

D-11018/3/2009-Genl.  
Government of India  
Ministry of Minority Affairs

11<sup>th</sup> Floor, Paryavaran Bhavan,  
C.G.O. Complex,  
Lodhi Road, N.Delhi-03  
Dated: 15<sup>th</sup> June, 2012

To

The Concerned Firm for installation of Biometrics based Attendance Monitoring Systems.

Subject: Procurement and Installation of Biometrics based Attendance Monitoring Systems.

Sir/Madam,

I am directed to say that Ministry of Minority Affairs proposes to purchase multi-biometrics based Attendance Monitoring Systems for the Ministry for its office located at Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi. Two machines are proposed to be purchased initially.

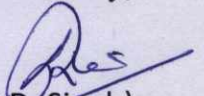
2. The intending bidders should have at least 03 years experience in the field of providing solutions for applications related to biometrics. The company should have the presence in the major Government offices, public sectors and private sector companies. The company should provide the adequate documentary evidence in support of providing similar machines in other organizations.

3. The machine should have the storage capacity of fingerprints and faces of about 250 employees with battery back-up of at least 24 hours and built-in TCP/IP connectivity. The systems should be sturdy and tamper proof and immune to the vagaries of nature, dust, etc. Further, it should easily upload and download records of faces and fingerprints, data, events, time and attendance. The system should have a capacity of record storage of at least 25,000 records. In addition, the parts of machines should be readily available. The systems should be such that it can generate various reports like the list of absentees, the list of late comers, leaves to the credit of an employee and the leaves availed by him.

4. The bid document should also specify details with regard to the installation charges, cost of hardware, software and maintenance, etc. The Ministry reserves the right to cancel any or all the tenders without assigning any reason. The tendering firm must submit the VAT/Service Tax Registration Certificate and they must also submit the latest VAT/Service Tax clearance Certificate. In the absence of these documents, the tender will not be entertained. All firms participating in the tender must submit the list of their owners/partners etc. along with the contact telephone numbers and certificate/undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered against the firm.

5. Interested parties may please send their bids using separate envelopes for the technical bids as well as financial bids. The word technical bid/financial bid for procurement/installation of multi-biometrics based Attendance Monitoring System shall prominently be marked on the top of each envelope. Sealed Quotations, duly prescribed quotation for multi-biometrics based Attendance and Access Control Systems and Ministry. Quotations received after stipulated date and time shall not be entertained. Technical bids will be opened on the same date in the presence of tenderer or their representatives, who may like to be present.
6. The technical bids will be examined by the Technical Evaluation Committee (TEC) constituted for the purpose and for which the parties may be required to arrange demonstrations of their product before TEC. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof. The Committee in order to satisfy itself may conduct an enquiry from the representative of the firm to verify the soundness, effectiveness and viability or any other details relating to the product.
7. The incomplete or conditional tender will not be entertained. The tenderers of those firm will be entertained who deposit an earnest money amounting to Rs.10,000/- in the form of Demand Draft in favour of DDO, Ministry of Minority Affairs, New Delhi along with the technical bid . The earnest money shall bear no interest.
8. No advance payment will be made.
9. Financial bid shall contain price only and no other documents shall be enclosed with the financial bid.
10. The last date for submission of quotations is on/by 29:06:2012 till 4:00 pm.

Yours faithfully,

  
(K.D. Singh)

Under Secretary to the Govt. of India

Ministry of Minority Affairs  
Qualifying Bid Document

1. Name of the Proprietor in case of proprietary
  - (a) Company/firm
  - (b) Name of Directors in case of Pvt. Ltd. firm
2. Address (with Tele No. & E-mail)
3. Contact person
4. (A). The number of years of experience for work in Govt. Departments (list of customers including Govt. organizations, NCT of Delhi etc.)  
(B). Annual Turnover for the year 2011- 12 (with proof). Along-with balance sheet for the last three years.
6. Address of work place with area of premises
7. Whether owned/rented.
8. Name of Banker
9. Details of EMD
10. Whether the firm has any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Pvt. Ltd Co.) or having been earlier convicted on the ground of moral turpitude or any other laws? Give details.
11. Has the company been cleared by Income Tax/Service Tax for the last two years (proof to be enclosed).
12. The following certificates may be enclosed:-
  - a) Requisite certificate regarding proof of experience, financial standing, turnover, Service Tax/Sales Tax/Income Tax and any other tax applicable for the last three years.
  - b) Certificate of registration of the firm.

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with the Ministry in future.

(Signature of authorized signatory)

Name of the Company

Address

Contact Tel. No

**FINANCIAL BID**  
**Quote for Multi Bio Attendance System**

S.No.	Item	Qty.
1.	Multi Bio (Face Recognition) Attendance Machine with Attendance Software and Power Supply.	02
2.	Wooden Box	02
3.	Work Station/PC (Optional)	01
4.	Battery Back upto 3-4 hours (Optional)	02
5.	Installation testing Commissioning	02
6.	Data Cable	Per Mtr.
7.	Power Cable	Per Mtr.
8.	PVC Pipe	Per Mtr.

**Quote for CCTV System**

S.No.	Item	Qty.
1.	1/3" Sony CCD 540 TVL Metal body color IR camera with fixed focal wide angle electronic iris lens, bullet shape housing & mount bracket with power supply,	02
2.	1/3" Sony CCD 540 TVL Dome body color IR camera with fixed focal wide angle electronic iris lens, dome shape housing & mount bracket with power supply	02
3.	4 channel real time DVR with 500 GB Hard Disc.	01
4.	Installation testing Commissioning	02
5.	32" LCD/TV monitor (Optional)	01
6.	Data Cable	Per Mtr.
7.	Power Cable	Per Mtr.
8.	PVC Pipe	Per Mtr.

1. Machine/equipment should be certified with FCC, CE.
2. Company should be certified under ISO 9001:2008 certification.

N. B. Rates quoted should be exclusive of VAT/CST and other taxes.

Applicable taxes should be indicated separately.

Date.....

Place.....

Signature.....

Company Name .....

Company seal.....