

F. No. 34043/2023/CSU/G.Admn./ 1308
CENTRAL SANSKRIT UNIVERSITY
(Ministry of Education, Govt. of India)
Janakpuri, New Delhi-110058

Date:- 15.09.2025

NOTICE INVITING TENDERS

Subject: - Tenders for Comprehensive Annual Maintenance Contract (CAMC) of Biometric Attendance Devices-regarding.

Sealed Tenders from interested firms are invited for awarding contracts for a period of one year for **Comprehensive Annual Maintenance Contract (CAMC) of Biometric Attendance Devices, in Headquarters Office and Campuses of Central Sanskrit University.**

2. The Sealed Tender may be dropped in the Tender Box located at Reception Office of Central Sanskrit University, 56-57 Institutional Area, Janakpuri, New Delhi-110058. The last date of submission of bid is **29/09/2025 at 05:00 p.m.** The bids will be opened at **11:00 a.m. on 30/09/2025** in the presence of Tender Opening/Evaluation Committee of this University and the representatives of the firms may be present, if so desire. Selection of firm (L1) will be based on the recommendations of the Tender Opening/Evaluation Committee of CSU, Delhi.

3. General Terms & Conditions of the Tender are given in the **Annexure-I.**

4. Detailed information/terms and conditions for the purpose can either be obtained from General Administration Section, 02nd Floor, Central Sanskrit University, 56-57 Institutional Area, Janakpuri, New Delhi-110058 or may be downloaded from the official website of this University i.e., <https://www.sanskrit.nic.in/> and CPP Portal.


[Prof. R. G. Murali Krishna]
Registrar In-charge

To:-

1. PS to V.C. for kind information of Hon'ble Vice Chancellor, CSU, Delhi.
2. Registrar Office, CSU, Delhi
3. Finance Officer, CSU, Delhi
4. Deputy Director (Admn.)
5. Project Officer (I/c), CSU, Headquarters Office, Delhi for uploading this tender notice on the website of CSU and on CPP Portal.
6. Concerned File

GENERAL CONDITIONS

The last date for submission of bids is 29.09.2025 at 05:00PM. The bids will be opened at 11:00 a.m. on 30.09.2025 in the presence of Tender Opening/ Evaluation Committee of this University and the representatives of the firms may be present, if so desire. Selection of firm (L1) will be based on the recommendations of the Tender Opening/Evaluation Committee of CSU, Delhi

1. Bids shall be submitted offline only. Tender completed in all respect may be dropped in the Tender Box in Admin Block, Central Sanskrit University, New Delhi.
2. In case, the specified date for submission of bid falls on or is subsequently declared holiday or closed day for office, the bids will be received upto the appointed time i.e. 05:00 p.m. on the next working day of this office.
3. The Competent Authority of CSU, Delhi reserves the right to cancel the tender at any time or amend/ withdraw any of the terms and conditions contained in the tender document, without assigning any reasons.

ELIGIBILITY CRITERIA

- The bidder must have a minimum 05 Five years of experience in handling ESSL Biometric Devices and software support in Reputed Private Organizations/MNCs, Central/State Govt. Departments/PSUs/Autonomous Bodies/ Universities. The bidder will also be required to submit along with the bid document the proof of 05-years' experience of successful and satisfactory completion of services. It should be a work completion certificate issued by the Client of the firm. Work Order/ GeM Contract shall not be considered as experience proof.
- The Bidder should furnish GST Registration, PAN Card.
- The Bidder should furnish valid Registration/Incorporation of the company/Firm/Agency.
- **Turnover:** The Vendor should have minimum gross turnover of Rs. 10 Crore or more in the last 02 financial years (2023-24 & 2024-25) in the similar business. Copy of audited accounts statement and annual turnover for last 02 financial years (2023-24 and 2024-25) duly certified by Chartered Accountant shall be submitted. The Turnover certificate should have UDIN of ICAI which will be verified by the CSU at the time of opening of tender. The turnover certificate should be valid as on the date of opening of tender.
- **PAN India Presence/Multi-Location Support** The vendor must have the **capacity to support all listed client locations** within specified timelines. Local engineer availability is mandatory or should be arranged within 24 hours.
- Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of crossed Demand Draf/Pay order from any scheduled commercial bank, drawn in favor of Registrar, Central Sanskrit University, New Delhi. In the absence of EMD the tender shall be rejected summarily. Micro & Small Enterprises registered with NSIC or Udyog Aadhar Memorandum is exempted from submission of EMD as per General Financial Rule No. 170 subject to submission of valid certificate. The earnest money shall be refunded to the unsuccessful bidders after finalization of the contract and to the successful bidder after submission of Performance Security.
- Any overwriting in the Tender/late submission of Tender will not be entertained.
- The rates quoted should be firm and in Indian Rupees. In case of any difference/discrepancy between the rates quoted in figures and words, the latter shall prevail.

