

F.No. 21013/1/2014-Admn. Gen.
Government of India
Ministry of Steel
(Admn. Genl. Sec.)

Udyog Bhavan, New Delhi
Dated 6.5.2014

Tender Notice

Sub:- Purchase/installation/Monitoring of Biometric Attendance Monitoring System
in Udyog Bhavan, Ministry of Steel

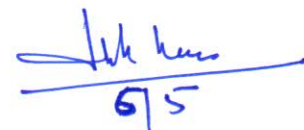
Date of submission of Tender: 20.6.2014 9.00AM to 11.00 AM
Date of opening of Tender : 20.6.2014 at 11.30 AM

Ministry of Steel intends to install Biometric Attendance System for monitoring
the attendance of the Staff/Officer of the Ministry of Steel as per the following
requirement:-

Sl. No.	Description of goods	Quantity	Remarks
1	Biometric equipment for monitoring attendance of the Staff/Officers of Ministry of Steel	2 nos.	Two Biometric Attendance machines may be installed at Gate No.5 (one at basement & one at Ground floor G Wing outside (Estt. Section) for proper and regular use of the system.
2	Cabling	As per requirement	
3	Monitoring Units	As per requirement	
4	Installation including software	Whole System	
5	Personal Technical support for Analyzing of attendance data and submission of daily/weekly report and monthly report, as and when required	First Monday of each month (In case first Monday is holiday, the next working day and as and when required	

2. Interested parties may please submit their quotations in sealed cover addressed to Under Secretary(Admn. Gen.), Ministry of Steel, Udyog Bhavan, New Delhi. The words "Quotation for Purchase/Installation/Monitoring of Biometric Attendance System" should be inscribed on the outer cover. The sealed envelop containing quotation should be dropped only in the Tender Box fixed on the wall of Room No.64 Ministry of Steel, Udyog Bhavan on 20.6.2014 No other correspondence except in Tender Box will be accepted for delivery of Tender/quotation. The quotation shall be opened on the same day at 11.30 AM in Room No.74, Udyog Bhavan in the presence of Tender Committee of M/o Steel and representatives of the firms.

3. The Biometric Attendance Control System is required to be installed in the Ministry of Steel, New Delhi as per the above requirement. The total number of staff/officers working in the Ministry is around 285. Each machine should have



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storage capacity of more than 3000 fingerprints, with battery back up of at least 24 hours and built-in TCP/IP connectivity. The system should be based on fingerprints. The system should be sturdy and tamper proof and immune to vagaries of nature viz dust etc. It should easily upload and download record storage of 60,000 records.

4. The selected firm will be required to collect the data/fingerprints of all the staff/officers and accordingly install the system. One person for technical support is required, initially for a period of one year, with at least one weekly visit, which may/may not be extended depending upon the services/performance of the firm as per details below:-

- i) The firm will be responsible for facilitating of monitoring the attendance of all the staff/officers and submitting of the attendance report officer/Section/Division-wise on daily, weekly and monthly basis and the printout should be delivered to controlling officer of the Ministry.
 - ii) Preparation of Exception Report (List of Person who have (a) Arrived Late(b)Absent(c)Left early and (d) Not marked departure attendance etc.)
 - iii) Generation of the attendance reports indicating deduction of leave of the persons failing to achieve 40 hours of presence in the office in a week.
 - iv) The Firm will send one Engineer/Technician on First Monday of each month (In case first Monday is holiday, the very next working day) to take the printout of all reports and to deliver it to the Controlling Officer of the Ministry. However, in addition to First Monday, he will have to come to the ministry as and when required.
 - v) Calculation of the attendance and leave account of the employee and the facility for viewing the attendance reports by the senior officers on the website of the Ministry.
 - vi) The firm will be responsible to integrate the leave module and incorporate current MIS outputs including memos in the system.
6. The terms and conditions on which the work will be entrusted to the successful bidder will be as follows:
- a. The firm will be required to install and run the system within a fortnight from the date of Work Order.
 - b. The firm must have an experience of 3 years in the field of providing solutions for applications relating to biometrics. The firm should have presence in Government of India Ministries/Department/Organizations, public sector and private sector companies. The documentary evidence shall be provided by the firm in support of their experience.
 - c. The firm must have VAT/Service Tax Registration.
 - d. The firm must submit an undertaking on Rs.50/-stamp paper that they have not been blacklisted by any Government



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Department nor is any criminal case registered against them anywhere in the country.

- v) The firm must submit a copy of last three year's Income Tax Returns.
- vi) The contract can be terminated by this Ministry at any time without assigning any reason thereof, if the work of the firm is found unsatisfactory. In this regard, the decision of the Ministry will be final.
- vii) The Ministry reserves the right to reject any quotation in whole or in part without assigning any reason thereof.
- viii) The successful bidder will be required to furnish PERFORMANCE SECURITY DEPOSIT amount of 10% of the Total Tender Value in the form of Fixed Deposit/Bank Guarantee in favour of Pay & Account Officer, Ministry of Steel, New Delhi. The performance security deposit shall be returned after successful completion of the period of contract of one year. the performance security deposit can be forfeited (in whole or in part), if during the period of contract, the service of the firm are found unsatisfactory in any respect. The decision of the Ministry in this regard will be binding on the firm
- ix) During the contract period of one year, the successful Firm/Company is required to repair or replace the system parts/instruments at its own cost. The Ministry will not pay anything for this service.
- x) The price quote will be exclusive of Taxes and shall be fixed and final, Taxes, as applicable will be extra, which will not be quoted in the bid.
7. Earnest Money Deposit (EMD) of Rs.10,000 (Rs. Ten thousand only) must be deposited by the bidders in the form of an Account Payee Demands Draft/Banker's Cheque drawn in favour of Pay & Account Officers, Ministry of Steel, New Delhi alongwith their tenders. Quotation received without the requisite EMD will summarily be rejected.
8. The quotation received after the stipulated time & date will not be entertained in any case.


