

THE GAUHATI HIGH COURT AT GUWAHATI
(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

SHORT TENDER NOTICE

Dated Guwahati, the 6th March, 2014

Sealed quotations affixing Court fee Stamp of Rs. 8.25 (non-refundable) are invited from the intending registered Manufacturer/Supplier for providing and installing Finger Print based Time Attendance-cum-Access Control System in the Gauhati High Court (Old Block and New Block) at Guwahati. Details may be obtained from the High Court website www.ghconline.gov.in.

By Order
Sd/- NP Joshi
Deputy Registrar (Finance)

Memo No. HC. VIII-25/ 2014 / 2210-2213/AC Dated 06/03/2014

THE GAUHATI HIGH COURT

(The High Court of Assam, Nagaland, Mizoram and Aunachal Pradesh)

TENDER NOTICE FOR BIOMETRIC SYSTEM

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered manufacturer / supplier for providing and installing finger print based time Attendance-cum-Access Control System in the Gauhati High Court, (Old Block and New Block) at Guwahati.

Interested parties are requested to inspect the premises before submission of their tenders with the Joint Registrar (Admn-I) and Court Manager and submit their proposals. The sealed envelope shall be superscribed "QUOTATION FOR INSTALLATION OF BIOMETRIC MACHINES" and the same may be sent to the Registrar General, Gauhati High Court, so as to reach on or before 03.00 p.m. of 15/03/2014.

GENERAL TERMS & CONDITIONS:

1. A processing fee of Rs. 1000.00 (non-refundable) in the form of Bank Draft pledged to the Registrar General, Gauhati High Court, from any Nationalized / Scheduled Bank, shall be enclosed along with the quotation.
2. Successful bidder has to deposit Rs. 5,000.00 (Rupees five thousand) only as Security deposit in the form of bank guarantee in favour of Registrar General, Gauhati High Court, Guwahati, issued by any Nationalized/Scheduled Bank payable at Guwahati.
3. The sealed envelope containing quotation shall be marked as "*Quotation for installation of Biometric Machines*" and the following documents must be annexed with the quotation.
 - a) Copy of PAN Card.
 - b) Up to date copy of VAT clearance certificate.
 - c) Copy of Guwahati Municipal Corporation Trade licence.

Each page of the documents shall be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its bid is accepted. In the absence of any of the above documents / informations, the offer may be summarily rejected without making any further reference in this regard.

The sealed quotation shall be submitted to the Registrar General of the **Gauhati High Court**, Principal Seat at **Guwahati** during office hours on working days.

4. Earnest Money Deposit shall be in the form of bank draft drawn in favour of Registrar General, Gauhati High Court, Guwahati, issued by any Nationalized/scheduled Bank payable at Guwahati or Unconditional Bank Guarantee valid upto the end of the current financial year. The tenders not accompanied by prescribed earnest money or the terms of the quotation etc. shall be treated as vague, incomplete, contradictory and deviating the norms of Notice Inviting Tender and the same will be summarily rejected.

5. The Registrar General, Gauhati High Court, reserves the right to postpone and/or extend the date of receipt/opening of quotations or to withdraw the same, without assigning any reason, whatsoever.

6. If the finger print based time attendance-cum-access control system do not conform to the description and quality mentioned in the tender or not with the approved industry standard or have deteriorated, the Registrar General, Gauhati High Court, will have the absolute right and discretion to reject the said items or such Portion, thereof as may be discovered not in conformity with the said description and quality. On such rejection the items will have to be replaced by the firm at its own cost or the security deposit may also be forfeited.

7. The rates shall be inclusive of all the duties, taxes and charges. The vendor shall be responsible for any discrepancy in mentioning the details. All the rates must be written both in figures and in words. Correction, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.


8. In case the successful bidder fails to supply and install the items in question up to the mark / standard, the Security Deposit of the bidder shall be forfeited and the tender approval shall be cancelled and next successive bidder may be considered.

9. The successful bidder shall be liable to maintain and repair the items supplied.

10. Before settlement of the tenders, the participants shall have to give a demonstration of the Biometric system to the Registrar General, Gauhati High Court, Guwahati and they will have to suggest the numbers of units required to be installed and the plan thereof prepared after the physical inspection of both the buildings.
11. Biometric system are to be put on Local Area Network. Hence the existing LAN ports (which are currently installed in near-by area of the proposed location for installation of biometric machine) are to be extended up to the machine points. Thus for this extension, the required LAN work is to be carried out by the vendor itself. Per Meter cost for this LAN work is to be quoted by the vendor separately. The vendor must quote the cost of each individual item separately and the rate and quantum of tax also separately. Besides they are also to quote the rates for maintenance/repair etc. separately in their quotations/proposals.
12. Upon acceptance of the security deposit in the form of Bank Draft or unconditional bank guarantee from Nationalized Bank / Scheduled Bank, EMD of unsuccessful bidders will be returned after final selection.
13. Vendor will make necessary arrangements for inputting and using the Thumb Impressions of all the employees into the Biometric attendance system. The impression of both the thumb (Left and Right) will be taken into the system and Vendor will depute one engineer for first 15 days for ensuring smooth functioning of the whole system.
14. Vendor will install the Database of all the employees on all the machines and shall make arrangement that any employee can mark his attendance from any of the machines and reports may be generated from the server.
15. Prices once approved will remain valid during the scheduled delivery period. Increase and decrease of Taxes and other statutory duties will not affect the price during this period. The vendor will be responsible for any increase in Taxes and Duties.
16. Any increase in taxes and other statutory duties/levies after the approval of Rates shall be to the supplier's account. However, benefit of any decrease in these taxes/duties shall be passed on to the Purchaser by the supplier.
17. Delivery of the Biometric machine is to be made within one month by the supplier / vendor after releasing of the purchase order.

18. Inspection of the Machines and other peripherals will be carried out by the Inspection team, nominated by the Registrar General, Gauhati High Court, Guwahati.
19. After successful execution of the project up to the satisfaction of the Registrar General, Gauhati High Court, Guwahati, Payment will be made on production of following:
- a. Invoice in triplicate, duly pre-receipted
 - b. Delivery Challan duly signed by the consignee.
20. The Registrar General, Gauhati High Court, reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
21. The Registrar General, Gauhati High Court, is not bound to accept the lowest Tender.
22. In case of violation of terms and conditions of the tender document or unsatisfactory supply of machines and its items or any other related item of poor quality and below standard, the Registrar General, Gauhati High Court, Guwahati, reserves the right to terminate the supply order by giving intimation to the supplier/contractor and forfeit the Security Deposit.
23. Bidder must acknowledge that he has understood all the terms and conditions mentioned in the Tender document by signing on each page of the Tender document.
24. The Registrar General, Gauhati High Court, Guwahati, reserves the right to vary, amend or alter any terms and conditions of the Tender Document.
25. The decision of the Registrar General, Gauhati High Court, Guwahati, in all respect shall be final and binding on all.


Deputy Registrar (Finance)


6/3/2014