HIGH COURT OF TRIPURA
AGARTALA

NIT NO.: F. 6(2)-HC/2026/Vol-VI/25781-89

NOTICE INVITING TENDER (NIT) FOR SUPPLY, COMMISSIONING, INSTALLATION, TESTING & MAINTENANCE OF BIO-METRIC ATTENDANCE SYSTEM FOR THE HIGH COURT OF TRIPURA

The High Court of Tripura invites sealed tenders in two bid system (Technical & Financial) from the authorized Distributors/Dealers/Suppliers for "**Supply, Commissioning, Installation, Testing & Maintenance of Bio-Metric Attendance System for The High Court of Tripura**". Interested bidders may submit tenders **on or before 05/12/2026 up to 04.00 P.M.** in the O/o. the High Court of Tripura.

16.11.26

Date: 16th November, 2026

Deputy Registrar (Admn.)
High Court of Tripura.

1. **The dates for the schedule of key events of this tender are given as under:**

DOCUMENT CONTROL SHEET

Sl. No	Events	Date and Time
1	Tender No.	**F. 6(2)-HC/2026/Vol-VI/** 25781-89
2	Tender Publishing Date	**16-11-2026**
3	Tender Fees	**₹ 500/-**
4	Bid Security/ Earnest Money Deposit	**₹ 5,000/-**
5	Bid Validity	**90 days from the Bid Due Date**
6	Last Date & Time for submission of Bid	**05-12-2026 at 04:00 PM**
7	Last Date & Time for submission of Bid Security/EMD	**05-12-2026 at 04:00 PM**
8	Date & Time of opening of Technical Bids	**07-12-2026 at 12:00 PM**
9	Date & Time of opening of Financial Bids	**10-12-2026 at 12:00 PM**
10	Venue of opening of the Technical & Financial Bid	Chamber of the Joint Registrar (DDO), Ground Floor, High Court of Tripura.
11	Delivery & Testing Schedule	45 working days from the date of issuance of Purchase Order.

2. **Scope of work:**

Supply, Installation & Testing of Bio-Metric Attendance System as per enlisted specifications and quantity at **Annexure-VI** for The High Court of Tripura.

3. **Tender Fees:** The interested eligible bidder has to submit the **tender fees of ₹500/-** (Rupees Five Hundred) only in the form of a Demand Draft drawn on a Nationalized Bank favour of the **Registrar (Admn., P & M)**, High Court of Tripura payable at Agartala at the time of submission of bids. The tender fees will be non-refundable. The date of the Demand Draft submitted for the same should not be earlier than the date of issue of this NIT.

4. **Bid Security/Earnest Money Deposit:**

4.1 The bidder has to submit an interest free Bid Security/ Earnest Money Deposit (EMD) of ₹5,000/- (Five Thousand Only) in the form of a Demand Draft drawn on a Nationalized Bank in favour of the ***Registrar (Admn. P & M), High Court of Tripura*** payable at Agartala at the time of submission of bids. The date of the Demand Draft submitted for the same should not be earlier than the date of issue of this NIT.

4.2 The Bid Security Cost shall remain valid for a period of ninety (90) days from the date of opening of the Technical Bids.

4.3 The EMD may be forfeited due to following reasons:

a) If the Bidder withdraws bid during the period of bid validity.

b) If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity,

(i) Fails or refuses to execute the Contract Form, if required;

(ii) Fails or refuses to furnish the Performance Security, in accordance with the terms of this NIT;

4.4 The EMD of the unsuccessful bidders shall be refunded back as promptly as possible, but not later than thirty (30) days after the expiry of the period of bid validity.

4.5 The Bid Security/EMD of the successful bidder shall be returned only after the submission of their acceptance against the issued award of contract within the stipulated time period and furnishing of the performance security.

5. **Exemption to deposit Tender Fee & EMD for MSME registered Firms**

As per Rule 170 of General Financial Rules, 2017, "Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)" are exempted from submission of EMD (Bid security). Bidders claiming exemption of EMD under this rule(170 of GFR) are however required to submit a duly signed Bid Security Declaration as per the prescribed format at Annexure- III accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded with the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 3 years from being eligible to submit Bids for tenders with the High Court of Tripura.

In addition to the above, as per MSME Policy Circular dtd. 23rd March 2012, MSEs registered

under UAM scheme will not be required to submit tender fee. Bidders are required to submit valid UAM certificate and their claim for free tender cost will be considered for the service/category for which they are registered as per UAM certificate. Decision of Bid Evaluation Committee will be final in the matter.

