



RUBBER PARK INDIA (PVT) LTD
(A JV of KINFRA & Rubber Board)

2 A, “Kautileeyam”, Rubber Park, Valayanchirangara,P.O, Ernakulam, Kerala-683 556.
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**QUOTATION FOR “SUPPLY & INSTALLATION,
OF BIOMETRIC BASED ATTENDANCE
MONITORING SYSTEM AT RUBBER PARK
IRAPURAM & PIRAVANTHUR**

1. QUOTATION NOTICE (RP/ADM/01(R1)/2025)

Rubber Park India (P) Ltd (RPIPL) intends to invite sealed item wise quotations for the SUPPLY & INSTALLATION OF BIOMETRIC BASED ATTENDANCE MONITORING SYSTEM AT RUBBER PARK- IRAPURAM & PIRAVANTHUR. In this regard, sealed competitive Quotations are invited from competent and experienced manufacturers/dealers/suppliers/firms.

The complete Quotation should reach the office of the undersigned on or before **01.00 PM on 30.06.2025** by post/courier and the opening will be done at **03.00 PM** on the same day in the present of available bidders/his authorized representatives. The Rubber Park shall not be responsible for the delay or non-receipt of the Sealed Quotations sent by post or courier.

The bidders are requested to read the documents (Specifications, Terms & conditions etc.) carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document will disqualify the bidders. The undersigned reserves the right to select or to reject any bids wholly or partly without assigning any reason. Incomplete bids, amendments and additions to bids after opening or late submission of the bids are liable to be ignored, rejected and EMD will be forfeited.

Sd/-

Place: Irapuram
Date: 20.06.2025

Managing Director
Rubber Park India (P) Ltd
2A, Kautileeyam
Valayanchirangara
Ernakulam – 683 556

2. SCOPE OF WORK

A. **Deployment of 'Time attendance system' for all the staff**

In order to maintain the time attendance records of the entire regular employees, contractual staff, etc. necessary BIOMETRIC BASED ATTENDANCE MONITORING SYSTEM - Fingerprint & Facial Recognition need to be installed **at three locations – RPIPL – Office & Substation at Irapuram, Ernakulam & RPIPL Office – Piravanthur, Kollam.** All the sensors will be used for monitoring the entry and exit time records of every employee. Time Attendance reports should generate following reports

a. Employee wise (Daily/Monthly/Date Range):

Should generate individual-wise actual report of employee's time and attendance details including leave, permissions, on duty etc.

b. Muster (Daily/Monthly/Date Range and Department Wise / Employee Wise)

Should generate and present muster report to view muster of employee's attendance

B. **Mode of working**

All BIOMETRIC BASED ATTENDANCE MONITORING SYSTEM should be able to work in network mode. In Network mode the device should be online with the Server on real time basis. It should be possible to remotely manage the device and add, delete modify and Synchronize changes from the PC/Server with the device and visa versa. The devices should support multimode communications to include RS232/485, TCP/IP, USB and Wi-Fi /GPRS to make data management extremely easy. All devices should have ability to upload/export fingerprint template to specified attendance Terminals through LAN. The solution should be designed to work for multiple readers/sensors. On board web server for system configuration and reports.

C. **Software Features :**

- All reports should be available for **viewing only** for officials through the web.
- Employee registration should be by Master creation.
- Department verifications should be by employee ID number and fingerprints only.

- It should be possible to mark all working days and holidays, in advance.
- Any number of departments should be possible to be created
- Reports should be available online with category- wise and also individual records in periodic, detailed and summary formats.
- Printing of employee details & reports should be possible.
- At a glance summary reports such as IN/OUT summary for whole month with excess or short of each employee should be available.

3. ELIGIBILITY CRITERIA

- (1) The bidder shall have satisfactorily installed & commissioned at least three **Biometric Based Attendance Monitoring System** with in the last three years ending last day of the month previous to the one in which tenders are invited (Copy of the self attested Performance certificate issued by the Client shall be submitted).
- (2) The bidder should be authorized Dealer of **BIOMETRIC BASED ATTENDANCE MONITORING SYSTEM** and a self attested copy of the **Authorization Certificate from the OEM/Distributor** should be attached.
- (3) Self-attested copies of GST registration and PAN should be submitted along with quotation.

