

GOVERNMENT OF PAKISTAN  
FINANCE DIVISION  
(Services-I Section)  
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**Tender Notice**

Finance Division invites sealed tenders from reputed firms based at Islamabad / Rawalpindi for supply/installation/commissioning of Time Attendance Biometric System in its offices at Islamabad:-

S.No.	Name of item	Quantity
1.	Time Attendance Biometric System.	07
2.	Biometric Attendance Software.	01

2. Tender document containing detailed specifications of equipments, terms and conditions and Technical Evaluation Criteria for participation may be downloaded from the website of PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) and Ministry of Finance ([www.finance.gov.pk](http://www.finance.gov.pk)) or can be obtained from the undersigned on any working day.

3. Interested parties may send their bids in sealed cover at the following address latest by 11:00 am on 6<sup>th</sup> December, 2018 which will be opened the same day at 11:30 hours in Room No.501, Block 'Q' Pak Secretariat Islamabad. The bidders or their authorized representatives may attend the opening of bids, if they wish to be present.

**(Niamatullah Khan)**  
Section Officer (Services-I)  
Room No.501, Block-Q, Pak Secretariat, Islamabad  
Phone:051-9208101

## SPECIFICATIONS FOR PURCHASE OF TIME ATTENDANCE BIOMETRIC SYSTEM

<b>Sr. #</b>	<b>Components/Features</b>	<b>Description</b>
1.	Finger Print Capacity	3000
2.	ID Card Capacity	10000
3.	Log Capacity	100000
4.	Display	3 inch
5.	Communication	TCP/IP, USB Host, Rs232, Rs485, Wifi, I clock
6.	Standard Fluctuation	RFID/Finger Print, Password, 3-4 Hour Battery Backup
7.	Access Control Interface	Check In / Out-Beck In/Out
8.	Software	1. Biometric Attendance Software (BAS) a. Time and Attendance Module b. Leave Management System c. Management Reporting and Dashboard d. Employees Self Services
9.	Verification Speed	<=1-sec
10.	Authorization	OEM Authorization Letter
11.	Installation	1. Installation 2. Configuration 3. Commissioning 4. Integration 5. User's Training (Hardware & Software). 6. Twelve (12) Months OEM Warranty.

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**TERMS & CONDITIONS**

- i. Finance Division will follow single stage two envelop process in accordance with Rule 36(b) of PPRA Rules, 2004. The bid shall comprise a single package containing two separate envelopes. Each envelop shall contain separately the financial proposal and the technical proposal. Each envelopes containing the respective proposal should be clearly marked with "Technical Proposal" and "Financial Proposal".
- ii. Interested Company should have a regular place of business at Islamabad/Rawalpindi with telephone, Fax and email address and must provide proof of their existence in the particular business for not less than five (5) years.
- iii. Price must be quoted in Pak Rupees including all taxes.
- iv. Each firm is required to offer a warranty period certificate for one year.
- v. The Company should attach the following documents with the technical proposal for participation in bidding process:-
  - a) Earnest Money in favour of Finance Division, Islamabad in the shape of Pay Order / demand draft equal to Rs. 50,000/- (fifty thousand) has to be attached with the bid. The earnest money will be released after satisfactory completion of warranty period in case of successful bidder. However earnest money of the non-successful bidders will be returned after approval of the case by the Competent Authority.
  - b) Copies of National Tax Number, Sales Tax Registration and Vender Number.
  - c) Affidavit to the effect that the Company has never been blacklisted by any Ministry / Division or Government Department / Organization.
- vi. Bids not accompanied by bid security / earnest money with the technical proposal will not be entertained.
- vii. All admissible taxes shall be deducted at source.
- viii. The equipments to be offered must be as per the enclosed specifications.
- ix. The number of equipments to be purchased can be increased or decreased keeping in view the requirements of this Division and budgetary position.
- x. No cutting / overwriting in the bids will be accepted.

