

Tender Notice

Subject: **Supply and installation of Fingerprint Access & Attendance Reader for Department of Fertilizers.**

Department of Fertilizers invites Sealed Tenders with **separate Technical and Financial bids** filled in the specified proforma from financially sound **suppliers / dealers / distributors of Fingerprint Access & Attendance Reader** for supply and installation of 9 (Nine) Fingerprint Access & Attendance Reader in its offices located in Shastri Bhawan, Udyog Bhawan, Janpath Bhawan and at Sewa Bhawan New Delhi. The number of machines may increase or decrease, depending upon the requirement. A Declaration by the bidding company is required to be submitted that it has not been **black listed** by any Government Ministry / Department /PSU. The **proforma for Technical Bid Form, Specifications of the Biometric machine, Financial Bid Form, Declaration Form and Eligibility Criteria Form** may be seen at **Annexure-A, B, C, D and E** respectively.

2. Interested **suppliers / dealers / distributors of Fingerprint Access & Attendance Reader machine** may submit their quotations in a sealed Envelope superscribed "**Tender for the Supply and installation of Fingerprint Access & Attendance Reader**" and addressed to the **Under Secretary (Admn.), Department of Fertilizers, Room No. 205-D, Shastri Bhawan, New Delhi** and deposit the same **only in the Tender Box placed in the Facilitation-cum-Right to Information Desk located in Garage No.12, Shastri Bhawan, New Delhi latest by 12.00 Noon on 13.3. 2014.** **The Technical Bid Proforma, Specification Proforma and Declaration proforma (Annexure A, B & D)** may be kept in one separate envelope superscribed "**TECHNICAL BID**" for opening and evaluation in the first stage and the **Financial Bid Proforma (Annexure – 'C')** should be kept and sealed in separate cover duly superscribed "**FINANCIAL BID**". Both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed as mentioned **above**. Tenders received after due date / time and other than in Tender Box, will summarily be rejected. **The Technical bid envelope containing the proform A, B and D) will be first opened on the same date i.e. by the Technical Committee on 13.3.14 at 3.30 PM.** The authorized representatives of the bidders who wish to attend the 'Technical Bid' opening may contact the undersigned to facilitate their entry. After scrutiny and satisfactory technical bidding specifications by the Committee, the Department will shortlist those who are found suitable on technical considerations and call them for **opening of sealed "Financial Bid" accordingly and they will be informed telephonically regarding the date, time and place of the opening of Financial bid** . It may be noted that those tenders received without separate sealed covers (containing the Two envelopes of Technical and Financial Bids) and information / rates sought not quoted in specified proforma, will not be accepted.

3. It may also be noted that the bidders who have qualified for Financial bid opening may be called for live demonstration of their machines having the same features which are being shown in their bid. It may be specifically noted that the bids are required to be submitted with EMD of Rs. 10,000/- only in the form of a Demand Draft / Banker's cheque in favour of "The Pay & Accounts Officer", Department of Fertilizers, New Delhi. Any Tender received without EMD of Rs. 10,000/- will not be considered.

4. Tender securities of the unsuccessful bidders will be returned without interest at the earliest on or before the 30th day after the award of the work. No advance payment in any case would be made. To ensure due performance of the work contract, Performance Security amounting to five to ten per cent of the value of the work contract, as may be decided by this Department, will have to be deposited by the successful bidder before commencement of the work in the form of an Account payee Demand Draft from a Commercial bank / or a bank guarantee. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all work contract obligations of the supplier. Bid security of the successful bidder will be refunded on receipt of Performance Security.

5. Department of Fertilizer reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. **Any tender found incomplete in any manner will be rejected.** The decision of Department of Fertilizer in this regard shall be final and binding on all.



(Rakesh Kumar)

Deputy Secretary to the Govt. of India

Tel. 23384889.

Encls: as above.

To: NIC with the request to upload the Tender on the web site of DOF.

TECHNICAL BID FORM

1.	Name of the Bidding Dealer /Distributor /Firm/Company	
2.	Full Address	
3.	Telephone Number and Fax	
4.	Details of Earnest Money Deposit: Rs. 10,000 (Rs. Ten thousand) only	
(j)	D.D. /Banker,s cheque No. and	
(k)	Date: Drawn on Bank:	
5.	Give details of Fingerprint Access & Attendance Reader installed / commissioned in Government of India Ministries / Department / Delhi Govt. / Undertakings /Private sector in e following format:	
6.	Details of Organization where such system supplied / installed along with name, designation, address, Telephone & Fax number of the concerned officer and details of value of system installed along with copy of work order etc. (copies of work orders from the concerned Organization may be enclosed)	1.
		2.
		3.
7.	Details of turnover of last 3 years (year-wise) along with copies of IT returns to be enclosed. (The yearly turnover of the company should not be less than Rs. 1 crore)	
8.	PAN No: (copy to be enclosed)	
9.	Service Tax No.	
10.	VAT number (copy to be enclosed)	

Specifications of the Biometric machine which the bidder is required to submit with Technical Bid

S. No.	Specification of the Biometric machine	Yes	No
1.	Processor : Minimum 32 Bit ARM Risc		
2.	Transaction Memory: more than 1,00,000 Records		
3.	Built in USB Port for Data transfer and PC compatible		
4.	Communication Mode: Inbuilt with Serial Port& TCP/IP connectivity		
5.	Verification & Identification Method: Finger Print (Primary) with Smart Card		
6.	Sensor Type: Thin Optical Sensor (with minimum Possibility of tempering)		
7.	Fingerprint Resolution (Minimum 500 DPI)		
8.	Identification Time: less than 2 secs. For 90% cases		
9.	Data memory of Transaction: Minimum 8 MB Flash		
10.	Display –LCD with Alphanumeric		
11.	Operating Temperature : 0 – 50°C		
12.	Enclosure : Heat Resistance and fire Retardant (Grade: ABC)		
13.	In Built battery back-up of 15 hrs without UPS		
14.	Reporting Tool: (Having function to merge the back-up attendance data of all the machines in one or more PC and generate various miscellaneous reports).		

Bidder to submit Technical specification documents, showing the availability of features in their product.

Financial Bid Form**Requirement of Items in connection with supply and installation of
Fingerprint Access & Attendance Reader**

(If the space provided in the above format is insufficient, the Financial Bid can be prepared on the company letterhead, using the same format.

S. No.	Item	Make	Model	Qty/Unit (Each)	Unit Price (In Rs.)	Unit Price (Incl. of taxes) (In Rs.)
1.	Supply of Fingerprint Access & Attendance Reader as per specifications given in the (Annexure-B)					
2.	Supply of Cat-6 Cable 305 meters (1 Roll)					
3.	Installation of Fingerprint Access & Attendance Reader with one year on site support charges					
4.	Comprehensive AMC charges for post warranty period.					
5.	Steel Box as a Casing					

DECLARATION

1. I, _____ son / daughter of

Sh. _____ Proprietor /

Partner/Director / Authorized signatory of _____

_____ am competent to sign this declaration

and execute this Tender document.

2. I have carefully read and understood all the details of the Tender and these are fully acceptable to me.

3. I hereby certify that our company has not been **black listed** by any Government Ministry / Department /PSU / Private sector.

4. The information / documents furnished along with the above document are true and authentic to the best of my knowledge and belief. I / We am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of Tender at any stage besides liable to prosecution under appropriate law.

Date: _____ Signature of owner / Managing Partner /Director

Full Name:

Place:

Company Seal

N.B: The above declaration, duly signed in token of their acceptance, should be enclosed with the Technical bid.

ELIGIBILITY CRITERIA

1. **The bidder should have a registered or branch** office in Delhi / NCR.
2. **Copies of the PAN card, VAT and Service Registration** should be enclosed with the Technical Bid.
3. The bidder should have sufficient previous experience in the relevant field of supply / installation of Fingerprint Access and Attendance Readers in the Government Ministries / Departments / PSUs / Private sector. Relevant documents showing the **experience** should be enclosed. Copies of such works undertaken previously should be enclosed with the Technical bid.
4. The firm / company should be a profit earning company for the last three years with minimum turnover of Rs. 5 lakh per annum. **Copies of IT returns** of last three years should be enclosed with the Technical Bid.
5. The **declaration** in the prescribed proforma given in the Tender document should be enclosed with the Technical bid.
7. The Tender bid should be accompanied by a **Earnest Money Deposit of Rs. 10,000/-** in the form of DD from commercial bank drawn in favour of Pay & Accounts Officer, Department of Fertilizers, New Delhi.
8. The tender should be submitted in two bid format viz., **separate bids – Technical and Financial** as per proforma given in the Tender document and should be put in a Third sealed envelope.