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**Dated: 24-09-2025**

**Last Date for Apply: 02-10-2025**

## **TENDER NOTICES**

**Quotations are invited from reputed Software Developing firms for the supply, installation and maintenance of a "Face Recognition Biometric Attendance System" for Schools/ Colleges. The quotations must be reached on E-mail: [desgpcoffice@gmail.com](mailto:desgpcoffice@gmail.com) before 02.10.2025 for conditions and detail information see website [www.desgpc.org](http://www.desgpc.org). Secretary Education, SGPC. 75270-07300. (CL25054480)**

### **NOTE:**

Vendors must submit an **Earnest Money Deposit (EMD)** of ₹ 10,000/- in the form of Demand Draft / Bank Guarantee in favor of "Directorate of Education, SGPC" payable at Patiala till 02-10-2025 at Office, Directorate of Education, SGPC, Panth Ratan Jathedar Gurcharan Singh Tohra, Institute of Advanced Studies in Sikhism, Bahadurgarh, Patiala (147021) through registered post/speed post.

## **Draft – Terms & Conditions for Tender:**

### **Software Development for Face Recognition Biometric Attendance System**

#### **1. Scope of Work**

- The selected vendor shall design, develop, test, implement, and maintain the required software as per the specifications provided by the office of the Directorate of Education, SGPC.
- The vendor shall also ensure compatibility of the software with existing systems and provide integration support where required.

#### **2. Eligibility**

- The vendor must be a registered firm/company with a proven track record in software development.
- The vendor should have prior experience in executing similar projects in educational/government institutions.

#### **3. Earnest Money Deposit (EMD)**

- Vendors must submit an **Earnest Money Deposit (EMD)** of ₹ 10,000/- in the form of Demand Draft / Bank Guarantee in favor of “Directorate of Education, SGPC”.
- The EMD will be forfeited if the selected vendor fails to execute the agreement within the stipulated time.
- EMD of unsuccessful vendors shall be refunded after the award of the tender.

#### **4. Performance Security**

- The successful vendor shall furnish a Performance Security equivalent to **10% of the contract value** in the form of Bank Guarantee / FDR, valid until completion of the project and AMC period.

#### **5. Time-Bound Implementation**

- The project must be completed within **one month** from the date of award of contract.
- A delay penalty of **0.5% of the total project cost per week** (maximum 10%) shall be imposed for late delivery.

#### **6. Installation & Commissioning**

- The vendor shall be responsible for installation, configuration, and commissioning of the software and any associated hardware/machines at the Directorate of Education office and other designated locations.
- The vendor must ensure that the system runs smoothly and provide training to staff.

#### **7. Annual Maintenance Contract (AMC)**

- Post-implementation, the vendor must provide AMC support for a minimum of 3 years.
- AMC shall cover bug-fixing, updates, upgrades, troubleshooting, and technical support.
- The AMC cost should be quoted separately in the financial bid.

#### **8. Software & Machine Responsibility**

- The vendor shall be fully responsible for:
  - Correct functioning of the software.
  - Maintenance of machines/hardware supplied under this contract.
  - Replacement of defective parts during the warranty and AMC period.
- Any damage due to faulty software/hardware shall be the liability of the vendor.

#### **9. Ownership & Intellectual Property Rights**

- The developed software, source code, documentation, and all related deliverables shall be the **exclusive property of the Directorate of Education, SGPC**.
- The vendor shall not use or replicate the software for any third party without prior written consent.

#### **10. Payment Terms**

- Payments will be released in stages:
  - 30% on signing of agreement and submission of Performance Security.
  - 40% on successful installation and commissioning.
  - 30% after completion of 3 months of satisfactory operation.
- AMC payment will be made annually at the beginning of each year.

#### **11. Termination of Contract**

- The contract may be terminated by the Directorate of Education, SGPC, in case of nonperformance, breach of terms, or unsatisfactory progress.
- In such case, Performance Security shall be forfeited.

#### **12. Jurisdiction**

- Any dispute arising out of this contract shall be subject to the jurisdiction of the competent courts at Sri Amritsar Sahib