6. **Period of validity of Bid:**

The offer submitted by the bidder shall be valid for a period of **90 days from the date of opening of the Technical Bid**. A bid, valid for a shorter period, may be rejected as non-responsive. In exceptional circumstances, High Court of Tripura may solicit the bidder's consent for an extension of the validity period.

7. **Bid Price:**

The Bidders would have to quote the prices in Indian Rupees only for the total scope of work including supply, testing and installation of the Bio-Metric Attendance Devices. Prices quoted must be firm and final and shall remain constant throughout the period of the contract and shall not be subject to any upward modifications, whatsoever. The Bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices. Discount of any type, indicated separately, will not be taken into account for evaluation purpose. The Price quoted should be inclusive of GST and all other applicable Taxes/Duties and valid for a period of 9**0 days** from the date of opening of the Technical Bid. The rate quoted by the successful bidder shall remain valid for a period of one year from the date of signing agreement with the High Court of Tripura.

8. **Superscripting NIT Proposal Envelop:**

The Bidders shall submit their Bids in three separate sealed envelopes in the following format:

a) **COVER A** containing TENDER FEES & EMD should be sealed in a separate envelope superscripting "**Tender Fees & EMD**". In case, a bidder claims exemption to deposit EMD as per clause 5 of this NIT, then **COVER A** should contain the **Bid Security Declaration** duly signed by the bidder as per the prescribed proforma at **Annexure-III** and the proof of MSME/NSIC Registration valid on the bid due date.

b) **COVER B** containing TECHNICAL BID should be sealed in a separate envelope superscripting "**Technical Bid**".

c) **COVER C** containing FINANCIAL BID should be sealed in a separate envelope superscripting "**Financial Bid**".

All the above mentioned three envelops together should be enclosed and submitted in a properly sealed separate envelope mentioning the name of the NIT as "**Supply, Commissioning, Installation, Testing & Maintenance of Bio-Metric Attendance System for The High Court of Tripura**" along with the Tender Ref. No. If any Bidder deviates from submitting its Bid in this prescribed format, the Bid shall be summarily rejected and shall not be taken into consideration for evaluation.

9. **Last Date of Submission of the Bid:**

Sealed Envelope containing bids in the above-mentioned format should be submitted by the Bidder to the Office of the High Court of Tripura as per time schedule mentioned at Clause 1 of this NIT. **The envelope containing the bids must be dropped in the Receipt Desk (Ground Floor) of the Establishment Section of High Court of Tripura during the working hours of the office on all working days.** Bids received from any Bidder after the stipulated date and time, for any reasons whatsoever, shall not be taken into consideration for Bid Evaluation and will be summarily rejected.

The High Court of Tripura may, at its discretion, extend the last date/ time for submission of bids by amending the Tender Document, in which case, all rights and obligations of the Purchaser and Bidders previously subject to the last date/time will thereafter be subject to the last date/time as extended.

10. **Opening of the NIT**:

The Bids received only within the stipulated date and time shall be opened in the Chamber of the Joint Registrar (DDO) **on 07-12-2026 at 12:00 hrs (Technical Bid) & on 10-12-2026 at 12:00 hrs (Financial Bid)** in presence of the Bidders/duly authorized representative of the Bidders who may desire to be present.

The date and time of opening of the Bids may, however, be changed, if required, at the discretion of the Authority with notice to the Bidders;

11. **SUBMISSION OF DOCUMENTS**:

11.1 The following documents are to be submitted by the Bidders in the envelope **'COVER-B'** alongwith the Technical Bid:

a) Bidder's Profile & Technical Bid Proforma as per **Annexure-I**;

b) Self-Declaration as per **Annexure-II**;

c) Duly attested copies of the pre-qualification documents to establish eligibility criteria as under:

(i) Documents in proof of GST Registration, TIN No, TAN No. and PAN No.;

(ii) Income-tax Clearance Certificate of last three Financial Years;

(iii) Audited Balance sheets of last three Financial Years;

(iv) The bidder must be an IT solution provider capable of handling Supply & installation of Bio-Metric Attendance System with software and should have past experience of minimum 3 years as an IT solution provider to any Department of the Central Government/State Government/High Court etc.;

(v) The bidder's average annual financial turnover during last three Financial Years from sales and support services should not be less than ₹ 5,00,000/-;

(vi) Valid supply order of appropriate value with successful completion certificates of similar works executed during the last 3 years ending on 31st March, 2026;

(vii) Self-declaration on a duly Notarized Affidavit in a Stamp Paper of ₹200/- that the Bidder has not been blacklisted by any High Court of the Country, Central/State Government, Public Sector Undertaking, Autonomous Bodies under Central and State Governments in India as per **Annexure-II**;