4. PRICES

- A. The rate shall be inclusive of all taxes and duties except **GST**.
- B. The *prices should be quoted in figures as well as in words*. In case of any discrepancy between the two, the amount written in words will be taken as correct.
- C. The rate quoted shall be firm throughout the period of contract. Price variation cannot be accepted.

5. VALIDITY

The bid for the works shall remain open for acceptance for a period of 120 days from the date of opening of the Quotation.

6. RIGHT OF ACCEPTANCE

Rubber Park reserves the right of rejecting any or all the bids wholly or partially without assigning any reasons whatsoever.

7. TIME OF COMPLETION OF SUPPLY

The time of completion of the supply will be two weeks from the date of purchase order.

8. WARRANTY:

The bidder shall provide comprehensive onsite warranty for a period of one year from the date of satisfactory supply and installation of equipment, accessories and software. The warranty certificate shall be submitted by the Bidder along with the equipment in favour of the Managing Director – Rubber Park.

9. COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT

The All-inclusive Comprehensive Annual Maintenance Contract (CAMC) is for a period of 3 years from the expiry of the warranty period. This all-inclusive comprehensive Contract includes replacement of all faulty spares, software problem, upgradation of software, etc. at Successful Bidder's cost including the cost for attending all complaints.

The scope of the contract will include ANY NUMBER of calls and the same has to be attended within 24 hours from the time of reporting the complaint. In case of Minor technical problems same are to be rectified within same day of diagnosing of complaint. In case of major technical problems, the same are to be rectified within 48 hours of reporting the complaint.

10. TERMS OF PAYMENT

- A. The successful bidder has to supply install, test and commission the systems at Rubber Park, Irapuram and Rubber Park, Piravanthur at their cost. The attendance reports complete in all aspects for a one month period also has to be generated. The successful bidder shall submit the invoice only after the first month report has been generated successfully. After this only, the successful bidder would be eligible for release of the payment. The full payment will be made within 7 working days from the date of submission, verification, and acceptance of the bill.
- B. No mobilization advance will be applicable for the supply.
- C. The payment for AMC shall be on yearly basis on rendering satisfactory service and the payment will be released within 10 days from the date of submission of GST invoice.
- D. The GST portion of the invoice would be released only after reflection of GST amount in the GSTR 2B of Rubber Park.

- E. The successful Bidder shall execute an agreement in Kerala stamp paper worth Rs.200/- with the Managing Director, Rubber Park India (P) Ltd within 7 (Seven) days from the date of Purchase Order.

11. PERFORMANCE GUARANTEE

The successful bidder on receipt of the Purchase Order shall deposit an amount equal to 10 % (Ten percent) of the contract value, as Performance Guarantee in the form of DD in favor of the Managing Director, Rubber Park India (P) Ltd. Payable at Valayanchirangara or online transfer to the account (Account No. 57042660807, Name of Account holder: Rubber Park India (P) Ltd payable at., Bank & Branch: State Bank of India, Valayanchirangara., IFSC Code:SBIN0070558) within 7 days from the date of purchase order/letter of award and the deposit will be retained till 90 days after the expiry of the warranty period. On completion of warranty Period, Rubber Park shall on demand from the bidder/Successful Bidder refund to him the Performance Guarantee and the same will be refunded/ released by the Accepting Authority provided that there is no defect/liability outstanding against the bidder. All the deposits of EMD, security deposit / performance guarantee will not bear any interest whatsoever.

12. OTHER TERMS AND CONDITIONS

1. The installation, testing and commissioning of the BIOMETRIC BASED ATTENDANCE MONITORING SYSTEM at different locations at Rubber Park Irapuram & Piravanthur shall be free of charge. Any damage of the equipment during transit will be on account of the successful Bidder. Defective equipment's will be rejected and the same shall be replace at their cost.
2. During the warranty period, complaint shall be reported and the Successful Bidder shall rectify the same immediately. If the defect is not rectified immediately, repairing cost will be recovered from the Successful Bidder.
3. Instruction/operating manual shall be supplied along with the equipment.
4. Invoice (in duplicate) shall be submitted to the Managing Director, Rubber Park India (P) Ltd for releasing payment. Payment will be released only after verification and acceptance of equipment by the officials of Rubber Park India P Ltd..
5. The successful bidder/successful Bidder on acceptance of his bid by the Accepting Authority shall within 7 days from the date of purchase order, sign the contract consisting of the quotation notice, all the documents including work order, if any, form part of the bid and the rates quoted at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.