- xi. Bidders do not have the option of submitting their bids electronically. Unsealed bids will not be entertained / received.
- xii. The deadline for the submission of bids is 6<sup>th</sup> December, 2018 till 1100 hours.
- xiii. Bids received after the due date and time will not be entertained.
- xiv. The financial bids of only technically qualified bidders will be opened. Financial Bids of technically unsuccessful bidders will be returned unopened.
- xv. Minimum threshold for qualification of the technical bids will be 60% marks as per criteria for technical evaluation.
- xvi. The Finance Division will accept lowest evaluated bid as per Rule 38 of PPRA Rules, 2004.
- xvii. The successful bidder shall be responsible for supply / installation of the requisite items all offices of Finance Division in Islamabad at their own expenses, within 20 days after supply order.
- xviii. The bidding document can also be downloaded from the websites of Finance Division and PPRA.
- xix. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the bid will not be entertained.
- xx. Submission of any false statement / documents and concealing of information is likely to disqualify the bidder.
- xxi. In case of unsatisfactory service in any manner including quality and timeline, the bid security / earnest money will be forfeited and contract will be partially / fully cancelled which may lead to blacklisting of the Company.
- xxii. The Finance Division may reject any or all bids / proposals any time prior to acceptance. The ground for rejection of bid or proposal shall be communicated to the bidder upon request without giving justification thereof. Results of bid evaluation shall be announced in accordance with rule 35 of Public Procurement rules, 2004.
- xxiii. The decision of the Finance Division would be final and binding on all matters relating to this tender.

**Bid Declaration Form**  
**(On stamp paper of Rs.20/-)**

1. Name of Interested Firm:

\_\_\_\_\_

2. CNIC No: \_\_\_\_\_

(please attach copy of valid CNIC)

3. NTN No: \_\_\_\_\_

(please attach copy of valid NTN Certificate)

4. Sales Tax Registration No: \_\_\_\_\_

(please attach copy of Registration)

5. Vender No: \_\_\_\_\_

(please attach copy of Vender Form)

6. Value of Earnest Money:

Rs. \_\_\_\_\_

(In words) \_\_\_\_\_

7. Contact Number:

\_\_\_\_\_

8. Postal Address:

\_\_\_\_\_

\_\_\_\_\_

9. Email Address: \_\_\_\_\_

**Declaration:** I certify that, to the best of my knowledge and belief, that all the information on and attached is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provided on or attached to this bid may be investigated. Moreover, I hereby declare that all the terms and conditions of the bidding document are accepted. Moreover the company has never been blacklisted nor involved in any litigation with any Ministry / Division or Government Department / Organization.

## AGREEMENT FORM

Contract No. \_\_\_\_\_

Dated December, 2018

**Subject:- AGREEMENT FOR PROVISION / INSTALLATION/ COMMISSIONING OF ATTENDANCE BIOMETRIC MACHINES AT FINANCE DIVISION ISLAMABAD.**

This agreement is made at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ between the Government of Pakistan through the Finance Division (hereinafter referred as "the Finance Division") AND M/s \_\_\_\_\_ (hereinafter as the "Company"), who have agreed as follows:-

### TERMS & CONDITIONS

- i. The tenure of appointment of the (the company) shall be for one year till the satisfactory completion of warranty period.
- ii. The Company shall be required to deposit an amount of Rs. 50,000/- ( fifty thousand) in favour of the DDO, Finance Division in the shape of pay order / demand draft as Performance Guarantee which will be refundable on the satisfactory completion of warranty period.
- iii. The equipments to be offered must be as per the enclosed specifications.
- iv. The Company shall be responsible for supply / installation/commissioning of the requisite in items all offices of Finance Division at Islamabad at their own expenses, within 20 days of the signing of this agreement.
- v. In case of unsatisfactory service in any manner including quality and timeline, the bid security / earnest money will be forfeited and contract will be partially / fully cancelled which may lead to blacklisting of the Company.
- vi. All taxes shall be deducted at source from the bill of the Company as per Government rules unless an exemption certificate from the appropriate authority is produced.
- vii. This Agreement shall become effective from the date of signatures.

**The Company**  
M/s.....

**FINANCE DIVISION**  
(.....)

**Witness:**

**Witness:**