- Conditional bids shall not be considered and will be rejected at the first instance.
- All documents attached with the bid form should be self-attested by the authorized signatory/bidder.
- Bidder should have submitted undertaking for acceptance of tender terms and condition on company Letter Head with Bid Number.
- Tender document signed and stamped (terms & conditions and other instructions etc.)
- The Annexures attached with the tender documents must be duly filled in, signed, and stamped by the bidder. Annexures that are required to be submitted as notarized affidavits on non-judicial stamp paper of ₹10/- must be submitted along with the Technical Bid. The original hard copies of such affidavits, along with the EMD and other required documents, shall be sent to the University as per the timelines specified in the Bid Document.
- Bidder are required to submit an undertaking should be submitted on 50 rupees stamp paper that there are no legal suits/criminal case pending against the firm and its Proprietor/Partners or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force.
- Bidders are required to submit an undertaking on 50 rupees non-judicial stamp paper duly attested by NOTARY, as per the following format:

“We undertake that our firm M/s..... has not been blacklisted/debarred from providing job work contract Services by any of the Central/State Government/Undertaking/PSU/Universities etc. It is verified/ PSU/Universities etc. It is verified that this statement is true and based on facts. I at any stage this undertaking is found false, I/We shall be liable/responsible for the same and action, as deemed fit, may be taken against me/our agency/firm.

Note: Above undertaking should be submitted of a date after publishing and before the closing date time of bid’ It should be attached in the technical bid.
- **Site visit for all the bidders it is mandatory to site visit scheduled on 17.09.2025 to 22.09.2025 at (03:00PM) in Headquarters Office and Attached offices/campuses of Central Sanskrit University, 56-57, Institutional Area, Janakpuri, New Delhi-110058. Bids of only those bidders will be accepted who have site visit, all others bidder’s bids will be rejected at technical evaluation. (ANNEXURE IX)**

PROCEDURE OF SUBMISSION OF BIDS

The tender shall be submitted in two parts, viz., technical bid and financial bid. The Technical & Financial bids should be sealed by the bidder in separate covers duly super scribed “**Technical Bid Comprehensive Annual Maintenance Contract (CAMC) of Biometric Attendance Devices**” and “**Financial Bid - Comprehensive Annual Maintenance Contract (CAMC) of Biometric Attendance Devices**” respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed “**Tender for Comprehensive Annual Maintenance Contract (CAMC) of Biometric Attendance Devices for Headquarters and attached campuses/offices of Central Sanskrit University, 56-57, Institutional Area, Janakpuri, New Delhi-110058 located in other states (Pan India)**”

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents. The offers submitted by Fax/e-mail or any other mode shall not be considered. No correspondence will be entertained in this matter.

TECHNICAL BID

The bidder should submit the following documents duly signed by the authorized signatory along with the Technical Bid in prescribed format (Annexure-II) in separate envelope viz:-

- (a) Signed copy of PAN
- (b) Signed copy of GST number.
- (c) ITR for the Financial year 2023-24 and 2024-25
- (d) Turnover Certificate with valid UDIN of CA in the format at Annexure-III
- (a) The firm must submit an **EMD of Rs10000/- (Rupees Ten Thousand Only)** in the form of Insurance Surety Bonds/ Account Payee Demand Draft/ Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee (including e- Bank Guarantee) from any of the Commercial Banks in **favour of Registrar, Central Sanskrit University, Delhi.**
- (b) Supply Orders/Letters of Award etc., from private organization/ MNCs, Central/State Govt. Ministries/Department or Central/State PSU/Autonomous bodies/Statutory bodies/ Universities as a proof of experience of **Comprehensive Annual Maintenance Contract (CAMC) of Biometric Attendance Devices.**
- (c) Bidder's bank account details in Annexure-IV, along with a cancelled cheque.