13. BID FORMS & OTHER FORMS

Form-1**DETAILS OF THE BIDDER**

(TO BE SUBMITTED IN THE LETTER HEAD OF THE BIDDER)		
Name of Supplier:.....		
Name of Quotation :		
1. Details of the Bidder		
1.1	Name of the Firm/Bidder	
1.2	Address	
	Tel. No. (O) & Mob. No	
	Fax No.	
	E mail	
1.3	Nature of Firm (Note:- 1. Tick whichever is applicable. 2. Attach certified documentary proof)	<input type="checkbox"/> Proprietary <input type="checkbox"/> Partnership <input type="checkbox"/> Company (Private Limited) <input type="checkbox"/> Company (Public Limited)
1.4	Details of proprietor/ partners/ Directors.	
1.5	Name of the responsible contact person:	
	Tel No. (O)	
	Mobile No.	
1.6	Permanent Account Number (Attach documentary proof)	
1.7	GST registration Number (Attach documentary proof)	
1.8	Bank Details (A/c. No, Bank Name, Branch & IFS Code)	

Signature of the Bidder

FORM II
FORM OF BID

Note: Bidders are required to furnish this form in the letter head, filling all the blank spaces.

To

Date:

The Managing Director,
Rubber Park India (P) Ltd.,
2A, “ Kautileeyam”
Valayanchirangara P.O
Ernakulam,
Pin : 683 556

Dear Sir,

Sub: Quotation for the Supply & Installation of BIOMETRIC BASED ATTENDANCE
MONITORING SYSTEM at Rubber Park Irapuram & Piravanthur
Ref: Quotation No. RP/ADM/01(R1)/2025, dated 20.06.2025

I/We have read and examined the notice inviting Quotation and the terms and conditions, Specifications referred to in the Quotation Documents, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to supply and deliver goods and services including installation and commissioning as detailed in the schedule, in conformity with the specifications and the terms and conditions as mentioned in or referred to in the said Quotation documents for the sum as quoted in the Priced part or such other sums as may be ascertained in accordance with the schedule attached herewith and made part of this bid and the said conditions.

My/Our acceptance to all the conditions of the Quotation document in this bid form shall persist over any other terms and conditions, deviations, if any, given in my/our bid.

I/We undertake, if my/our bid is accepted, to commence and complete delivery of all the goods and services including supply and installations and commissioning as specified in the Quotation document, from the date of receipt of your Purchase Order/Letter of Award.

If my/our bid is accepted, I/We will obtain the security deposit as per the terms and conditions for the due performance of the contract.

I/We agree to abide by this bid for the period of 15 days from the date fixed for bid opening and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period. However, if required, validity of Quotation period shall be extended by the bidder, on the request of the Quotationing authority, without any additional financial commitments.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your Letter of Intent shall constitute a binding contract between me/us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

I/We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this.....thday of 2025

(Signature)

For and on behalf of

FORM III
ACCEPTANCE LETTER

Note: Bidders are required to furnish this form in the letter head filling all the blank spaces.

To

The Managing Director,
Rubber Park India (P) Ltd.,
2A, “ Kautileeyam”
Valayanchirangara P.O
Ernakulam,
Pin : 683 556

Dear sir,

I/We hereby unconditionally accept the Quotation terms and conditions in its entirety for Quotation No. RP/ADM/01(R1)/2025, dated: 20.06.2025 for the Supply & Installation, of BIOMETRIC BASED ATTENDANCE MONITORING SYSTEM at Rubber Park Irapuram & Piravanthur .

Date:

**SIGNATURE OF THE BIDDER
WITH RUBBER STAMP**

FORM IV
DECLARATION FORM

Note: Bidders are required to furnish this form in the letter head filling all the blank spaces.

To

The Managing Director,
Rubber Park India (P) Ltd.,
2A, “Kautileeyam”
Valayanchirangara P.O
Ernakulam,
Pin : 683 556

DECLARATION

I/We hereby declare that I/We read and understood that Terms & Conditions of contract, Schedule of Requirements etc for the Quotation No. RP/ADM/01(R1)/2025, for the Supply&Installation of BIOMETRIC BASED ATTENDANCE MONITORING SYSTEM at Rubber Park Irapuram & Piravanthur and hereby agree to abide by them. In token of I/We also understand that otherwise this Quotation is liable to be rejected.

