

**D.32015/2/2009-C&G**  
**Government of India**  
**Office of the Director General of Civil Aviation**  
**Opposite Safdarjung Airport, New Delhi.**

New Delhi, Dated: 17/03/2010

**TENDER NOTICE**

**Sub: Quotation for supply of Biometric Attendance System**

Sealed tender is hereby invited for “Bio-Metric attendance System” as per following specifications :-

- (A) Eight Scanners/readers. The reader should have following features :-
- (i) False Acceptance Rate (FAR) <.01%
  - (ii) False Rejection Rate (FRR) <.01%
  - (iii) Operating temperature: 5° C to 55° C
  - (iv) Template storage capacity >+7000
  - (v) Verification time < 1 sec
  - (vi) fingerprint identification speed : 3000 match in 1 second.,
  - (vii) usb Memory slot
- (B) Cables (apx. 800mtrs.) and connectors with installation
- (C) Soft-Ware with following features:-
- (i) Creation of data base and PIN for each employee (apx.400).
  - (ii) Generation of reports periodically, (weekly, fortnightly or monthly) employee code wise.
  - (iii) Connectivity with server hosting the data base and the software.
  - (iv) Backup option.
  - (v) Software is to be customized as per our requirement to include other features like leave management.
- (D) Cost of AMC of the Hardware/Software (including modification in data-base) for two years after warranty period is over should also be quoted.

**TERMS & CONDITIONS**

1. The scope of this tender is to invite offers for supply and installation of Bio-Metric attendance System” from reputed suppliers.
2. Warranty period for each item may be clearly specified as per OEM specification.
3. The bidder should be either OEM or registered partner with the OEM having a minimum turn over of Rs.5.00crores during the last Financial Year.

4. The rates should be quoted in figures clearly. Deviation, if any, from the specifications will not be accepted. Correction in “Rate” column, if any, should be duly authenticated.
5. A Bank Draft for an amount of Rs. 10,000/- (Rupees ten thousands only) payable to the “Pay & Accounts Office, DGCA, Ministry of Civil Aviation” has to be enclosed as Earnest Money Deposit (EMD) for safeguarding the interest of the DGCA in all respects along with the Quotation/Tender. Tender(s) received without “EMD” will not be considered. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect. The said “Security deposit” will be refunded on the successful completion of the contract after deductions, if any. The successful bidder will be required to furnish a performance/Bank Guarantee of an amount of Rs.10,000/- (rupees ten thousands only) as security for proper maintenance of the system during warranty period as well as post warranty period for two years.
6. Any loss sustained by the Department as a result of non-compliance with delivery schedule, questionable quality of terms and short delivery shall be recoverable from the tenderer out of the Security Deposit.
7. The tenderer must be registered with Sales Tax Department and a copy of registration certificate to this effect, duly signed and stamped by the authorized person of the company must be enclosed with the tender.
8. ‘TIN’ No. of the firm as applicable while submitting the tender, must be indicated. A tender lacking this will not be considered.
9. The contract will preferably be awarded to the lowest tenderer amongst the technically qualified bidders.
10. The items as per the approved specifications should be supplied and installed within one month from the date of receipt of the purchase order failing which a penalty would be imposed (equal to 1% of indent cost per day of delay, in case of further delay beyond one month the order is liable to be cancelled and the EMD forfeited, if the delay is attributable to the supplier.
11. If the items supplied and installed are not found up to the approved specifications, or, are not delivered within the stipulated time, the security deposit may also be forfeited at the discretion of DGCA.

12. The rates are to be quoted on the company's letter head. Each page of the quotation/tender must be signed & stamped by the authorized Signatory. Unsigned quotations may not be considered.
13. Technical & Financial bids should be submitted separately in sealed cover and both these sealed covers should be put in a big cover which should also be sealed and super-sealed covers should be put in a big cover which should also be sealed and super-sealed as 'Quotation for Bio-Metric attendance system'.
14. It should be clearly specified in the technical bid that each item is as per specification mentioned in Tender Notice, and it fulfills all the requirements specified in this Tender Notice. EMD can be forfeited in case of violation.
15. Tender Documents not properly sealed will not be considered.
16. DGCA, New Delhi, reserves the right to accept or reject any or all of the bids in full or in part including the lowest, without assigning any reason thereof or incurring any liability thereby.

The interested parties/firms are requested to kindly send their quotations for supply and installation, including creation of data-base, of these items. The Technical and Financial Bid should be submitted separately in sealed cover and both these sealed and duly super scribed as "Quotation for procurement of Bio-Metric attendance system." The quotations may be sent in the name of the undersigned on or before 06/04/2010 up to 3.00 PM. The bids will be opened on 09/04/2010 at 3.30 PM.

**( M.C. Pandey )**  
**Deputy Director of Administration**  
**for Director General of Civil Aviation**  
Telephone NO.011-24635773