

Hooghly Printing Co. Ltd. (HPCL) invites sealed offers for Supply, Installation, Testing & Commissioning (SITC) of 2(Two) No. Biometric Attendance System on monthly rental basis or Supply, Installation, Testing, Commissioning (SITC) with Maintenance and AMC basis.

**1. Tender Fees:** Non-Refundable tender fees of Rs.100/-(Rupees One Hundred Only) in the form of demand draft/pay order favouring "HOOGLY PRINTING CO. LTD." payable at Kolkata to be submitted with the offer. Tender fees may also be remitted through NEFT/RTGS as undermentioned:

**HOOGLY PRINTING COMPANY LIMITED**

**NAME OF BANK: UNITED BANK OF INDIA**

**BANK ADDRESS: 4, N.C.DUTTA SARANI, Kolkata-700001**

**ACCOUNT NO: 0084250200309**

**RTGS CODE/IFSC CODE: UTBI0CAL107**

**MICR CODE: 700027150**

**2. Technical Specifications:**

Sl. No.	Item Description	Quantity (No.)	Specifications
1.	Supply, Installation, Testing & Commissioning (SITC) of 2 (Two) No. Biometric Attendance System with Software on monthly rental basis including Maintenance charges and any other charges.	2 (Two)	<b>FP Based Time attendance Control System with PUSH DATA Technology.</b> Time Web based Software. Support & Maintenance of Attendance System. Support & Maintenance of web based software to be installed in cloud.
2.	Supply, Installation, Testing, Commissioning (SITC), Maintenance and AMC of 2(Two) No. Biometric Attendance System & Software. AMC Charges for the same are to be specified separately. AMC shall be started after completion of standard warranty period (at least one year).		No requirement of dedicated PC. No upfront costs/investments required. Payroll integration & Automation available FOC. Easy & Simple Support process. Attendance card should be activated in your system and <b>the same card shall be provided by you at Free of cost (approx. 60 nos.)</b>

**3. Scope of Work:**

- Prior to submission of Bids, the Bidders are advised to contact Manager (Purchase) on all working days (excluding Saturday) between 11.00 hrs. to 16.00 hrs. for inspection of the place of installation and any further query.
- Bidder should be in a position to complete supply, installation, testing & commissioning (SITC) of the Biometric Attendance System at the Company's press at the above address or any other designated location in or around Kolkata within 10 (Ten) working days from the date of placement of the formal Purchase Order.
- The supply/installation of the system shall be the responsibility of the successful bidder and it should be certified as in working condition by the consignee after the supply/installation. The items/equipment supplied should be brand new and unused.

**4. Rate:**

- in case of Sl. No. 1. Rate should be quoted for Annual Rental Charge of the Biometric Attendance system(s) and should include Supply, Installation, Testing & Commissioning (SITC) and Maintenance cost of 2(Two) No. Biometric Attendance System & Software. AMC on FOC basis.
  - in case of Sl. No. 2. Rate should be quoted for Supply, Installation, Testing & Commissioning (SITC) of 2(Two) No. Biometric Attendance System & Software. AMC charges for the same to be specified separately.
- Rates should be quoted in the given format exclusive of GST and inclusive of freight, Supply; testing, commissioning charges of the same and delivery up to the destination at Kolkata and should be valid till 31.03.2019. [Percentage (%) of GST component to be mentioned separately].

**5. Validity:** In case of item no. 1 the rate quoted should be valid till 31.03.2020. In case of item no. 2 the cost of the Biometric Attendance System & Software should be valid till 31.03.2018 and the AMC charges for same should be valid till 31.03.2021. Further renewal shall be considered on mutual agreement.

**6. Payment Terms:** Bidders are advised to quote their best price on the basis of:

- (i) In case of Sl. No. 1 Payment shall be made on 30 days credit basis after submission of Quarterly (Three Months) Tax Invoice. No advance payment shall be provided to the suppliers.
- (ii) In case of Sl. No. 2 Payment shall be made within 60 days after submission of Tax Invoice after completion of installation of the Biometric Attendance system(s) at our designated location and certifying the same in working condition. AMC charges will be paid on 30 days credit basis after submission of Quarterly (Three Months) Tax Invoice.  
(AMC will start after completion of warranty period). No advance payment shall be provided to the suppliers.