FINANCIAL/PRICE BID

- (a) Signed Copy of Financial Bid Undertaking in the format at **Annexure-V**. Bidder shall not modify the financial bid format in any manner. In case it is found to be format modified in any manner, such bid will be liable to be rejected outright.
- (b) Schedule of price bid must be submitted in Prescribed format only (**Annexure-VI**). The bidder will strictly submit the rate in the proforma prescribed for Price Schedule. Rates should be quoted exclusive of taxes.

TERMS & CONDITIONS OF THE TENDER ENQUIRY

- **The Comprehensive AMC is on "as is where is basis" will include**
 - (a) Maintenance of the Complete Biometric Attendance System i.e. biometric card reader/finger reader device and the Application software etc.
 - (b) Ensuring the uptime of the application and providing of troubleshooting support as and when required.
 - (c) This will include repairs, replacement of defective components with the new one to ensure trouble free and efficient service of equipment during the contract period. Any problem arising due to hardware defect, software problem will be covered in the maintenance. In case an equipment or part thereof is taken for repair, responsibility of corruption in the back-up data will be borne by the firm. Losses if any will be compensated by the firm.

- (d) Preventive maintenance of all items which will include cleaning of all the equipment's, checking individual and complete performance of the equipment's of the Complete Biometric Attendance System.
 - (e) Preventive maintenance will include monitoring the conditions in which the hardware is working and forewarning the in-charge of any factors detrimental to the satisfactory functioning of the hardware.
 - (f) This will also include the upgradation of the existing software.
 - (g) The responsibility of backup and retrieval of data during maintenance and service of the equipment will be with the firm.
 - (h) This will also include the troubleshooting of any network issues arising in the Complete Biometric Attendance System.
- The earnest money/bid bond deposited by the tenders shall be forfeited by the University due to following reasons:-
 - (a) If tender is withdrawn during the validity period or any extensions thereof.
 - (b) If tender is varied or modified in any manner during the validity period of any extension thereof.
 - (c) If a bidder, whose tender has been accepted, fails to furnish security deposit/performance bank guarantee within 10-days of receipt of order, the bid will be cancelled and earnest money will be forfeited.
 - (d) The earnest money/bid bond of unsuccessful bidders will be returned after completion of the process without interest.
 - Selected Firm will have to deposit performance security bank guarantee of Rs.20000/- (Rupees Twenty Thousand Only) in the form of Insurance Surety Bonds/ Account Payee Demand Draft/ Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee (including e- Bank Guarantee) from any of the Commercial Banks in favour of Registrar, Central Sanskrit University, Delhi, which will be forfeited in case of violation of terms and conditions of the tender. The performance Security will be returned after successful completion of the contract without any interest.
 - The CSU, Delhi is entitled to terminate the contract without assigning any reason by giving one calendar month notice of its intention to do so.
 - In the event of Contractor failing to execute the work i.e. **Comprehensive Annual Maintenance Contract (CAMC) of Biometric Attendance Devices**, at any time to the full satisfaction of the CSU, Delhi, the later reserves the right to cancel the Contract.
 - Copies of Income Tax return of last two financial year i.e 2023-24 and 2024-2025 will have to be furnished with the Tender bid. Without above documents, the tender bid will not be considered.
 - The period of contract will initially be for one year from date of award of the contract. The contract may be extended on year to year basis, but not more than 03-Years in total, on the same rates and terms & conditions, if mutually agreed by both the parties However, it is at

the discretion of the Competent Authority of CSU, Delhi to consider extension on the request of the firm or invite fresh quotations.

- Copy of PAN Card and copy of GST Registration Certificate are required, without which tender will not be considered.
- Rate quoted will be exclusive of all taxes. The CSU, Delhi will not pay any kind of Taxes separately on the rates quoted by the firms/vendors.
- Central Sanskrit University, Delhi reserves the right to reject any or all the tenders without assigning any reason thereof and is under no obligation to inform the affected bidder(s) of the grounds of CSU.
- The award of the contract will be based upon the recommendations of the Tender Opening/ Evaluation Committee of CSU, Delhi, in accordance with Guidelines of Government of India. Decision of the CSU, Delhi in this regard will be final and binding.
- The EMD should remain valid for 03-months beyond the final tender validity period. The EMD with lesser validity period will not be accepted and such bids i.e. EMD with lesser validity period will be summarily rejected.
- EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder will be returned without interest after receipt of the Performance Security.
- The tender is not transferable.
- The quoted rate should be valid for one year from the date of signing the agreement.
- **Onsite Engineer for Major Locations** For client sites with more than 10 ESSL devices, the vendor shall arrange a **dedicated or on-call engineer** with contact details.
- **Company Registration** Bidders must be a **registered company under Indian Companies Act or MSME**, and must attach valid registration documents with the bid.
- **Service Response SLA** Vendor must agree to **respond to critical issues within 4 hours** and resolve within 24 hours. Failure may attract penalties.
- **Backup & Report Support** The vendor should ensure **backup of attendance logs and software reports** regularly and submit a **monthly health report** to the client.
- **License Renewal & Software Support** AMC must include **monitoring of software license validity and support for application-level issues**. License renewals (if any) will be informed separately.
- **Integration with Third Party Software Samarth, E-office & Others Software Application.**

