgarh Vidhan Sabha  
Raipur

Sub- Tender for "\_\_\_\_\_".

Dear Sir,

We, \_\_\_\_\_, who are established and reputed manufacturers of \_\_\_\_\_, having factory/office at \_\_\_\_\_, hereby authorize M/s \_\_\_\_\_ [name & address of agents/distributors/ dealer to bid, negotiate and conclude the Order with you for the above goods manufactured by us.

We shall remain responsible for the tender/Agreement negotiated by M/s \_\_\_\_\_, jointly and severally. No company or firm or individual other than M/s \_\_\_\_\_

Are authorized to bid, negotiate and conclude the order in regard to this business against this specific tender as for all business in the Chhattisgarh.

We hereby extend our full guarantee and warranty as per the terms and conditions of equipment i.e Biometric Machines offered for supply against this invitation for bid by the above supplier.

Yours faithfully,

[Name & Signature] For and on behalf of M/s. \_\_\_\_\_ [Name of manufacturer] with Stamp

**Note:** This letter of authorization should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

## ANNEXURE-B

BID MUST BE ON THE LETTER HEAD OF SUPPLIER

Sr. No.	Description	Qty.	Rate (Per PC)	Total Amount
1.				
2.	Tax			
Total				
Amount in words				

We have gone through and understood the instructions to the tenderers and also terms & conditions stipulated in the Tender Document and confirm to abide by the same.

Date:

Place:

( )  
Signature of the Tenderer  
With Stamp

## Annexure"C"

**Specifications for Biometric Attendance System**

Qty,-03 Nos

Technical Specifications and Other Requirements related to Biometric Machine

**A) Technical Specifications**

CPU	32 bit High Speed Microprocessor
Display	3" Color LCD (Scratch Pool Screen )
Fingerprint Scanner	High Resolution Optical ( $\geq 600$ dpi)
False Fingerprint Detection	Embedded
Transaction Record	>2,00,000 Impressions
User Record	9000 or more
Authentication Mode	Finger Print/Proximity
	Card/ password /Combo
	(with provision of clubbing the User Capacity)
Instruction	Voice Guided
Communication Mode	TCP/IP/& USB
FAR & FRR	0.0001%&0.01% max
Speed Mode	IEEE 802.2, Ethernet TCP/IP
Authentication Angle	Any Angle
Data Backup Support	USB
Authentication OSD	Person Name and ID display
Synchronization	Automatic Server to Device Synchronized
Data Transmission	Online or Offline
Lock Control	Supported
Auto Adopt Technology	Yes
Temperature Humidity	- 10 C ~ 50 C lower then 90% RH
Power Backup	Battery (5-8 hours)(In built)
Warranty	Two Year (Minimum)
Certification from Appropriate Certifying Agency should be Submitted	

**B) Other Requirements**

1. The system should work through the existing network. The compatibility of the hardware and software should be ensured with the existing network in the Institute.
2. A centralized control at each location should also be provided where the data can be downloaded on a PC.

3. It is anticipated that the cable requirement may vary depending upon the location and the same may be quoted separately per 'meter'.
4. All user data to be fed into the machines by the Supplier.
5. Training for the operation and maintenance of the hardware and software to be given by the Supplier.
6. The Supplier should visit the Institute to have on the spot assessment before submitting the offer.