**7. Submission of Tender:** The sealed offer addressing Manager (Purchase) super-scribed as "Quotation for supply, installation and maintenance of Biometric Attendance System" should be submitted in the Tender Box at 41 Chowringhee Road, Kolkata-700041, and West Bengal, India **on or before 20.02.2018 by 15.00 Hrs.**

**8. Opening of Tender:** Sealed Offers shall be opened on 20.02.2018 by 15.30 Hrs. The Bidders desirous of being present at the time of opening of tenders may attend at the above-mentioned time and date at 41 Chowringhee Road, Kolkata – 700071.

**9. Tender Form:** The Tender Form shall be available at company's website [www.hooghlyprinting.com](http://www.hooghlyprinting.com) or [www.andrewyule.com](http://www.andrewyule.com)

**10. Warranty & After Sales Service:** Bidder should clearly state the clauses of warranty or free maintenance (at least one year) after installation of the machines. The supplier must provide details of warranty service period along with the name, address, and contact no. of the after-sales service providers within the warranty period.

**11. Risk Purchase & Liquidated Damages:** Time is the essence of the Contract. Works to be executed as per the stipulated schedule in delivery instructions failing which Risk Purchase and/or Company's Standard LD Clause will be applicable without Prejudice to the Company's right to black list the Bidder.

**12. Dispute Resolution:** Any dispute arising out of these transactions shall be subject to the jurisdiction of competent Court at Kolkata.

**13. Right to call for service:** HPCL shall have the rights to call upon regarding any kind of support or services at any point of time during the contract period. Vendor should always remain available round the clock over Telephone / Fax/E-mail for communication. Successful Bidder should attend the call on immediate basis within 24 hours of receipt of intimation received from HPCL over Telephone / Fax/E-mail.

**14. Canvassing:** Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Law. Such action will result in the rejection of bid, in addition to other punitive measures. In case any attempt is made by vendor to bring influence towards HPCL's decision making Process, bid submitted by such bidder is liable to be rejected and shall be disqualified for participation in the future tenders conducted by HPCL.

**15. Terms & Conditions:**

- a) Bidders must mention their GST Registration No. and product literature with their Offer which are to be installed.
- b) Each and every page of the offer should be signed and stamped by the authorized signatory of the bidder.
- c) Offers shall not be accepted by Fax, Email or any such electronic data transfer form.
- d) Offers submitted other than as per the specified format and/or incomplete in any manner and/or received after the last date are liable to be rejected.
- e) The Management reserves the right to cancel and/or postpone the tender and/or to accept or reject any or all the offers and/or to divide the quantity ordered between one or more bidders without assigning any reason whatsoever.

Date: 24.01.2018

For Hooghly Printing Co. Ltd.

Place: Kolkata

Manager (Purchase)

**HOOGLY PRINTING CO. LTD.**  
**(A Govt. of India Enterprise)**  
**41, Chowringhee Road, Kolkata - 700071**  
**Phone No. (033) 2288-3312/3779 Fax No. (033) 2288-2734**  
**E-Mail: hooghlyprint@dataone.in**  
**Enquiry No. HP/QT-MISC/17-18/12 dated 24.01.2018**

**Sl. No. 1 - Supply, Installation, Testing & Commissioning (SITC) and Maintenance of 2(Two) No. Biometric Attendance System & Software on monthly rental basis along with Annual Maintenance Contract (AMC) on Free of Cost (FOC) basis:**

Item Description	Annual Rental Price (Rs./Unit)	Quarterly (3 Months) Rental Price (Rs./Unit)	GST (%)	Total Price Quarterly (Rs./Unit)
Supply, Installation, Testing & Commissioning (SITC) and Maintenance of Biometric Attendance System & Software on monthly rental basis.				
Total Price for 2 no. of Biometric Attendance System & Software				

**Sl. No. 2—Supply, Installation, Testing & Commissioning (SITC) of 2(Two) No. Biometric Attendance System & Software and Maintenance Contract (AMC) of the same (AMC will be started after completion of warranty period):**

Item Description	Price (Rs. /Unit.)	GST (%)	Total Price (Rs./Unit)	Total Price for 2 no. of machine
Supply, Installation, Testing & Commissioning (SITC) of Biometric Attendance System & Software				
Annual Maintenance Contract (AMC) Charges for Biometric Attendance System & Software				

Remarks:

Date:

Place:

Signature of authorized person with seal

**Note: The Tenderer shall sign on each and every page under his seal by authorised signatory and submit the same while submitting the tender.**