OPENING OF BIDS

- The technical and financial bids will be opened in the presence of bidders or their authorized representatives, if they desire to attend, on due date. The bidders or their representatives present at the time of opening of bid shall sign in an attendance register. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening (**A Format is given in Annexure-VII**).

- A maximum of One representatives for any bidder shall be authorized and permitted to attend the bid opening.
- The date fixed for opening of bids, if subsequently declared as holiday, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.

SCOPE OF WORK AND LOCATION OF EQUIPMENT

- Preventive and corrective maintenance of biometric attendance devices (Fingerprint/Face recognition).
- Monthly maintenance checks and functional verification.
- Unlimited breakdown visits within 48 hours of complaint logging.
- Software upgrades as and when required.
- Replacement of faulty hardware (if applicable as per AMC terms).
- Record keeping of all complaints and service reports.

LOCATION OF EQUIPMENT

SL. No	Campuses Name	Location	No. of Devices	Type of Device
1	HEADQUARTER OFFICE	Central Sanskrit University 56-57, Institutional Area, Janakpuri, New Delhi-110058	4	Fingerprint/Face recognition
2	GANGANATH JHA CAMPUS	Azad Park, Prayagraj, Uttar Pradesh - 211001	2	Fingerprint/Face recognition
3	SHRI RANBIR CAMPUS	Kot Bhalwal, Jammu (J&K) - 181122	1	Fingerprint/Face recognition
4	SHRI SADASHIV CAMPUS	Puri, Odisha - 752001	1	Fingerprint/Face recognition
5	GURUVAYOOR CAMPUS	Puranattukara, Thrissur, Kerala - 680551	1	Fingerprint/Face recognition
6	JAIPUR CAMPUS	Gopalpura Bypass, Triveni Nagar, Jaipur, Rajasthan - 302018	2	Fingerprint/Face recognition
7	LUCKNOW CAMPUS	Vishal Khand-4, Gomti Nagar, Lucknow, Uttar Pradesh - 226010	1	Fingerprint/Face recognition
8	RAJIV GANDHI CAMPUS	Menase, Bharati Nagar Post, Sringeri, Karnataka - 577139	1	Fingerprint/Face recognition
9	VEDVYAS CAMPUS	Balahar, Kangra, Himachal Pradesh - 177108	1	Fingerprint/Face recognition
10	BHOPAL CAMPUS	Sanskrit Marg, Baghsewaniya, Bhopal, Madhya Pradesh – 462043	1	Fingerprint/Face recognition
11	NASHIK CAMPUS	Takekar Shiksh Sankul, Garware stop, Near Bafana Ware house, Sayyad Pimpri, Nashik, Maharashtra – 422003	1	Fingerprint/Face recognition

12	EKALAVYA CAMPUS	Agartala, Village- Sipai Para, PO- Lembucherra, District- West Tripura, State- Tripura, Pin- 799210	1	Fingerprint/Face recognition
13	SHRI RAGHUNATH KIRTI CAMPUS	Devprayag, Pauri Garhwal, Uttarakhand - 249301	1	Fingerprint/Face recognition

PENALTY

If the University feels that any of the **Comprehensive Annual Maintenance Contract (CAMC) of Biometric Attendance Devices** under the contract was not properly maintained/serviced by the contractor or does not function during any period, deduction of Rs. 500/- per day per unit from the bills will be made. The decision of the University as regards the reasonableness of deduction will be final and binding on the agency.

If above continues on regular basis CSU, Delhi reserves the right to cancel the contract without giving statutory one month's notice and performance security of the concerned agency will be forfeited.

