

**Quotation for Supply, Installation, Commissioning and Maintenance of Biometric Attendance System with Central Monitoring System**

North Eastern Regional Agricultural Marketing Corporation Ltd(NERAMAC) invites **Quotation for Supply, Installation, Commissioning and Maintenance of Biometric Attendance System with Central Monitoring System for its Head Office/Zonal Offices and other Units.** The interested Company/Firm/Agency may download the terms and conditions and format for bid submission from website: [www.neramac.com](http://www.neramac.com). The quotation along with all the required document must reach the office of **North Eastern Regional Agricultural Marketing Corporation, 9 Rajbari Path, Ganeshguri, Guwahati- 781005, Assam** latest by 5<sup>th</sup> July'2018 on or before 2.00 pm positively. The Envelope containing the quotation and document would please be sealed and super scribed as under :-

**“Quotation for Supply, Installation, Commissioning and Maintenance of Biometric Attendance System with Central Monitoring System**

**Important Dates:**

<b>Last date and time for the submission of Bid</b>	: 5 <sup>th</sup> July'2018 on or before 2.00 pm.
<b>Date of opening of Bids</b>	: 5 <sup>th</sup> July'2018 at 4.00 pm
<b>Place of submission and opening of Bids</b>	: NERAMAC HEAD OFFICE 9 Rajbari Path, Ganeshguri, Guwahati- 781005, Assam

In case the date of opening falls on a holiday, the bids shall be opened on the next working day at the same time and it will be binding on the Tenderer / Bidders for acceptance.

**General Terms & Conditions:**

- A. Any bids received after the deadline shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. Unsealed bid shall be out rightly rejected.
- B. Bids must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative. In case of signing of bid by the authorized representative letter of authorization must be attached with the bid.
- C. Rates must be quoted in **Indian rupees** and as per the format specified , taxes extra if any must be written separately.
- D. Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.)
- E. No overwriting or scribbling is permitted in the rate. If found, the quotation shall be summarily rejected.

- F. The rates quoted shall be valid for a period of 60 days from the date of opening of the quotation. If NERAMAC receives no communication/intimation in this regard from the bidder, this condition shall be deemed as agreed by the bidder.
- G. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- H. RTGS/NEFT details need to be furnished by the supplier with the bid on the letter head of supplier/firm/agency.
- I. The following conditions and self-attested copy of the same are to be attached with the bid:
- (i) A registered Company/Firm/Agency should be authorised dealer/distributor of the OEM Company
  - (ii) Copies of Original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the bidder.
  - (iii) Should have valid Registration Certificate / Labour License with EPF / Trade License / PAN Card /GST Registration.
  - (iv) The bidding Company/Firm/Agency must have supplied Biometric Attendance Systems to at least three Government Departments/ P.S.U./Institutions/Corporate firms in the last 3 years. Copies of Purchase Orders /satisfactory working completion certificate are required to be enclosed with the Quotation.
  - (v) The bidding Company/Firm/Agency should have service facility in Guwahati and should be capable to render service within 24 hrs in all the 8 NE state, Delhi and other states like Kolkata ,either directly or have arrangement.
  - (vi) The bidding Company/Firm/Agency should not be blacklisted by Central or State Government or Government Organizations/Agencies.
- J. The rates quoted by the successful bidder shall be valid for period of 3 (Three) Years from the date of finalization of order/issue of purchase order .The successful bidder shall be bound to supply the items at such agreed rate and terms during the said period. This validity period may be further extended by one year with mutual consent.
- K. No Bidder shall be allowed at any time on any ground whatsoever to claim revision or modification in the rates quoted by him. Representation to make correction in the bid documents on the ground of clerical error, typographical error, etc., committed by the firm/agency in the bid shall not be entertained after submission of the bids.
- L. The Management of NERAMAC reserves the right to cancel the bid without assigning any reason whatsoever.
- M. In the event of any dispute or differences arises between the successful bidder and NERAMAC in relation to this bid, the construction of any provision thereof or duties or liabilities of the successful bidder, the parties shall make effort to negotiate and settle their disputes amicably. When the parties fails to ariseat an amicable settlement, the dispute shall be referred to a sole Arbitrator be appointed by MD, NERAMAC. The venue of arbitration shall be at Guwahati.
- N. Successful Company/Firm/Agency shall have to execute an agreement as specified within 10 days from the date of dispatch of letter of acceptance and have to submit an amount equal to 5% of the total value as Performance Security within seven days of acceptance of their offer by Demand Draft drawn in favour of NERAMAC Ltd. payable

at Guwahati or by NEFT/RTGS to NERAMAC's account:- NERAMAC Ltd., **State Bank of India, Account No: 10566982782, IFSC Code: SBIN0000221**