(H.K. Wadhwa) 615

Under Secretary to the Govt. of India

Copy to:-

1. All Ministeries/Departments for circulation among their contract holders.
2. Sr.TD, NIC, M/o Steel, Udyog Bhawan with a request to place the aforesaid Notice on the website of the Ministry for wide publicity.
3. Central Public Procurement Portal

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ANNEXURE-I

Undertaking to be signed by the firm/tenderer on behalf of his/her firm

I.....do hereby undertake that I have clearly and precisely understood the terms and conditions of the tender, that I will abide by these terms and conditions mentioned in the tender notice/cocument and the rules and regulations/instructions of the Government, issued from time to time in letter and spirit, that any breach and/or violation of any of the terms and conditions and/or in case of my work being fund unsatisfactory at any time during the period of contract, my contract shall be liable to be terminated without assigning any reason thereof, and that in such case, the amount of security deposit shall stand foreited to the Government and also I will be liable to make good all extra costs(s) borne by the Ministry of Steel for getting the jobs done by other person(s) and/or any loss or damages that may be caused to the Ministry of Steel owing to the unsatisfactory/failure to work on my part.


I.....also undertake that the decision of the Ministry of Steel shall be final and binding in all cases, whatsoever may be, pertaining to this contract.

Place:

Date:

Signature & Rubber stamp of the
Tenderer/firm


(Signature of the Bidder
alongwith stamp of firm)


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ANNEXURE-IIPROFORMA FOR TECHNICAL BID

Sl.No.	PARTICULARS	TO BE FILLED BY TENDERED
1	Name of Agency/firm	
2	Address	
3	Telephone, FAX, Mobile Phone(s).	
4	Name of the contact person	
5	PAN/TIN/VAT No. (Copy of the above should be enclosed)	
6	Service Tax Reg. No. (Copy of the above should be enclosed)	
7	The firm must have an experience of 3 years in the field of providing solutions for applications relating to biometrics. The firms should have presence in Government of India Ministries/Department/Organizations, public sector and private sector companies. The documentary evidence shall be provided by the firm in support of their experience.	
8	Whether each page of the tender notice and documents has been signed by the tenderer and rubber stamped in token of acceptance of the same in letter and spirit.	
9	Whether each page of the tender notice and documents has been signed by the tenderer and rubber stamped in token of acceptance of the same in letter and spirit.	
10	The firm must submit a copy of last three years's Income Tax Returns	
11	Details of EMD furnished	

Signature of the Bidder
alongwith stamp of firm


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Udyog Bhawan, New Delhi
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ANNEXURE-III

FINANCIAL BID

Sl. No	Descriptions of goods	Quantity	Details in the manner Rate Quoted	Total (in Rs.)
1	Biometric equipment for monitoring attendance of the staff/officers of M/o Steel, Udyog Bhavan	2 Nos.	Rates of all three machines (rate of 1 machinex) may be quoted	
2	Cabling	As per requirement	Rate per meter may be quoted	
3	Control/Monitoring Unit	Whole System	Rate quoted should be inclusive of control/monitoring unit used for this purpose	
4	Installation including software	Personal technical support First Monday of each month and as and when required	Lumpsum rate (all inclusive) should be quoted	
5	Monitoring of Attendance and submission of daily report/weekly and monthly report, as and when required		Rates may be quoted for one year personal technical support w.e.f. the date of successful installation of the whole system	
Grand Total (in Rs.)				
	Grant Total in words	Rs.		

*Note: The price quoted will exclusive of Taxes and shall be fixed and final. Taxes, as applicable will be extra, which will not be quoted in the bid

SIGNATURE ON BEHALF OF THE FIRM
(WITH STAMP)

(Signature of the bidder
alongwith stamp of firm)



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Format for Undertaking on Rs.50/-Stamp Paper duly attested by Notary Public

I (Name of Owner/Proprietor etc. of the firm) S/W/D/O-----
and r/o-----do hereby solemnly affirm and
declare as under:

1. That I am owner/proprietor etc. of firm-----.
2. That I am a citizen of India.
3. That I have never been in custody or jail and no criminal or judicial case is pending against me or my firm/agency in any court of law in any part of India and abroad and that I have never been convicted for any offence under the law.
4. That my firm/agency has never been blacklisted by any Govt. office or agency.
5. That contract of my firm/agency has never been cancelled or terminated premature by and govt. office/agency due to non-satisfactory service.
6. That the above statement is true.


DEPONDENT

VERIFICATION

Verified at Delhi on (date) that the contents of this affidavit are true and correct to the best of my knowledge and belief.

DEPONDENT

(Signature of the bidder
alongwith stamp of firm)


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