



TENDER REF NO. KF-EDP-2018-19-007 dated 23.01.2019

Kalakshetra Foundation, an institution of National Importance and an autonomous body under Ministry of Culture, Govt. of India invites bids for supply and installation of Biometric Attendance Machines with Software – 5 Nos. to be installed at Central Office, BASS School, RDCFA, BCC Hostel and CERC Unit as per specification given in Annexure.

1.	Bid Ref. No.	KF-EDP-2018-19-007dt.23.01.2019
2.	Bid Item Description	Biometric Attendance Machines with Software – 5 Nos.
3.	Name and address of the Organization	THE DIRECTOR KALAKSHETRA FOUNDATION KALAKSHETRA ROAD TIRUVANMIYUR, CHENNAI 600041 TAMIL NADU, INDIA PH : 044-24524057, 24520836
4.	Contact Person details	S.Chittibabu EDP Programmer Cell : 9444466139 Phone : (044)-24524057, 24520836, Email : edp@kalakshetra.in
5.	Bid Starting Date	25.01.2019 at 10.00 pm
6.	Pre-Bid Meeting Date (if required)	07.01.2019 at 3.00 pm
7.	Bid Closing Date	15.02.2019 at 01.00 pm
8.	Bid Opening Date	15.02.2019 at 03.30 pm
9.	EMD Amount	Demand draft for Rs. 5,000/- in favour of "Kalakshetra Foundation" payable at Chennai. For other modes refer Sl.No. (o) of terms and conditions.
10.	Bid validity in days	120 days from the date of bid.
11.	Mandatory Documents	Refer Terms and Conditions
12.	Place of Delivery& Installation	Same address given in S.No.2
13.	Delivery Time	Within 3 weeks from the date of PO.
14.	Payment mode	No advance payment will be made. 98% payment will be made by NEFT transfer within 20 days on successful completion of installation of the machines
15.	Retention Amount	2% of Total value will be retained for one year from the date of installation.
16.	Mode of submission of bid	By Post / Courier / in person

NAME & SIGNATURE OF THE BIDDER WITH STAMP

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PH.NO- 044 – 24524057, 24520836

TERMS AND CONDITIONS

- a) The bid cover should be superscripted as “BID REF NO:-KF-EDP-2018-19-007 dated 23.01.2019”.
- b) The bid value should cover delivery and installation of biometric attendance machines 5 Nos. along with uploading of employees’ data in these machines.
- c) The campus is provided with LAN facility in all the units and wherever necessary i/o port will be provided to connect these biometric attendance machines.
- d) Final payment will be made against satisfactory performance of each biometric attendance machine and submission of installation certificate duly approved by the concerned unit heads.
- e) Assembled or refurbished Machine are not allowed in the bids.
- f) All the pages of the bid should be duly signed, company seal of the bidder and serially numbered on submission, failing which the tender may not be considered as qualified bidder.
- g) KF reserves the rights to accept and/or reject the bid without assigning any reason.
- h) Bids received after the deadline for the submission will not be considered.
- i) Bids received through Email / Fax, etc and open offers shall not be accepted. In case the specified date for the bid submission & bid opening of offers being declared as a holiday for KF, the bid-closing & bid opening deadline shall stand extended to the next working day up to the same time.
- j) Un-sealed bids received are liable to be rejected and this will be on sole risk of bidders.
- k) The bid should be complete in all respects & incomplete bids are liable to be rejected.
- l) KF reserves the right to revise or amend the specifications and other condition prior to the date notified for opening of bid.
- m) In case of any dispute, decision of Management of KF shall be final and binding on both the parties.
- n) The supply and installation of the items shall be executed without any loss / damage to the KF properties.
- o) In quoting the rates, the bidders are advised to take into account all factors of any fluctuations in the market rates, etc. No claims will be entertained on this account after acceptance of the tender during the contract period.
- p) If required KF, reserves the right to divide / split the orders between more than one technically qualified bidders.

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- q) Tender should be submitted in sealed cover along with the Earnest Money of INR 5,000/- (Rupees five thousands only). The EMD is to be furnished in the form of Account Payee Demand Draft/ Fixed Deposit Receipt /Banker's cheque/BG from any of the schedule bank/ Nationalized Bank drawn in favour of KALAKSHETRA FOUNDATION payable at Chennai.
- r) In case of entities **exempted from EMD, certificate** may be furnished. EMD in any other form will not be accepted as valid EMD.
- s) EMD submitted by other bidders will be returned within 15 days after the award of contract.
- t) No interest will be paid on the Earnest Money deposited with the Kalakshetra Foundation.
- u) Earnest Money deposit in respect of the successful tenderer will be retained with the Kalakshetra Foundation until entire work as per terms and conditions of the tender is completed.
- v) If the successful tenderer fails to execute the order strictly as per the terms and conditions of the tender, EMD shall be forfeited forthwith after cancellation of the concerned order.
- w) The bidder must provide the following.**
- 1) Company Profile and along with list of customers preferably in Central and State Govt.Sectors.**
 - 2) Authorization letter from the Manufacturer/Distributor/Dealer/Sub-Dealer.**
 - 3) Copy of PAN Card**
 - 4) Copy of GST Registration Certificate.**
 - 5) Bank details for NEFT Payment.**

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Annexure

S.No.	Item Specification	Qty (in Nos)
1.	Biometric Time Attendance Machine With 1,000 Users ,1,00,000 Transaction entries, 800 MHZ 32 BIT Microprocessor CPU Speed, 3" Color TFT Display, TCP/IP, USB Communication With Push Data Technology along with Relevant Software.	5 Nos.

1. Price is inclusive of GST, Data capturing, free delivery and installation.

2. Network connectivity will be provided by Kalakshetra wherever required for the installation of the biometric machines.

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