TERMS OF PAYMENT

- The payment to the agency will be made on quarterly basis at the end of each quarter against invoice with PAN & GST number, raised by the agency GST and other taxes shall be deducted at source as per the rates notified by the respective authorities. (Quarter shall mean three months). Payment shall be made upon submission of following documents:
Copy of the "Service Register" countersigned by respective department in charge.
Payment will be made only for the units serviced during the period. A certificate from caretaker certifying number of units serviced shall be enclosed along with the invoice.
No escalation of prices shall be permitted on any ground during the period of contract.
- No payment shall be made in advance or any loan from any bank or financial institution recommended on the basis of the order of award of work.
- All payments shall be made against the bill duly supported by duty slips to be signed by user(s) or concerned authorized officer of this office.
- Central Sanskrit University shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
- Payments will be subject to Tax Deduction at Source (TDS)/ GST TDS (whichever is applicable).

REPLACEMENT OF PARTS

Maintenance of the Complete Biometric Attendance System includes supply & replacement of the defective/nonfunctional parts of same or higher configurations. In case of non-functionality of an item due to non-consumable item, the expenditure of replacement will be borne by the vendor in totality.

University and attached colleges/offices will not make any payment other than the AMC price mentioned in its clause.

WORKING HOURS

(a) The maintenance work shall normally be done during working hours from 10:00 AM to 5:00 PM. On all working days (Monday to Friday) of the Office/college. However, in case of emergency, maintenance may have to be done beyond office hours and even on holidays with prior arrangement through proper communication with the CSU concerned officer/Director.

(b) The maintenance work shall be carried out, primarily, at the CSU Office/college premises. In case the vendor feels that equipment cannot be repaired at site, they will carry and deliver the equipment at their own cost and get it repaired promptly within the response time agreed upon in the AMC.

RESPONSE TIME

The system down time should not exceed 24 hours from the time at which the complaint was made. If the downtime is more than 24 hours, the vendor will provide a standby system. In case the system is not repaired or an alternate system is not provided within 24 hours from the time of failure report, then the CSU Office/college may choose to get the same repaired or replaced from any other agency and the cost and expenditure incurred therein shall be recoverable from the vendor.

REPORTING AUTHORITY

The Service Engineer will be allowed to handle the respective equipment only with permission of the officer in-charge of the Complete Biometric Attendance System of the CSU Office/college.

SERVICE REGISTER

The vendor would be required to maintain a call/ service register, both at his end and at the CSU Office/college, along with the call report, giving details of the maintenance work done and the downtime of the equipment. This register is to be shown to the CSU Office/college authority and signed by the person in charge of the equipment every fortnight. The register will have the following details:-

- (a) Name of the Equipment.
- (b) Date of periodical maintenance.
- (c) Due date of the next periodical maintenance.
- (d) Nature of defect noticed.
- (e) Details of the repair work done with date.
- (f) Name of the service engineer.
- (g) Name of the officer in-charge from the office caretaker with signature and office seal.

CONDITION IN CASE OF DISPUTE SETTLEMENT

Any dispute with regard to any point in connection with **Comprehensive Annual Maintenance Contract (CAMC) of Biometric Attendance Devices** will be referred to Registrar CSU, Delhi who will discuss the problem mutually and the decision taken will be final and binding. The arbitration

proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

For all disputes/differences/interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of the CSU, Delhi shall be final and binding on both parties.

The tender process or contract can be terminated at any time without any notice as the discretion of the Department.

The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, the contractor shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi only. Any dispute arises, the jurisdiction will be in Delhi.

For any clarifications, prospective bidders may contact:

**Section Officer (Admin),
Central Sanskrit University
56-57 Institutional Area, Janakpuri,
New Delhi- 110058
Ph- 011-28524993/28524995**

Annexure-II

TECHNICAL BID

1.	Name of Firm	
2.	Address, Telephone, E-mail	
3.	Name & Telephone/Mobile number of contact person	
4.	Status of Firm-Sole Proprietorship/Partnership /Pvt. Ltd. Co./Ltd Co. etc.	
5.	Year of establishment	
6.	OEM Authorization (Yes or No)	
7.	ISO 9001 Certificate	
8.	PAN No & Self-attested copy of PAN Card? (Yes or No)	
9.	Registration No & Self-attested copy of Registration certificate? (Yes or No)	
10.	Self-attested copy of IT Return from 2023-24 and 2024-25 (Yes or No)	
11.	GST No Self-attested copy of GST (Yes or No)	
12.	Bid Security/EMD Details: Amount: (In figures) Rs..... (in words) Rupees..... Only. Whether DD/PO drawn in favour Registrar, CSU, New Delhi attached. (Yes or No)	
13.	Average annual turnover from operations in the last Two financial year, i.e. 2023-24 and 2024-25 (In INR) Turnover certificate in Annexure-II (Yes or No)	
14.	Whether the bidder have a minimum two years experience in handling ESSL Biometric Devices and software support to reputed organisations particularly Reputed Private Organizations/MNCs, Central/State Govt. Govt. Departments/PSUs/Autonomous Bodies/ Universities (Yes / No) Self-attested copies of supply orders/Letters of Award as proof of 2-years' experience in supplying cars on rent basis should be attached (Yes or No)	