- O. Delivery Period – within 10 days from Purchase order.
- P. If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to maximum of 10% of the total order value.
- Q. Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the officials of NERAMAC. Payment shall be made only for the quantity supplied.
- R. The Quantity Specified are tentative and may decrease or increase per requirement.
- S. The Biometric Machines shall be installed in a phased manner. At present, location where machines are to be installed areas follows:-
- i. Head Office, Guwahati, Assam
  - ii. Zonal Office, Guwahati, Assam
  - iii. Zonal Office, Agartala, Tripura
  - iv. Zonal Office, Sikkim
  - v. DilliHaat, INA, New Delhi

Other tentative locations are Z.O/Units at North Eastern Region other than mentioned above.

I/We have read and examined the notice for quotation, general terms and condition annexure, specifications and all other documents referred for the work and accept the terms and conditions of the tender in full conformity.

**Date :**

**Place :**

SEAL & SIGNATURE OF THE FIRM/AGENCY

**SUPPLIER'S PROFILE**  
**( To be submitted on tenderer's Letter-Head )**

1. Name of the Organization and Address:
2. Status of the firm:  
Whether Pvt. Ltd. company / Public Ltd. company/ Partnership Firm / Proprietorship Firm
3. Whether registered with the Registrar of Companies/Registrar of Firms in India. If so, mention number and date and enclose Registration Certificate copy.
4. Name and address of Bankers :
5. Turnover of the Company/Firm in:  
2015-16:  
2016-17:  
2017-18:  
  
(Please attach a copy of audited Balance Sheet and Profit & Loss Account certified by Chartered Accountant.
8. Whether registered for GST Certification. If so, mention number and date. Also furnish copies of certificate.
9. Whether an assessee of Income Tax. If so, mention Permanent Account Number.
10. Furnish the names of renowned organizations, where you have installed **Biometric Attendance Systems** in the last three years ending 31 March 2018– **Furnish Details.**

**Date :**

**Place :**

SEAL & SIGNATURE OF THE FIRM/AGENCY

**PRICE BID :-**  
**( To be submitted on tenderer's Letter-Head )**

ITEM	TECHNICAL SPECIFICATION	QNTY	UNIT RATE (Inclusive of Taxes	TOTAL AMOUNT
Make: ESSL/Real Time/Mantra	Finger Print with Card based Time & Attendance  User Capacity- Minimum 500 Transactions-1,00,000 Logs  Sensor -500 DPI /Optical Sensor Identification Speed<=1 Sec  Display-3" TFT Colour Screen  In built Card Reader  Communication-GPRS/RS485/ TCP/IP/USB/Battery  Backup- minimum up to 2 hrs  CE & FCC Certification  Warranty – minimum 1 yrs  Including Legal Software  Installation/Testing/Commissioning Charges	10 Nos.		
	AMC beyond Warranty Period up to  2yrs.	10 Nos.		

Date :

Place :

SEAL &amp; SIGNATURE OF THE FIRM/AGENCY

**(ON STAMP PAPER OF Rs.10 DULY NOTARIZED)**

**DECLARATION BY THE FIRM/AGENCY**

1) I \_\_\_\_\_(Name of the person), am authorized to declare on behalf of the agency / Organization / Society \_\_\_\_\_ (Name of the Agency/ Organization / Society) hereby declare that the agency has Full-fledged office establishment in India with needed manpower.

2) I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and brief. I understand that if at any stage, it is found that any information given in this application is false / incorrect or that our Agency/Organization/Society does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.

3) I understand that the decision taken is final in all matters.

4) I hereby agree to work as per the terms and conditions rolled out by NERAMAC.

5) I understand that NERAMAC reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of contract, without assigning any specified reasons whatsoever.

**Date :**

**Place :**

SEAL & SIGNATURE OF THE FIRM/AGENCY