



DISTRICT PROJECT OFFICE  
SAMAGRA SHIKSHA: JAJPUR (ODISHA)

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Notice No. 346 /2025/Date- 06/02/2025

**SHORT QUOTATION CALL NOTICE**

Sealed Quotation are invited from the reputed & credible firms / suppliers for supply and installation of Biometric Attendance Machine in 10 nos. of Schools under Danagadi & Sukinda Block as detailed below.

Name of the Tender	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
Supply & installation of Biometric Attendance Machine in schools	14.02.2025 (5 PM)	15.02.2025 (11 AM) in the presence of the tender or their authorized representatives

01. The detailed BID document alongwith Specification, Terms & conditions are available in the district website [www.jajpur.odisha.gov.in](http://www.jajpur.odisha.gov.in). Interested and eligible agency / firm may download the BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above web site. Hence potential bidders are requested to be in continuous touch with the above web site.
02. The rate quoted will remain same till the completion of supply/work. Any increases in the rates during the time of supply are not permissible.
03. The rate quoted price should be inclusive of all charges including installation, transportation cost and taxes.
04. The payment will made to the party after getting the installation certificate signed by the HM of the concerned school & MIS-cum-Planning Coordinator of concerned Block.
05. While quoting, the party should produce three pages GST Registration certificate, PAN Card copy etc alongwith quotation document.
06. The undersigned reserves the right to reject any or all the quotations without assigning any reason thereof.

By the order of Collector - cum - Chairman

  
District Project Co-ordinator,  
Samagra Shiksha, Jajpur

## TERMS&CONDITIONS:

### 1. Sample:

The Bidder should supply the product sample to the District Project Office, Samagra Sikshya, Jajpur and it must reach before bid end date (i.e.last date for submission of documents).

### 2. Operation of Bidder & OEM:

The bidder shall have been in operation for past three years as on Dt.31/03/2024 and filed Income Tax Return (ITR) for last three financial years. The Bidder shall submit previous 3 (three) financial year's (i.e., FY: 2021-22, 2022-23 & 2023-24) Financial Statements duly sealed & signed by a Chartered Account.

### 3. Experience Criteria:

The Bidder or its OEM (themselves or through reseller(s) should have regularly, manufactured and supplied same or similar Category Products to any Central/State Govt Organization / PSU / Public Listed Company. For fulfilling the experience criteria any one of the following documents may be considered as valid proof in support of having supplied some quantity during each of the year:

- a. Purchase Order copy alongwith Invoice(s) by the bidder that supplies against the invoices have been executed.

### 4. Bidder's Turnover Criteria:

The **minimum Average Annual Turnover of the bidder should be Rs.50.00 Lakhs** During the last three years, ending on 31<sup>st</sup> March of the previous financial year.

Documentary evidence in the form of Average Turnover Certificate from a Chartered Accountant in practice with Valid UDIN, indicating the turnover details during the last three years.

### 5. OEM's Turnover Criteria:

The **minimum Average Annual Turnover of the OEM should be Rs.5.00 Crores** of the offered product during the last three years, ending on 31<sup>st</sup> March of the previous financial year.

Documentary evidence in the form of Average Turnover Certificate from a Chartered Accountant in practice with Valid UDIN, indicating the turnover details during the last three years.

### 6. Bidder's financial standing:

The bidder should not be under liquidation, court receivership or similar Proceedings and should not be declared bankrupt. Bidder must submit undertaking to this effect with the bid.

### 7. Warranty:

The product shall be covered under comprehensive onsite warranty for 36 (Thirty-Six) months including free maintenance and replacement of the faulty parts including labour from the date of the installation, commissioning & testing of goods, at consignee location.

During warranty period service support shall be extended in all working days and holidays and beyond working hours on requirement basis for maintenance services. The boarding/lodging/transportation of the service personnel during the warranty period shall be included in scope of the bidder without any additional cost to the district administration. Warranty certificates must be submitted by the successful bidder at the time of delivery of Goods.

8. **Availability of Service Centers:**

Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. The Bidder/OEM should submit information in respect of authorized service centers along with name of service personnel in-charge, address, phone nos.etc.

9. **Quality Certificates:**

The Bidder or its OEM of the offered products must have certifications of ISO-9001:2015, ISO-14001:2015.

10. **Non-black listing declaration:**

Bidder's agency shall not have been blacklisted in last 5(five) years by any Central/State Government Ministry or Public Sector Undertaking or any Central/State Government Agency in India. A latest affidavit is to be submitted by the bidder, failing which the bid will be summarily rejected.

11. Bidder must submit a copy of **PAN**, three pages of **GST registration certificate** (in Form GSTREG-06) and latest six month's **GST clearance certificate**.

12. **Bid Specific ATC:**

- a Bidder should submit BID specific authorization from the OEM that may be cross verified with the OEM for its authenticity.
- b The maximum price of biometric attendance machine shall not be more than Rs.10,000/- (Price inclusive of GST as applicable) per unit including AMC for 3 years.
- c Bidder should supply the item at office of the DPC, SS, Jajpur and need to be installed at the location of High schools.
- d The Quality Test Certificate should be sent along with the supply of goods. The quality of goods supplied; installation test there after will be verified by person assigned by District Administration & this is the sole criteria for acceptance of the goods so supplied.
- e The offer of the bidder is liable to be rejected if they don't upload any of the certificates/documents sought for in the Bid document, ATC, and Corrigendum if any.

13. Description of Goods:

Sl. No	Item Title	Make/ Brand	Specification	Item Quantity (Pieces)
1	Biometric Attendance Machine		<ul style="list-style-type: none"> <li>• Face/Fingerprint/Card/Password supported</li> <li>• Fingerprint capacity: 100 minimum</li> <li>• Face capacity: 100 minimum</li> <li>• Transaction capacity: 100000</li> <li>• Colour TFT Display between 2.5 – 3 inches</li> <li>• Cloud Data supported</li> <li>• Optical Sensor: 600 DPI</li> <li>• Supports Access Control</li> <li>• USB, TCP/IP and Wi-Fi communication support</li> <li>• Professional Door Access Control support</li> </ul>	10
	Software		<ul style="list-style-type: none"> <li>• Biometric device finger and log management</li> <li>• Manage job related information in single tab</li> <li>• Manage all Cloud attendance</li> <li>• Manage leave and holidays</li> <li>• Live tracking/dashboard</li> </ul>	1