It is certified that the above information is true and correct in the best of my knowledge and belief and in case of any of these is found to be false we shall be liable for any action as decided by the CSU.

Signature of bidder & Stamp

TURNOVER CERTIFICATE

This is to certify that as per their audited financial statements, the turnover of M/s..... in the 02 (Two) preceding Financial Years are as given below:

Year	Turnover (In Rupees)
2023-24	
2024-25	

It is confirmed that I am a practicing Chartered Accountant

Place:

Date:

Seal of Statutory Auditor/CA

Signature of Statutory Auditor/CA

Note:- The above certificate should be from the statutory auditor of the bidder, or from a practicing-chartered accountant if the bidder does not have a statutory auditor.

* Strike out whichever is not applicable

Signature of bidder & Stamp

Details of Bank Account**(RTGS/NEFT facility for receiving payments)**

Sl.No.	Particulars	To be filled by the bidder
1.	Name (S) Account Holder(s)	
2.	Address of Account Holder(s)	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I/We, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/We would not hold CSU responsible.

(Signature(s) of account holder (s) Name(s) of Account holder(s))

Signature of Bidder & Stamp

Financial Bid Undertaking
(on letter-head of the bidder)

UNDERTAKING

I submit the Financial Bid for “Comprehensive Annual Maintenance Contract of Biometric Attendance Devices for Headquarters Office, Off-Campuses and Attached offices” as envisaged in the Tender document.

I have thoroughly examined and understood all the terms and conditions as contained in the Tender document, and agree to abide by them.

I offer the rate(s) as indicated in the Financial Bid exclusive of all taxes. The rates are in Indian Rupee.

I understand and agree that in case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

I also agree that the quoted rates shall remain firm throughout the tenure of the contract and no revision will be considered for any reason.

Place:

Date

Signature of Bidder & Stamp

FINANCIAL BID**List of items to be included in CAMC**

Sl.No.	Items	Brand/Model	Quantity	Unit Price	Total Price
01.	Biometric Machine	ESSL M160 (ID time and attendance with access Control)	17		
02.	Biometric Machine	Aiface Magnum	01		
03.	Biometric Server	ESSL application	02		

Signature and stamp of the Vendor with date

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: - Authorization for attending bid opening of Tender for Comprehensive Annual Maintenance Contract of Biometric Attendance Devices

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below.

Order of Preference

Name

Specimen Signature

.....

.....

.....

Alternate Representative

Signature of bidder

Or

Office authorized to sign the bid

Documents on behalf of the bidder.

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend.
2. Permission for entry to the venue where bids are opened may be refused in case authorization as prescribed above is not received.

SELF – DECLARATION – NON-BLACK LISTING
(copy to be enclosed with the bid)

To

Registrar
Central Sanskrit University
56-57 Institutional Area,
Janakpuri, New Delhi 110058

In response to this Bid, I/We hereby declare that presently our Company/firm M/s..... is having unblemished record and is not declared ineligible for corrupt and/or fraudulent practices either indefinitely or for a particular period of time by any State or Central Government Department/PSU/Autonomous Body/University.

We further declare that presently our Company/firm M/s..... is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State or Central Government/PSU/Autonomous Body/University on the date of Bid submission and no Criminal case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage, then without prejudice to any other action that may be taken, my/our EMD deposit may be forfeited in full and the award of work contract if any to the extent may be cancelled.

Thanking you,

Date:

Signature:

Place:

Name:

Designation:

Organization Seal

(To be printed on the bidders Letter Head and should attached with the Bid Document)

Date:

SITE SURVEY REPORT

This is to certify that we the(Vendor Name) visited the site on for Comprehensive Annual Maintenance Contract of Biometric Attendance Devices at Headquarters Office/Campuses and Attached offices.

Name of Person inspected the Site:

Date of Visit:

Authorized Signatory

Verified by:

Section Officer (Admin), CSU
(With Signature & Stamp)