11.2 The following documents are to be submitted in the envelope 'COVER-C' alongwith the Technical Bid:

a) Financial bid as per **Annexure-V.**

12. PRE-BID QUERIES:

Pre-bid session shall be held with respect to this NIT on 25th November 2026 in the Computer Section, 2nd Floor, High Court of Tripura from 11:00 AM to 01:00 PM. However, bidders may also send their queries regarding this NIT in the official email-***thc.itcell@indiancourts.nic.in*** upto 25.11.2026 before **01:00 PM** by mentioning subject line as ***'NIT NO.: F. 6(2)-HC/2026/Vol-VI/*** 2578 - 89 ***, dated 16-11-2026*** *Query in c/w NIT:* Supply, Commissioning, Installation, Testing & Maintenance of Bio-Metric Attendance System for The High Court of Tripura'.

13. BID EVALUATION PROCESS:

13.1 Technical Bids of only those bidders will be opened whose Earnest Money Deposit (EMD) /Bid Security/Bid Security Declaration (in case of MSME/NSIC registered

bidders) and Tender Fees are received by the Purchaser before the last date/ time of submission indicated above.

13.2 Each document comprising Technical Bid as mentioned in the NIT must be submitted with signature at all pages. The submitted documents must prove bidder's eligibility as specified in the NIT.

13.3 The Bidder will be disqualified in technical bid evaluation in case of absence of the specifications requested for by the High Court.

13.4 Financial bids of only those bidders will be opened who qualifies in Technical Bid.

13.5 Financial bid in the same format as mentioned in the tender must be submitted with signature at all pages.

13.6 Arithmetic Error, if any, in the price breakup will be rectified on the following basis:

If there is discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected.

a. The L1 bidder will be arrived at on the basis of the lowest rate quoted by the bidder in the financial bid for the entire scope of work as per the prescribed proforma.

14. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The Purchaser reserves the right not to accept any bid (including the L1) and to annul the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.

15. LETTER OF INTENT / NOTIFICATION OF AWARD:

The letter of intent / notification of award shall be issued to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the Contract satisfactorily. The successful Bidder shall be required to furnish a letter of acceptance to it within 7 days of issue of the letter of intent / notification of award by Purchaser.

16. SIGNING OF CONTRACT:

Within 7 (Seven) days from the date of sending Letter of Acceptance, the successful Bidder shall sign a Contract with the Purchaser.

17. PERFORMANCE SECURITY:

17.1 While submitting the Letter of Acceptance in response to the Letter of Intent, the successful bidder shall furnish Performance Bank Guarantee (PBG) to the High Court, which shall be equal to 3 % of the value of the Contract and shall be in the form of a Guarantee Bond from a Nationalized / Scheduled Bank. The validity of the Performance Guarantee submitted should be for a period of 63 months. The Proforma of the PBG shall be supplied by the High Court to the successful bidder alongwith the Letter of Intent.

17.2 The performance guarantee shall be deemed to govern the following guarantees from the successful Bidder, in addition to other provisions of the guarantee:

(i) The Bio-Metric Attendance System supplied under the contract shall be free from all defects/bugs and upon written notice from the High Court, the successful Bidder shall fully remedy, free of expense to the High Court, all such defects/bugs as developed under the normal use of the said equipment.

(ii) To fulfill the conditions of Purchase Order.

(iii) The performance guarantee is intended to secure the performance of the entire scope of work. However, it is not to be construed as limiting the damages stipulated in any other clauses.

18. ISSUANCE AND DELIVERY TIMELINE:

18.1 The successful bidder shall deliver the Bio-Metric Attendance System to the System Analyst, High Court of Tripura within 15 (Fifteen) working days of placing of the purchase order or to the Officer concerned if instructed in the Purchase Order.

18.2 All aspects of safe delivery shall be the exclusive responsibility of the successful bidder.

18.3 The successful bidder shall obtain signature of System Analyst, High Court of Tripura with date and stamp of the on the Delivery Challan and handover a copy thereof to him.

19. WARRANTY & ANNUAL MAIMTENANCE:

19.1 The Bio-Metric Attendance System supplied and installed under this contract shall carry a comprehensive warranty for a minimum period of one (01) year from the date of successful installation and commissioning.

19.2 The bidder shall be responsible for providing Annual Maintenance Contract (AMC) for an additional period of four (04) years beyond the warranty period, covering all supplied devices as well as the associated software/application, ensuring their smooth and uninterrupted operation.

20. HELPDESK REQUIREMENT:

20.1 The successful bidder shall provide online dedicated support and helpdesk services through phone, email and SMS alerts by qualified and competent support team for assisting users of the concerned Court/office.

