

File No. 14014/(03)/2014-GA (DPE)  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises  
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Public Enterprises Bhawan  
Block No.14, C.G.O. complex  
Lodhi Road, New Delhi-110003  
Dated: - July 2014

Tender Notice

Sub : Purchase/installation of/Monitoring of Biometric Attendance Monitoring System in the Office of Department of Public Enterprises, Block No. 14, Public Enterprises Bhawan, CGO Complex, Lodhi Road, New Delhi.

Last date for submission of Tender : 05.08.2014 9.00 AM to 3:00 PM

Date of opening of Tender : 05.08.2014 at 4:00 PM

Department of Public Enterprises intends to install Biometric Attendance System for monitoring the attendance of the Staff/Officer of the department as per the following requirement:-

Sl No.	Description of goods	Quantity	Remarks
1	Biometric equipment for monitoring attendance of the Staff/Officers of Department of Public Enterprises.	1 No.	One Biometric Attendance machine may be installed.
2.	Cabling	As per requirement	
3.	Monitoring Unit	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 submit their quotations in sealed cover addressed to "The Under Secretary(Admin), Department of Public Enterprises, Block 14, Lodhi Road, New Delhi-11003." The words, "Quotation for Purchase /Installation/Monitoring of Biometric Attendance System" should be inscribed on the outer cover. The sealed envelop containing quotation should reach Department of Public Enterprises, Block 14, CGO Complex on or before 05.08.2014 by 3 PM in Room No. 409A. The quotation shall be opened on the same day at 4:00 PM in Room No. 409.A Department of Public Enterprises, in the presence of Tender Committee of Department of Public Enterprises and representatives of the firms.

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3. The Biometric Attendance Control System is required to be installed in the Department of Public Enterprises Bhavan, New Delhi as per the above requirement. The total number of staff/Office working in the Department is around 100. The machine should have storage capacity of more than 500 fingerprints, with battery back up of at least 24 hours and built-in TCP/IP connectivity. The system should be based on fingerprints and should be sturdy, tamper proof and immune to vagaries of nature viz dust etc.

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 the details below:-

(i) The firms will be responsible for facilitating of monitoring the attendance of all the staff/offices 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 Persons who have (a) Arrived late (b) Absentee (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 a 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 output 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:-

(i) The firms will be required to stall and run the system within a fortnight from the date of Work Order.

(ii) 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.

(iii) The firm must have VAT/Service Tax registration.

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(iv) The firm must submit an undertaking on Rs.50/- stamp paper that they have not been blacklisted by any Government.

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 unsatisfactorily. In this regard, the decision of the Ministry will be final.

(vii) The Ministry reserves the right to reject any quotation in whole or 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 & Accounts Officer, Department of Public Enterprises, 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 quoted 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.

6. 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/Bankers Cheque drawn in favour of pay & Account Officer, Department of Public Enterprises, New Delhi alongwith their tenders. Quotation received without the requisite EMD will be summarily rejected.

7. The quotation received after the stipulated time & date will not be entertained in any case.

  
(Jyoti Mathur)

Under Secretary to the Government of India

Copy to :-

1. Sr. Technical Director, NIC (DPE) (for uploading on the DPE website)
2. Central Public Procurement Portal.

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/document 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 any work being found unsatisfactory at any time during the period of contract, my contract shall be liable to be terminated without assigning any reason there of, and that in such cases, the amount of security deposit shall stand forfeited to the Government and also I will be liable to make good all extra costs(s) borne by the Department of Public Enterprises for getting the jobs done by other person(s) and/or any loss or damages that may be caused to the Department of Public Enterprises owing to the unsatisfactory/failure to work on my part.

I,..... also undertake that the decision of the Department of Public Enterprises shall be final and binding in all case, whatsoever may be, pertaining to this contract.

Place :  
Date :

Signature & Rubber stamp of the  
Tender/firm

(Signature of the Bidder  
Alongwith stamp of firm)

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