

***IMPLEMENTING A COMPUTERIZED TIME/ATTENDANCE  
ACCESS CONTROL SYSTEM***

**TENDER NO. ACS2/2005-2006**

***ICT Authority***

***JULY 2006***



## INDEX

### TABLE OF CONTENTS

<b>Contents</b>	<b>Pages</b>
(a) Form of Tender	3 - 5
(b) Instruction to Tenderers	6 - 11
(c) Specifications & Conditions of ICT Authority	12 - 23
(d) Financial Summary Sheet	24 - 26
(e) Form of Tender Bond	27 - 28
(f) Form of Agreement	29 - 30
(g) Form of Performance Bond	31 - 32

FOR CONSULTATION PURPOSES ONLY



**ICT AUTHORITY**  
**FORM OF TENDER**  
***TENDER NO. ACS2/2005-2006***

This Tender Form issued to.....must be delivered, duly completed and addressed to the Executive Director, ICT Authority, Port Louis and should be deposited in the Tender Box, ICT Authority, Port Louis latest at 14.00 hrs. on Friday 11<sup>th</sup> August 2006.

Tenders received after the specified time and date will not be considered.

The ICT Authority reserves the right to accept or reject any Tender and to annul the tendering process and reject all Tenders at any time prior to award of contract without thereby incurring any liability to Tenderers or any obligation to inform the Tenderers of the grounds for the ICT Authority's action.

.....

Persons tendering are required to fill in all the blank spaces in this Tender Form.

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To: The Executive Director, ICT Authority

Sir,

Having examined all the documents making up the Table of Contents including the financial proposal as per the Financial Summary Sheet for the setting-up, completion and maintenance of the following work:

**SUPPLY, INSTALLATION, CONFIGURATION, TRAINING, COMMISSIONING AND MAINTENANCE OF EITHER “A PROXIMITY CARD BASED TIME/ATTENDANCE ACCESS CONTROL SYSTEM” OR “A BIOMETRIC FINGERPRINT TIME/ATTENDANCE ACCESS CONTROL SYSTEM”.**

1. We agree to execute all the works therein referred to, in full conformity to your entire satisfaction for the sum of Rs ----- as detailed in the Financial Summary Sheet attached.
2. We further undertake, if our tender is accepted, to commence works within 7 days of receipt of award of contract and shall proceed to complete and deliver all the work in terms of the express conditions of the contract.
3. If our tender is accepted we will, if required, provide good and sufficient sureties or obtain the guarantee of a local bank to be jointly and severally bound with us in a sum not less than 10 per cent of the above named sum for the due performance of the Contract under the terms of a Bond to be approved by you.
4. We undertake to furnish a Performance Bond as required within 7 days from the date of acceptance of the tender and sign the contract when convened to do so.
5. We herewith attach a security in the form of a Tender Bond from a Bank established in Mauritius in the sum Mauritian Rupees Twenty Five Thousand (Rs



25,000) and we agree that this sum shall be forfeited in the event we refuse to execute the contract after your formal acceptance to our tender.

**TENDER BOND TO BE SUBMITTED IN ORIGINAL AND WILL NOT BE ACCEPTED BY FAX. A BANKER'S OFFICE CHEQUE IS ALSO ACCEPTABLE.**

6. Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding Contract between us.

CONTRACTOR .....	WITNESS.....
(SIGNATURE)	(SIGNATURE)
NAME.....	NAME.....
ADDRESS .....	ADDRESS.....
.....	.....
DATE.....	DATE.....
PHONE NO.: .....	PHONE NO.: .....

FOR CONSULTATION PURPOSES ONLY



**ICT AUTHORITY**  
**INSTRUCTIONS TO TENDERERS**  
***TENDER NO.ACS2/2005-2006***

Implementing a computerised access control system, operators in Mauritius are invited to tender for the supply, installation, configuration, training, commissioning and maintenance of either “a proximity card based time/attendance access control system” or “a biometric fingerprint time/attendance access control system”.

1. The Tender Documents shall consist of:

- (a) Form of Tender
- (b) Instruction to Tenderers
- (c) Specifications & Conditions of the ICT Authority
- (e) Financial Summary Sheet
- (f) Form of Tender Bond
- (g) Form of Agreement
- (h) Form of Performance Bond

2. The Tenderers shall check all documents for completeness against the table of contents and shall check all pages of the Tender Documents. Should the Tenderer find any page missing/in duplicate or any figures and wording indistinct, or be in doubt as to the true meaning of any part of the Tender Documents, he shall at once notify the:

EXECUTIVE DIRECTOR,  
ICT AUTHORITY  
PORT LOUIS

but not later than 10 days prior to the date set for the closing of the tenders. Any clarification or amendment will be issued formally by final addenda to all Tenderers. All discrepancies shall thereupon be rectified by the Tenderer. Addenda revising, adding to or deducting from the Tender Documents may be issued by the Executive Director, ICT Authority either on response to the request



from prospective Tenderers for explanations or for other reasons. Each addendum will be issued to all Tenderers to whom the Tender Document has been issued. Such addendum will become part of the Contract Documents and receipt thereof must be acknowledged immediately by signing and returning the acknowledgement form distributed with the addendum.

No liability will be admitted nor claim allowed in respect of errors, mistakes or discrepancies in the submission of Tender Documents to the tenders which should have been rectified in the manner described above.

3. The Tender Documents may be obtained from the Executive Director, ICT Authority.
4. All Tender Documents and correspondence shall be drawn up in English only.
5. Tenderers shall complete the Form of Tender, Form of Tender Bond, Financial Summary Sheet, tables for reference sites and staff profile and place them in an envelope addressed to the Executive Director, ICT Authority.
6. The envelope shall be sealed and the name and address of the Tenderer as well as the name of the project and Tender No. ACS2/2005-2006 marked thereon, and it shall be addressed to:

EXECUTIVE DIRECTOR  
ICT AUTHORITY,  
PORT LOUIS

and deposited in the Tender Box situated at the ICT AUTHORITY at the above mentioned address before **14.00 hours on Friday 11<sup>th</sup> August 2006.**

**N.B. TENDERS AND TENDER BOND WILL NOT BE ACCEPTED BY FAX.**

7. Tenderers are required to submit their Tender on a fixed Price basis whereby they



agree to execute all the works referred to in the Tender Documents (Pages 1 to 32) for a fixed sum which is to include for all possible increase in labour, materials, freight, transport, fuel, changes in exchange rate, taxes including VAT, etc.

8. In order to secure the due performance by Bidders of the obligations undertaken by them, a Security in the form of an original Tender Bond from a local bank in the sum of Mauritian Rupees Twenty Five Thousand (Rs. 25,000) is required to be submitted with the tender.

(i) The amount shall be forfeited to the ICT Authority in the event the Tenderer withdraws his Tender or part thereof before expiration of its validity period including any extension agreed upon with the Tenderer and/or fails to enter into contract, including the submission of a Performance Bond, within seven (7) days after an award is made to him by the Executive Director, ICT Authority. The Tender Bond shall be valid for thirty (30) days beyond the validity period of the tender which is one hundred and eighty (180) days. (i.e.: Tender bond should be valid for 210 days).

(ii) The security provided by unsuccessful Tenderers will not be repaid or discharged until the expiration of one hundred and eighty (180) days from the day on which tenders to be opened or until such earlier time as a tender shall have been accepted and a Performance Bond shall have been duly provided by the Tenderer whose tender is accepted.

(iii) The security provided by the Tenderer whose tender is accepted shall be repaid or discharged when the Performance Bond has been duly entered into and executed.

9. The Form of Tender and other Tender Documents including the Financial Summary Sheet submitted must be completed in every respect. Any conditions





attached to the Tender Documents will be liable to rejection. Any Tender which is incomplete will not be considered.