I/We hereby confirm that only the relevant entries asked for, have been made within the Quotation documents issued to us. I/We also confirm that in the event of any entry in this Quotation document, other than the relevant entry, shall make this Quotation invalid.

I/We hereby confirm that I/We am/are authorised to sign on behalf of the bidder.

Date:

**SIGNATURE OF THE BIDDER
WITH RUBBER STAMP**

FORM-V

**TECHNICAL SPECIFICATION FOR BIOMETRIC BASED
ATTENDANCE MONITORING SYSTEM**

S. N.	Description	Qty
1	<p>LAN based BIOMETRIC ATTENDANCE MONITORING SYSTEM with Fingerprint & Face Recognition sensor/reader:</p> <p>Minimum Technical requirements:</p> <ul style="list-style-type: none">a) Fingerprint /Facial Recognitionb) Face Capacity : 500c) Finger Capacity : 2000d) Logs/Transaction Capacity: 150000e) Display : 2.4”f) Communication Mode: RS232/485, TCP/IP, USB, Wi-Fi /GPRSg) Keypad for password input and device managementh) Multi machine connectivity over the network and support server & client featurei) All necessary required accessories to connect with our network <p>The Fingerprint & Face Recognition sensor/reader must be compatible with attendance management software and fulfill all the requirements, specifications and other terms and conditions mentioned in quotation</p>	3 nos
2	<p>Web enabled Attendance Management Software suitable for LAN based Fingerprint & Face Recognition sensor/reader compatible for installing in Window OS. (for 100 employees support up to a minimum of 10 devices)</p>	1 no.
3	<p>Supply & Laying of LAN cables</p>	30 mtr
4	<p>Warranty: 1-year comprehensive onsite warranty for the devices and the software</p> <p>AMC : 3 years from expiry of warranty period</p>	

Date:

Signature of the bidder
(with Seal)

FORM VI
ARTICLES OF AGREEMENT

Agreement No. RP/...../2025-26 /.....

This AGREEMENT made on this the ...th day of 2025, by and between **Rubber Park India (P) Ltd.**, a joint venture of Kerala Industrial Infrastructure Development Corporation (KINFRA) and Rubber Board, incorporated as a company under the Indian Companies Act. 1956, having its registered office at 2 A, "Kautileeyam", Rubber Park, Valayanchirangara P.O, Ernakulam Dist., Kerala Pin : 683 556, duly authorized and represented by its **Managing Director**, Sri., son of , aged(...) years, residing at..... PAN (herein after referred to as 'RPIPL'), which expression shall include, unless repugnant to the context, be deemed to include its successors and permitted assigns on the ONE PART.

And

M/s....., having its registered office at....., , Pin:....., duly authorized and represented by itsSri., son of Sri....., aged(.....) years, residing at", P O,Dist., Pin:....., Aadhaar No. (hereinafter referred to as the "SUCCESSFUL BIDDER" which expression shall, unless repugnant to the context, be deemed to include his legal representatives, executors administrators, successors and permitted assigns) of the OTHER PART.

WHEREAS, RPIPL is desirous of carrying out "....." hereinafter referred as '**Work**'. WHEREAS, RPIPL has invited competitive item rate quotation, on bidders had quoted their rates and the bids were opened on2025

On evaluation, it was found that M/s. has quoted the lowest amount of Rs...../- (Rupeesonly). Accordingly, RPIPL has issued Purchase order No., dated awarding the contract to M/s., for the "....." at his agreed contract amount of Rs...../- (Rupeesonly). The applicable GST will be paid extra.

AND WHEREAS Successful Bidder has agreed to execute upon and subject to the conditions set forth herein and to the conditions set forth in the special conditions, unit rate, specifications / technical specifications & in the schedule of quantities and conditions of contract (all of which are collectively hereinafter referred to as the said conditions and forming part and parcel of this articles of agreement) the supply/work shown upon the said drawings and/or described in the said specifications and included in the said schedule of quantities at the respective rates therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable there under (hereinafter referred to as the “said Contract amount”).

The following documents and correspondence also form part of this agreement as if they are specifically incorporated herein.

