महालेखाकार (लेखापरीक्षा I) का कार्यालय
केरल, तिरुवनंतपुरम - 695 001

SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT I)
KERALA, THIRUVANANTHAPURAM-695 001

AG (Audit I)/GL/AC/2025-26

Date: 16.02.2026

M/s

SHORT NOTICE INVITING QUOTATIONS

Office of the Accountant General (Audit I), Kerala, Thiruvananthapuram – 695001 invites sealed quotations in two bid system (a) Technical Bid and (b) Financial bid, from authorized and registered agencies for the work mentioned below. The Quotations, addressed to **Deputy Accountant General (Admn), Office of the Accountant General (Audit I), Kerala, Thiruvananthapuram – 695001** should reach this office on or before **01.03.2026 5.00 pm.** Details of tender shall also be available on this office website **https://cag.gov.in/ag1/kerala/en**

Name of work: - Supply, installation, commissioning, and training of the **Time Attendance and Face recognition Access control system** to have a record of staff and visitors who enter and exit the office in the office of the Accountant general (Audit I) Kerala Thiruvananthapuram – 695001.

Time schedule for execution of work: - The SUPPLY/INSTALLATION shall be executed and completed as per the requirements specified in the tender document **within 20 days** from the date of award of the supply order. The period of completion shall not be extended except for the reasons beyond the control of the successful bidder. The decision of the competent authority of this office in this regard shall be final and binding.

Bid Security (EMD): A Demand Draft, amounting to Rs.25,000/- drawn in favour of **Pay and Accounts Officer, O/o AG (A&E), Kerala,** from any commercial bank must be deposited by bidders along with their duly filled up bidding documents as EMD. Bidders who are registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy and startup companies are exempted from furnishing EMD. The Demand Draft produced should be valid for a period of forty-five days beyond the last date of submission of Bid/Tender/Quotation.

Process of Tender Submission:- The tender documents should be submitted in one sealed envelope duly super scribed with "Supply and Installation of Access Control System". This sealed envelope should contain two sealed envelopes marked 'Á'& 'B' as under:

Envelope 'A' Technical bid containing:

a) Name and address of the firm.
b) PAN, GST Registration Certificates.
c) Type of organization and year of incorporation.

d) Correspondence address with contact person name, telephone number, mobile number, email etc.
e) Financial statement of the company for the last three years (ending 31.03.2026).
f) Product Datasheets & Brochures: Technical specifications of all components (lane barriers, door controllers, face recognition display panel, readers, software and its license period etc).
g) Compliance statement confirming that proposed products meet tender specifications.
h) Quality certifications.
i) In the case of bidder who is not a manufacturer, OEM Authorisation certificate issued by the manufacturer.
j) Proposed methodology, installation schedule
k) Warranty & Support Commitment: Documents confirming OEM warranty, bidder warranty, CAMC, AMC
l) Details of similar work executed by the company during the last three years

The envelope must be super scribed **"Supply and installation of Access Control System: Technical Bid"**. *Ensure that price information is not included in the technical bid to avoid disqualification.*

Envelope 'B' Financial Bid containing:

Quantity of each and every item to be installed as well as the make of materials to be used in the execution of the supply order. The Financial Bid should clearly depict the total price of the bid as well as the sub totals for the work. The final price shall be quoted after deducting the buy-back cost of the existing access control system.

Quoting of Rate :

1. Rates quoted should be inclusive of taxes, transportation, loading/unloading charges, fitting, risk factors etc. The rates should specifically mention cost for each, cabling of networking and electrical works.
2. Only branded items with long durability shall be considered for purchase & installation.
3. The quotes shall be supported with clear specifications on each item.
4. The rates quoted by the bidder shall remain firm without the price variation. The bidders shall not claim for any price variation / escalation after the bid is submitted.
5. Rate should be quoted for each item.

Bid validity: The rate quoted should be valid for a period of 180 days from the date of opening of bid.

Scope of work:

The scope of work includes **Supply, Installation, Commissioning and Training of Time Attendance and Face recognition Access control, Visitor management system** including integration with existing LAN and associated electrical and networking works. It includes

(i) Installation of two numbers of single lane flap barriers and one number of multi-lane flap barriers with passage width of 550mm to 600 mm

(ii) Installation of single lane swing barrier / P-type turnstile barrier for wheelchair access with passage width of 900mm to 1200mm
(iii) Support face recognition (2MP RGB/Infrared camera), smart card and pin/fingerprint-based door control terminals for access control and time attendance.
(iv) Time attendance module with time attendance display and
(v) Visitor management module.
(vi) Supply of associated peripherals, software, Licenses (minimum License for 1500 users) etc.
(vii) Supply of one desktop computer.

The bidder should be well versed with all the activities and should have specialized team of workers for the same.

The supply may be made on buy-back method after buy-back of the existing flap barriers, readers and accessories.

Other Terms & Conditions:

1. The bid submitted, without the prescribed EMD and/or the bid submitted without the terms and conditions duly accepted, shall be summarily rejected.

2. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions of this bidding document. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, or imposes any additional conditions, the aforesaid EMD shall be forfeited.

3. In the case of bidders whose quotations are not considered for selection, the Bid Security (EMD) **shall be returned on finalization of the tendering process**. No interest will be paid on the EMD submitted.

4. The EMD of the successful bidder shall be released after the date of submission of the performance guarantee.

5. **The bidders should physically inspect the work premises during office hours on any working day to assess the site for installation. A certificate on site visit as per Annexure A, duly completed and signed by the competent authority of this office, to be attached along with the technical bid.**

6. The rate quoted by the bidder should be inclusive of all the taxes applicable, transit, loading/unloading charges, insurance and freight and any other statutory levies. No extra payment shall be made for transportation, cost of labourers, insurance etc., as the rate quoted shall be all inclusive.

7. This office reserves the right to accept or reject any or all bids in part or in total without assigning any reason whatsoever.

8. The contractor to whom the work is awarded shall co-ordinate with the Officer in charge of this office and carry out the execution of work with minimum disturbance to the staff and functioning of the offices and preferably carry out such work after office hours or on holidays. Shifting of electrical / network connections from the current location to the new

location in working condition is the sole responsibility of the contractor. No sub letting of contact is permitted.

9. The goods supplied under this contract shall conform to the authoritative standard appropriate to the goods and meet the minimum specifications mentioned in the scope of work.

10. The Supplier warrants that the goods supplied under this contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defects arising from design, materials or workmanship (except when the design and/or material is required by the Purchaser's Specifications) or from any act or omission of the supplier.

11. No variation or modification of the terms of the contract shall be made except by written amendment signed by the parties.

12. Suppliers shall be entirely responsible for payment of all taxes, duties, license fees, road permits, etc. as well as any costs associated with the supply and installation of Access control system.

Execution of work:

Time is the essence of the contract. Contract should be completed in all respects by the tenderer within 20 days from the date of issue of work order.

The successful bidder to whom the work is awarded shall have to execute the work as per the work order and the terms & conditions of this tender document.

The office shall not be responsible for the breakage/damage of any goods during the transit. In that case, it is the responsibility of the firm/contractor to whom the work has been awarded to replace the damaged item.

Quality assurance:

The successful bidder should ensure the quality of material as per the requirement / discretion of the office.

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be accompanied along with the bid in respect of the offered product or service.

Preference to Make in India products: Preference shall be given to Class 1 & 2 local supplier as defined in Public Procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class1 & 2 local supplier is

50% for Class I and 20% for Class 2. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM/BIDDER regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted.

Availability of Service Centers: OEM/BIDDER must have a Functional Service Centre at Thiruvananthapuram

Guarantee/Warranty Period

Guarantee/Warranty should be provided for a minimum period of 12 months from the date of completion of all works/commissioning of the system for any material defect and against poor workmanship, poor performance of the supplied item. In case of deficiencies found during the warranty period, the same shall be replaced/rectified free of cost by the successful bidder at his own risk and cost.

After Sales Service & Support:

The successful bidder shall be responsible for providing Services & Support for the newly installed items for a period of at least 10 years, after the warranty period, under AMC/CAMC plans as agreed by both parties on separate terms & conditions. **The AMC/CAMC cost/rate % shall be specified along with the financial bid documents.**

Completion Certificate

Final bill shall be passed for payment only after a completion certificate is issued by the competent authority of this office, assigned for the work.

Performance / Security Deposit:

The successful bidder shall furnish Performance Security in the form of an Account payee Demand Draft or Bank Guarantee from a Commercial bank, which shall be equal to 5% of the total contract value. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The same shall be released by the office only after the expiry of such period.

The Bank Guarantee can be forfeited by an order of the Competent Authority of this Office in the event of any breach or negligence or non-observance of any terms/condition of the tender document / contract.

In case, the successful bidder is called upon to deposit the Performance Guarantee and if the successful bidder fails to furnish the same within the prescribed period, such failure shall constitute a breach of the conditions and the office shall be entitled to forfeit the EMD without prejudice to any other right or damage that the successful bidder may incur in the matter.

Liquidated damages

For delay in completion of work, the liquidated damage @ 1% of the value of work order per week or part thereof subject to the maximum of 10% of the value of work order shall be deducted.

Safety Regulations

The successful bidder shall adhere to safe construction practice and guard against hazardous and unsafe working conditions and shall comply with safety rules. The office shall not

be held responsible for any accidents that occur due to unsafe practice of the persons employed by the successful bidder to carry out the work.

PAYMENT TERMS & OTHER CONDITIONS

No advance payment shall be made to the successful bidder. The payment will be made on successful completion of installation process. However, 80% of the value of work order may be made on supply of the items in good condition on production of invoice for the supply made. The balance 20% will be made on completion of work and obtaining a duly certified bill from the competent authority.

Any damage to the office building, property, etc. during the execution of work shall be compensated by the successful bidder, from the bills thus submitted.

TDS at applicable rate shall be deducted while making payment to the successful bidder, if applicable.

BREACH OF CONTRACT:

In case of breach of any of terms and conditions of the contract, this office shall have the right to cancel the contract without assigning any reason thereof and nothing will be payable by the Office of the Accountant General (Audit I), Kerala, Thiruvananthapuram in that event and the security deposit in the form of performance Bank Guarantee shall be forfeited and encashed and further the office of the Accountant General (Audit I), Kerala, Thiruvananthapuram shall be at liberty to place the work order to next lower bidder / alternate bidder, as may be deemed fit.

Senior Audit Officer/General

Annexure A

CERTIFICATE OF PRE-BID SITE VISIT BY THE BIDDER

With respect to the bid dated 16.02.2026 for the Supply, installation and commissioning of **Time Attendance and Face recognition Access control system**, it is certified that Shri/Smt..... (Name), ... (Designation), the authorized personnel of M/s..... has visited the site of installation at the office of the Accountant General (Audit I) Kerala, Thiruvananthapuram on ..... . This certificate is issued for the purpose of uploading in the GeM portal for participating in the bid.

Senior Audit Officer/GL
O/o the Accountant General (Audit I)
Kerala, Thiruvananthapuram