10. All recipients of these Tender Documents (whether a Tender is submitted or not) shall treat the detail of the Documents as private and confidential.
11. The ICT Authority shall not be responsible for or pay any expenses or losses which may be incurred by a Tenderer in the preparation and submission of the Tenders or in visiting the sites in connection therewith.
12. The successful Tenderer will also be required to provide a bank guarantee for the good performance of the contract (Performance Bond) equivalent to 10% of the Contract Price. **The Performance Bond should be valid for six (6) months.**
13. Tenderer's attention is particularly invited to laws and regulations concerning the Safety and Health Labour regulation, Social Insurance, Labour Taxes and Tax Deductions, Resident and Work Permits for Expatriates, Import Restrictions and Duties, Contractor's Tax and Companies Registration Requirements, etc.
14. Where successful bidder fails to start operations within the period specified in the contract, the ICT Authority shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1% of the contract sum per week or part thereof of the delay until actual start up of operations, up to a maximum deduction of 10 % of the contract sum. Once the maximum is reached, the ICT Authority may consider the termination of the contract. Notwithstanding the above, the ICTA, without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder, may terminate this contract in whole or in part:
  - where the bidder fails to start operations within the period specified in the contract or within any extension thereof granted by the ICTA; or
  - where the bidder fails to perform any other obligation(s) under the contract.



15. The Tenderer will be required so far as may be consistent with his obligations under the contract to make the maximum possible use of indigenous commodities and Mauritian technicians and labour.
16. The Tenderer shall ensure that his Tender is arithmetically correct in all respects. Should at anytime, any arithmetical error be found which when corrected would have the effect of lowering the tender price; such lower price shall be accepted as the Contract Sum. If such correction would have increased the Tender Price, the increase shall not be allowed and the rates shall be adjusted accordingly.
17. Notification of Award of Contract shall be made by the Executive Director, ICT Authority.
18. The Employer reserves the right to split, accept or reject any Tender and to annul the tendering process and reject all Tenders at any time prior to award of contract without thereby incurring any liability to any Tenderer or any obligation to inform the Tenderer of the grounds for Employer's action.
19. Until a formal agreement is prepared and executed, the Tender or Tenders together with the written acceptance of the Employer shall constitute a binding contract between the Employer and Tenderer.
20. The apparent silence of this specification and any supplemental specifications as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial/professional practices are to prevail and that only top quality services are to be provided. All interpretations of the specifications shall be made upon the basis of this statement.
21. The Tender must be signed by one person duly authorised to do so. A Tender submitted by a corporation must bear the seal of the corporation and be attested by its Secretary. A Tender submitted by joint ventures of two or more firms must



be accompanied by the Document of formation of the joint-venture duly registered by witness sworn statements Notary Public or other Official deputised by witness sworn statements in which is defined precisely the conditions under which the joint-venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the joint-venture and other information necessary to permit a full appraisal of its functioning.

**22. Terms of Payment:**

- (i) 90% of Contract Value after delivery, installation, commissioning and acceptance of project.
  
- (ii) The **remaining 10% of the contract value** shall constitute a retainer that will be disbursed after one year. However, this amount can be released against the submission of a bank guarantee valid up to the end of the first year period. The retainer shall be an advance payment bond that will only be disbursed to the contractor upon the successful execution of the agreement as per the conditions.

In case of any breach of contract by the contractors, the ICT Authority shall have the right to adjust the damages arising out of such breach of contract, etc. against the above bank guarantee.

I/We the undersigned have read the above instructions to Tenderer and acknowledge the same.

CONTRACTOR : .....  
SIGNATURE : .....  
NAME : .....  
DESIGNATION : .....  
DATE : .....



**ICT AUTHORITY**  
**SPECIFICATIONS & CONDITIONS**  
**REQUIRED BY ICT AUTHORITY**  
**TENDER NO.ACS2/2005-2006**

***Executive Summary***

The ICT Authority invites operators in Mauritius for the supply, installation, configuration, training, commissioning and maintenance of either “A Proximity card based time/attendance access control system” or “A Biometric Fringerprint time/attendance access control system”. The system will be used for record of time/attendance management and controlling access of the staff members entering and coming out of the ICT authority premises. The system will comprise of software to be loaded on to a centralised PC, which in turn will be interfaced with related hardware like proximity card reader and access cards, electromagnetic lock, door controllers among others.