1. Quotation No., dtd
2. Purchase Order No.....dtd.....

NOW THEREFORE THIS PRESENTS WITNESSED AND IT IS MUTUALLY AGREED AS FOLLOWS:

1. In consideration of the said contract amount to be paid at the time and in the manner set forth in the conditions, the Successful Bidder shall upon and subject to the conditions of the contract, execute and complete the supply in the described specifications and schedule of quantities at the agreed rates.
2. The “RPIPL” shall pay the Successful Bidder, the Contract Amount or such other sum that may become payable at times and in the manner hereinafter specified in the said conditions.
3. The said conditions thereto shall be read and constructed as forming part of this agreement and the parties hereto shall respectively abide by and submit themselves to the said conditions and perform the agreement on their part respectively in the said conditions.
4. The documents mentioned herein above shall form the basis of this contract.
5. The Successful Bidder hereby agrees and undertakes to perform and fulfil all the conditions and obligations connected with the execution of the said contract viz.- “....
.....”.

6. The Successful Bidder has furnished 10% of contract value as performance guarantee amounting to Rs./-, by DD No....., dated for the due performance of obligation of the Successful Bidder under the contract.
7. The “RPIPL” reserves to them the right of omitting any items of work/supply from the contract or having portions of the same carried out by themselves or through any other bidder without prejudice to the right of “RPIPL” under this contract.
8. The Successful Bidder shall indemnify and keep indemnified “RPIPL” against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in connection with the supply/ work and against all claims, demands, proceedings, damages, cost, charges, expenses whatsoever in respect thereof in relation thereto.
9. It is specifically understood that the Successful Bidder shall not be eligible for or entitled to claim any amount except to the extent allowed or due under the terms of this contract. It should be understood that on no account, the rates once agreed to and quoted in the quotation, shall be revised.
10. It is specifically understood that supply/work should be completed in all respects within the stipulated time. Any delay in completing the project in time will attract compensation as per quotation condition.
11. The Period of Completion for this supply is 15 days from (ie on).
12. The rates quoted by the Successful Bidder shall be firm and there shall be no upward revision of the rates quoted by the Successful Bidder for any reasons whatsoever.
13. It is specifically understood that any part of the supply/work is not completed in time as agreed by the successful Bidder it will be carried out at the risk and cost of the successful Bidder.
14. The several parts of the contract have been read by the Successful Bidder and fully understood by the Successful Bidder.
15. This agreement has deemed to have come into force from and has validity till actual completion of supply, as per quotation condition plus defects liability/warranty period of 12 months.

16. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Kerala and only courts in Perumbavoor shall have jurisdiction to determine the same.

In witness WHEREOF the Managing Director, Rubber Park India (P) Ltd and the SUCCESSFUL BIDDER have set their hands on the day and year above written.

Signed by Managing Director, Rubber Park India (P) Ltd.	Signed by, M/s.
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In the presence of witnesses:

FORM VII
[On the letter head of firm]

PRICE BID FORM

To

The Managing Director,
Rubber Park India (P) Ltd,
2A,Kautileeyam, Valayanchirangara P O
Ernakulam – 683 556.

Sir,

I/We, the undersigned, offer to Supply the equipment's in accordance with the Quotation No. RP/ADM/01(R1)/2025 dt.20.06.2025 for **“SUPPLY & INSTALLATION OF BIOMETRIC BASED ATTENDANCE MONITORING SYSTEM AT RUBBER PARK IRAPURAM & PIRAVANTHUR.** The amount quoted is inclusive of the cost of all accessories and all the taxes are clearly spelt **excluding GST.**

S.N	Description	Qty	Cost (in Rs)	Total Cost (in Rs)
1.	Supply & Installation of Biometric Finger print & Face Recognition sensor / reader:(as per the Technical spec)	3 Set.		
2.	Supply & Laying of LAN cables	30 mtr		
3.	Supply & Installation of Software for attendance management system	1 No.		
4.	All-inclusive Comprehensive Annual Maintenance Contract charges after the warranty period -First Year (Excl. GST)			
5.	All-inclusive Comprehensive Annual Maintenance Contract charges after the warranty period -Second Year (Excl. GST)			
6.	All-inclusive Comprehensive Annual Maintenance Contract charges after the warranty period -Third Year (Excl. GST)			
Total				
In Words				

I/We have read and understood all the terms & conditions attached to this application and agree to abide by it.

Date:

Name :
Signature: