

No. 17011/1/2012-Admn
Government of India
Ministry of Chemicals & Fertilizers
(Department of Fertilizers)

Shastri Bhawan, New Delhi-110 001.

Dated: the 24th September, 2012.

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 its offices located in Shastri Bhawan, Udyog Bhawan and Janpath Bhawan, New Delhi. Besides, 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 and Financial Bids may be seen at Annexure-A & B respectively and Proforma for Declaration and document of Eligibility criteria are placed at Annexure-C and D respectively.**

2. Interested suppliers / dealers / distributors of **Fingerprint Access & Attendance Reader** machine may submit their quotations in a sealed Envelope superscribed with "**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 3.00 PM on 8.10.2012. The Technical and the Financial bids should be sealed in separate covers duly superscribed and 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 will be first opened on the same date on 3.30 PM in the cabin of the Under Secretary (Admn.) located in Room No. 205-D.** 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 a Committee, the Department will shortlist those who are found suitable on technical considerations and call them for opening of sealed "Financial bid" letters on 10.10.2011 at 11.30 AM in the cabin of Under Secretary (Admn.), in Room No. 205-D. 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. 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. 5,000/- will not be considered.

...2/-

3. 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 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.** 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.

4. 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.

Yours faithfully,


(Rajiva Kumar)
Deputy Secretary to the Govt. of India
Tel. 23382552.

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 | |
| (c) | D.D. /Banker,s cheque No. and Date: | |
| (d) | 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. | |
| 8. | PAN No: (copy to be enclosed) | |
| 9. | Service Tax No. | |
| 10. | VAT number (copy to be enclosed) | |

If the space provided in the above format is insufficient , additional sheet on company letter head may be added.

Date:
Place:
Company seal

(Signature of Owner / Managing Partner/ Director
Full Name:

Financial Bid Form

**Requirement of items in connection with supply and installation of fingerprint
Access & Attendance Reader**

| S No | Item | Make | Model | Qty/ Unit (Each) | Unit Price (in Rs.) (Each) | Unit Price inclusive of Tax (in Rs.) |
|------|---|------|-------|------------------------|----------------------------------|--|
| 1. | Supply of Fingerprint Access & Attendance Reader (Full specifications of each model to be provided with details eg. Software support, dpi, whether colour or B&W etc.) with industrial enclosure alongwith software and in built battery back-up of 5 hrs having facilities of (i) Transaction memory of more than one lakh records, (ii) USB keyboard and USB Pen Drive, (iii) Two types mandatory Verification & Identification of Finger print with smart card/ Finger Print, (iv) Identification time of less than 2 seconds with one year warranty, (v) capable to support 350 Officials | | | | | |
| 2. | Supply Cat-6 Cable 305 meter (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 | | | | | |

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

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.

3. 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:

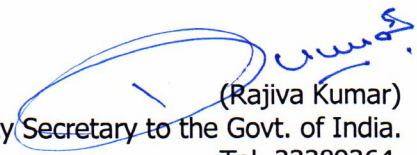
Place:

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 financially sound. **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.


(Rajiva Kumar)
Deputy Secretary to the Govt. of India.
Tel. 23389364.