**PROPOSED SYSTEM REQUIREMENT**

**a) Main Objectives:**

The objectives of the proposed card readers system are:

- To implement a convenient, contact free time/attendance access control system for the ICT Authority staff members.
- To automatically record the IN and OUT timings of the ICT Authority staff members entering and coming out of the ICT Authority premises.
- To generate attendance reports on a daily, weekly or session basis and other management information reports as required by the user.

**b) Scope of Work:**

Operators are invited to supply the required software, hardware, cabling, install, commission and maintain the entire system and provide operational services at the



premises during the warranty period for the proposed proximity card based time /attendance access control system.

The scope of the work for the selected contractor would involve:

- Supply of required hardware and software of the proximity card based time /attendance access control system as per the tender specification.
- Installation and commissioning of the proximity card based system by integrating the required hardware and software.
- To provide on site training on the operation of the proximity card based time /attendance access control system to ICT Authority system administrators and concerned operating staffs.
- Operational service of the proximity card based time /attendance access control system by deploying one skilled person during the first week of operation.
- To generate reports as per the user requirements on a daily, weekly or at the end of a session basis.
- Maintenance of the system by keeping sufficient spare parts during the warranty period to avoid emergency breakdown.
- To provide free of charge updates, add-on software patches for the proximity access card software as and when new versions of the same are developed by the vendor within next two years.
- To provide full network configuration diagrams and full technical specifications of each component for the proposed system.

The ICT Authority has five main doors spread on three floors as follows: level 10 - two aluminum doors, level 11 - one aluminum door, and level 12 - two doors (one made of aluminum and the other is wooden). These doors are used for entry as well as exit. Therefore, proximity card based access reader has to be installed at all the 5 (five) entrances. Each door, at both side of it, shall have two card readers (one for use during entry and the other for exit) consisting of a console and LED Status indicators for indication of “Wait” & “Go”. All the doors shall be fitted with suitable door controllers and magnetic locks for access control. All the proximity card readers at each door should



be connected to a centralized computer which will be located in the server room on level 11.

### c) **Hardware**

#### 1. Proximity Card Readers.

Each Card Reader terminal should contain a built-in proximity badge reader with its own backup battery. Date, time and employee name verification, and public/private messages can be displayed on the LCD screen of this proximity reader.

Employees simply wave their badges in front of the terminal to punch IN or OUT, even when the badge is in the employee's wallet or purse. With the proximity reader, no direct contact is required and there are no moving parts making the terminal virtually maintenance free.

Desirable features among others:

- Swipe & Go or IN/OUT modes.
- Name verification displays the card holder's name.
- Programmable function keys that can be set for:
  - Department transfers
  - Job changes
  - Opening doors (with lockout module, relay and electronic door lock)
  - Viewing previous punch
  - Entering tips
- Public and private messages.
- Optional lockout feature for preventing early punch-in and late punch-out.

The networked access card readers should communicate through Cat 6 cable with the centralized computer in the server room.

#### 2. Access cards

75 (seventy-five) proximity access cards should be provided. Each card should be easily programmable from the standard software to provide the proper access to the respected



employees. Each card should also bear the digital photo of the card bearer, including his/her name and job designation.

3. Electromagnetic Lock:

- Operating voltage : 12/24 volts DC
- Holding force : 700lbs
- power converter : 220V AC to 12/24V DC

4. Door Controller:

- Operating voltage : 12/24 volts DC
- Should support RS 232 port Communication
- Indication for status of door controller like Open & Close

5. Centralised Computer

Specifications	Requested	Proposed
Computer brand and model	State	
<b>1. CPU</b>		
Compatibility (IBM, Apple, etc)	IBM	
Country of manufacture	State Country	
Country of assembly	State Country	
Microprocessor	Intel PentiumIV with HT technology 3.0 GHZ or better/equivalent	
CPU upgrade	State upgradeability	
System Bus Speed	800 Mhz FSB	
Standard bus architecture	PCI	
PCI slots	3	
AGP slot	1	



Cache (L2)	1 MB or better	
<b>2. RAM</b>		
RAM capacity	512 MB	
Type of RAM	DDR	
RAM extensibility	Min 1.0 GB	
<b>3. Keyboard</b>		
Configuration	US Qwerty	
<b>4. Mouse</b>		
Compatibility	Microsoft	
Type (Ball, optical)	Ball (Scroll, driver and pad)	
Other feature	Wheel	
<b>5. Communication</b>		
Network Interface card with UTP socket	10/100/1000 Base T (RJ 45)	
Minimum No of Ports		
Parallel	1	
Serial	2	
USB	6	
Mouse PS/2	1	
Keyboard PS/2	1	
<b>6. Mass Storage Drives</b>		
Floppy Drive	3 ½ internal 1.44 MB	
No of internal drives	1	
Formatted capacity of Hard Disk	Min 80 GB/ 7200 RPM	
Hard disk controller	IDE / SATA	
DVD Combo Drive	CD RW/DVD ROM	
<b>7. Cabinet</b>	Flat Bed /Rack Mounted	
<b>8. Standard Software</b>		





Operating System	<i>To be proposed by the supplier</i>	
<b>9. Miscellaneous</b>		
ISO 9000 Compliance	<i>Copy of certificate of authenticity to be attached</i>	
Documents	Supporting documents to show all features to be proposed	
Warranty	3 Years	
<b>10. Complete Installation &amp; Commissioning</b>	Yes	

#### d) Software

The proximity card reader software should be bundled with its database system. It should have a user-friendly front-end menu for easy operation of the system to carry out functions like enrollment, attendance management, audit trail, online help, report generation as per user requirements, backup and restore and capable of interfacing with a future payroll system.

Desirable features among others:

- Manage time IN and OUT and attendance of all the ICT authority staff.
- The system should also maintain a full audit trails, allowing accountability and recreation of activities for administrative purposes.
- The application software integrated with card reader and time attendance system should have a user friendly GUI (Graphical User Interface) for easy operation of the system and report generation on time/attendance on a daily, weekly or session basis as per the requirement of the user.



- Should generate signals for indication of identification process in the GUI as well as card reader console.
- Ways for setting User rights & restricting the access.
- Should support offline & online enrollment.
- Identified employee should get stored in database.
- Should be able to generate customized reports as per user's requirement.
- Communication with using TCP/IP.
- Software should have emergency overriding facility.
- Software should be scalable in terms of number of users and add on advanced features.
- The software should be provided in CD media along with the user's manual.

**e) Cabling & PVC Pipes**

- Cat 6 Cables for networked card readers.
- Power Supply Cables: Card readers, Electromagnetic locks and door controllers of required length.
- PVC pipes for laying cables of required length.

**Note:**

All the wires (Signal & Power cables) have to be laid inside suitable PVC pipes of required length, above the false ceiling. The wires have to be laid from the proximity card readers at each main door (total 5 main doors) to the data room where computer will be kept for the operation of the system. All the data cables from the three floors (10, 11 and 12) should converge to the server room located on the 11<sup>th</sup> floor. The operators are required to calculate the cable & PVC pipe requirement based on a measurement survey at the authority and quote accordingly.



### **Alternative proposal for the above system**

Suppliers are also invited to quote for a biometric fingerprint recognition based Time attendance recorder and Access controller as an alternative for the Proximity card based time/attendance access control system.

**N.B: Suppliers quoting for this option should mandatorily explain compliance of this solution with the Data Protection Act of 2004**

The biometric device should be ready to use, easy to install and should interface central server, as described on *page 15, section 5*. The biometric recognition software should be bundled with its database system as described on *page 17, section d*. It should also be able to register, store, match fingerprints and send transaction log records to the central server. In case server is not available it should backup logs in its memory.

#### **Desirable Features:**

- Security with advanced fingerprint minutiae matching
- High-performance, maintenance-free optical fingerprint scanner.
- Supports greasy, oily, wet, smeared and even stained fingers.
- Fast and Perfect Identification through excellent Algorithm.
- Eliminates proxy punching.
- TCP/IP Ethernet networking
- It should interface with secondary devices such as door exit switch, door sensor, EM Lock, Electric strike
- No special treatments or maintenance required
- Scratch-proof, unbreakable glass platen made of material as hard as quartz
- Resistant to shock, ESD, and extreme weather
- Large imaging area (0.5 inch x 0.6 inch)
- High resolution (500 dpi)



- Large image size (78,000 pixels)
- Long life

The software should be compatible with Windows95/98/NT4.0/2000/ME/XP and has to be installed on a server or desktop computer for remotely managing Time Scan terminals and logs.

The optical sensor should be virtually indestructible, made of a very hard quartz-like material that resists scratches, stress and corrosion.

It should resist the following exposure:

- Tropical climates
- Electrostatic discharge (ESD)
- Impact, vibration, and shock
- Scratches to sensor prism even from sharp objects
- Contaminants and corrosives such as sweat, dirt, oil and cleaning agents

It should not use any coatings or thin films, which are required by many semiconductor-based sensors and competitive optical sensors in the market in order to protect the delicate sensor components or to improve contact with the skin. Such coatings may be vulnerable to scratches and corrosion that can degrade the performance of the sensor over time and cause unexpected replacement or repair costs in the long run.

If there is any defect or fault in the performance of the sensor product, it should be replaced for free within one year of purchase.



### ***Project Implementation schedule***

The contractor will be expected to quote for the necessary supply, installation, configuration, training, commissioning and maintenance based on this document.

However, on award of contract, the contractor will have to undertake a detailed study of the operations of the customer and deliver a Functional Specifications Report.

On approval of this Functional Specifications Report, the contractor will be able to proceed with any development/installation of the application hardware and software.

A detailed project plan based on the activities is listed below. The critical path should be clearly outlined and any tasks which could potentially delay implementation, highlighted. The time taken for the different activities should be indicated within a total timeframe of 2 (two) weeks.

<b>Activity</b>		
Functional Specification Study		
Delivery of Hardware and Software		
Implementation & Configuration of system Hardware, Software & Cabling		
Hardware & Software Testing		
System Admin & user training		
Implementation/Acceptance		

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### *Payment terms*

Contractors will be required to follow the following requirements as far as project schedule is concerned:

<b>Activity</b>	<b>Payment Associated (% of total project value)</b>
Award of Contract	
Functional Specification Study	If the report is approved, 20% of payment in exchange of a bank guarantee valid until delivery of hardware & system software. If the report is not satisfactory, one month for amendments will be allowed and still, if the report is not satisfactory, the contract will be cancelled and no payment will be made.
Delivery, Installation & Commissioning of Hardware & System Software	40
Testing and admin & user Training	20
Acceptance	10
Warranty	10

### *Support Service*

1-year warranty for all software, hardware and cabling products with a minimum of 1 week onsite skilled technical manpower support after the installation of the system.

- The call back time of the contractor for any problem that has been reported should not be more than 2 hours.
- Contractors should ensure that the maximum down time should not exceed 24 hours from the time the fault has been reported.
- The contractor should provide backup equipment in case repairs will be longer than 24 hours.
- The contractor will also be responsible for transferring system & associated software as well as necessary hard disks to the backup machine.
- The contractor should note that in case it does not perform, a 5% penalty on the annual maintenance charges may be levied by ICT Authority.





**ICT AUTHORITY**  
**FINANCIAL SUMMARY SHEET**  
**TENDER NO.ACS2/2005-2006**

*Contractors will submit their financial proposals on the Financial Summary Sheet below:*

The financial proposal should reflect all the costs involved for the solution quoted in the technical proposal.

The commissioning of the equipment will be done on basis of information provided in technical proposal.

Prices quoted in the Financial Summary sheet will be binding and should be supported by detailed calculations.

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## FINANCIAL SUMMARY SHEET

*Prices should be fixed (not subject to fluctuations in prices of materials, labour, freight, travelling, fuel, exchange rates and transport) & inclusive of all applicable duties and taxes along with installation and configurations charges*

<b>Proximity Card Based Time/Access Control System</b>	<b>Quantity</b>	<b>Proposed (Rs.)</b>
Centralized Computer	...1..	.....
Card Reader application software	...1..	.....
Time attendance application software	...1..	.....
Proximity card readers	...10..	.....
Proximity Access cards	...75..	.....
Electromagnetic Lock	...5..	.....
Door Controller	...5..	.....
Cabling and PVC pipes (in metres)	.....	.....
Installation and commissioning		.....
Training		.....
Total price (Rs.)		.....

<b>Biometric Fingerprint Time/Access Control System</b>	<b>Quantity</b>	<b>Proposed (Rs.)</b>
Centralized Computer	...1..	.....
Biometric Fingerprint recognition application software	...1..	.....
Time attendance application software	...1..	.....
Biometric Fingerprint recognition device	...10..	.....
Electromagnetic Lock	...5..	.....
Door Controller	...5..	.....
Cabling and PVC pipes (in metres)	.....	.....
Installation and commissioning		.....
Training		.....
Total price (Rs.)		.....



Maintenance charges (labour & parts) for all hardware and software (9h00 to 17h00, Monday to Friday). Contractors will amend their usual Warranty/Maintenance Contract, if necessary, to satisfy the above conditions and specify the costs of maintenance for the first 5 years (inclusive of warranty).

<b>Proximity Card Based Time/Access Control System</b>	Rs. /annum Warranty
1st year	-----
2nd year	-----
3rd year	-----
4th year	-----
5th year	-----
Total price (Rs.)	-----

<b>Biometric Fingerprint Time/Access Control System</b>	Rs. /annum Warranty
1st year	-----
2nd year	-----
3rd year	-----
4th year	-----
5th year	-----
Total price (Rs.)	-----

Signature .....

Full name of signatory .....

Designation .....

Phone number .....

Fax number .....

Address: .....

Date: .....

Company's official seal

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**ICT AUTHORITY**  
**TENDER BOND**  
**TENDER NO.ACS2/2005-2006**

**KNOW ALL MEN** by these present that we, .....  
.....whose registered office is at  
.....(*hereinafter called "The Surety"*) are  
held and firmly bound unto the ..... (*hereinafter called 'The Employer'*)  
in the sum of Rupees .....  
.....  
(2% of tender value) for the payment of which sum we bind ourselves, our successors and  
assigns jointly and severally by the presents.

**WHEREAS**.....  
whose registered office is at.....  
.....  
(*hereinafter called 'The Tenderer'*) has, by a Tender (*hereinafter called the 'Said  
Tender'*) made to the Employer offered to enter into a contract, viz:-

**CONTRACT** for the supply of.....  
.....as therein mentioned and has undertaken to enter into a **Performance Bond** for  
the due performance of the Contract should the said Tender be accepted by the Employer.

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NOW THE CONDITION of this Bond is such that if the Tenderer shall maintain the said Tender and shall enter into a Contract, including the submission of a Performance Bond for the due performance of the Contract within 15 days of the date of notification of acceptance of the said Tender by the Employer, then this obligation shall be null and void but otherwise shall be and remain in full force and effect for a period of seven (7) months from the date set for opening the said Tender.

Dated at ..... this ..... day of ..... 2006.

Signature : .....

Name : .....

Status : .....

Witness : .....

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**ICT AUTHORITY**  
**FORM OF AGREEMENT**  
**TENDER NO.ACS2/2005-2006**

AGREEMENT BETWEEN the Executive Director, ICT Authority (hereinafter called the Employer) of the one part and.....  
..... (hereinafter called the Contractor) of the other part.

WHEREAS the Employer is desirous that certain works should be executed, viz:..... the whole of the works as morefully described in the Contract Documents.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to:

The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:

- (a) Letter of Award/acceptance
- (b) Instructions to Tenderers.
- (c) Form of Tender
- (d) Specifications forms
- (e) Financial Summary sheet
- (f) Form of Performance Bond.

In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned the Contractor hereby covenants with the Employer to construct, complete and maintain the works in conformity in all respects with the provision of the contract.



The Employer hereby covenants to pay the Contractor, in consideration of the construction, completion and maintenance of the works for the sum of Rupees .....  
.....(Rs.....) at the times and in the manner described in the contract.

Drawn up in duplicate and good faith on .....  
..... IN WITNESS hereof the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

The common seal of .....  
Limited was hereunto affixed in the presence of:.....

Or,

***Signed, Sealed and Delivered by the said:***

.....  
in the presence of:.....

Name :.....

Address :.....

Description :.....

***Signed by the said (Employer):***

.....  
Name :.....

Address :.....

Description :.....



**ICT AUTHORITY**  
**PERFORMANCE BOND**  
**TENDER NO.ACS2/2005-2006**

BY THIS BOND we, whose principal place of business (registered office) .....  
is at ..... (hereinafter called "**the Contractor**")  
and ..... whose principal  
place of business (registered office) is at .....  
(hereinafter called "**the Sureties**") are held and firmly bound unto the ICT Authority  
(hereinafter) called "**the Employer**") in the sum of (**10% of Value of Contract**)  
..... payment of which sum the Contractor and the  
Sureties bind themselves and their assigns jointly and severally by these presents.

Sealed with our respective seals and dated this ..... day of .....2006

WHEREAS the Contractor by an Agreement made between the Employer of the one part  
and the Contractor of the other part has entered into a Contract viz  
.....  
(hereinafter called "**the Contract**") for the supply, implementation and maintenance of the  
works as therein mentioned in conformity with the provisions of the Said Contract.

NOW THE CONDITION OF THE ABOVE WRITTEN Bond is such that if the Contractor  
shall duly perform and observe all the terms, provisions, conditions and stipulations of the  
Contract on the Contractor's part to be performed and observed according to the true  
purport, intent and meaning thereof or if on default by the Contractor the Sureties shall  
satisfy and discharge the damages sustained by the Employer thereby up to the amount of  
the above written Bond then this obligation shall be null and void but otherwise shall be and  
remain in full force and effect but no alteration in terms of the Contract or in the extent or



nature of the thereunder or in respect of the obligations to correct defects thereunder and no allowance of time by the Employer or the Project Officer under the Contract nor any forbearance or forgiveness in or in respect of any matter of thing concerning the Contract on the part of the Employer or the said Project Officer shall in any way release the Sureties from liability under the above written Bond.

Provided Always that the above obligations of the Sureties to satisfy and discharge the damages sustained by the Employer shall arise only if a claim by the Employer is accompanied by either:

- (a) a written notice from the Employer and the Contractor that the Employer and the Contractor have mutually agreed that the amount of damages concerned is payable to the Employer, or
- (b) a legally certified copy of a judgement of a court having jurisdiction or of an award issued in arbitration proceedings carried out in conformity with the terms of the said Contract under which damages are payable by the Contractor to the Employer, together with a statement by the Employer showing the amount of the damages which remain unsatisfied at the date of ..... and the claim is made within one month after the issue of the final certificate of payment under the Contract unless prior to the expiry of such period either party shall have commenced proceedings arising out of the Contract in which event any such claim shall be made not later than three months after such proceedings have been finally concluded.

THE COMMON SEAL OF )  
was hereunto affixed )  
in the presence of )

THE COMMON SEAL OF )  
was hereunto affixed )  
in the presence of )