20.2 The successful bidder shall provide escalation matrix for their sales & support function.

21. PAYMENT TERMS:

21.1 Bill along with all the relevant documents shall be submitted (three copies) in the name of the Registrar (Admn., P&M), High Court of Tripura.

21.2 An invoice shall contain the items ordered under one Purchase Order only. Bill /Invoice shall not be combined for more than one purchase order.

21.3 Invoice shall be submitted only after the successful delivery, installation, testing, and commissioning of the procured items. Upon submission of the invoice, 100% payment of the passive items & solutions shall be released subject to satisfactory delivery, installation, testing, and commissioning.

Following the successful completion of the warranty period, the service provider shall submit separate invoices for the Annual Maintenance Contract (AMC) on a yearly basis for the remaining four years.

21.5 All payments shall be made in Indian Rupees (₹) subject to deduction of all statutory (including applicable GST) and contractual deductions including liquidated damages, if applicable.

21.6 No payment will be made for the goods which are delivered and installed over and above the Purchase Order without obtaining prior permission of the High Court.

22. LIQUIDATED DAMAGES :

22.1 If the successful bidder fails to deliver Bio-Metric Attendance System within the stipulated time from the receipt of application form, then liquidated damages at the rate of 0.05% of total cost of Bio-Metric Attendance System shall be imposed for each day's delay after the timeline.

22.2 If the successful bidder fails to meet the timeline for the delivery, the High Court may cancel the order and engage another contractor to carry out the work at the cost of the successful bidder and forfeit the security deposit of the successful bidder.

In case of inordinate delay in rectifying the defect is noticed, the High Court shall have every right to get the defective parts repaired at the Successful Bidder's cost.

23. CONFIDENTIALITY:

i. The term "Confidential Information" means any written information, including without intimation, information created by or for the other party, which relates to internal

controls, Router or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business process and methods used by the Bidder in rendering the services hereunder are the Confidential Information of the Bidder.

ii. Information relating to the examination, evaluation, comparison, post qualification of Proposals and recommendation of Contract award, shall be confidential and shall not be disclosed to Bidders or any other persons not officially concerned with such processes.

iii. The Bidder shall not divulge to any person, subsidiaries or groups of the Bidders or to any other person, any information obtained by it in the course of execution of its work and all the information gathered by the Bidder shall be treated as professional communications and confidential. Any violation of this clause shall lead to cancellation of the Contract and invoking of the Bank Guarantee, if any, without notice to the bidder and he shall be liable for further damages.

iv. The Bidder shall not encourage or partake in any form of software piracy during the contract period.

v. The Bidder shall not take the High Court as reference to their prospectus of clientele for any purpose without prior permission of the High Court of Tripura.

24. FORCE MAJEURE:

The right of the Contractor to proceed with the work shall not be terminated because of any delay in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not limited to acts of God, war or revolutions or civil commotions, fires, epidemics, quarantine restrictions and freight embargos. If a Force Majeure situation arises, the Contractor shall promptly notify the High Court of Tripura in writing/email of such condition and the cause thereof. Unless otherwise directed by the High Court in writing/email, the Contractor shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek, all reasonable alternative means for performance not prevented by the Force Majeure event.

25. TERMINATION FOR DEFAULT:

The High Court of Tripura, without prejudice to any other remedy for breach of contract, by written notice of default sent to the successful bidder, may terminate this Contract in whole or in part:

(i) if the successful bidder fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the High Court;

(ii) if the successful bidder fails to perform any other obligation(s) under the contract.

26. RESOLUTION OF DISPUTES:

The High Court of Tripura and the Contractor shall make every effort to resolve amicably by direct informal negotiations, any disagreement or disputes, arising between them under or in connection with the Contract. Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by mutual consultations. The award of the Arbitrator shall be final and binding between the parties as per the terms and conditions of the Agreement to be executed on award of contract. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act, 1996 and shall be conducted in Agartala. All disputes under this contract shall be subject to the jurisdiction of High Court of Tripura.

27. GOVERNING LAWS AND JURISDICTION:

The Agreement shall be governed by the laws in force in India. Any dispute arising in relation to the Agreement shall be subject to the Jurisdiction of the Courts at Agartala only.

Dated : 16th November, 2026

16.11.26

Deputy Registrar (Admn.),
High Court of Tripura

Copy To

1. The PS-II to the Registrar General, High Court of Tripura, Agartala, for kind information;
2. The Registrar (Admn., P&M), High Court of Tripura, Agartala, for kind information;
3. The Joint Registrar [DDO), High Court of Tripura, Agartala;
4. The Dy. Registrar (Vig.)-Cum- CPC, High Court of Tripura, Agartala,
5. The System Analyst, High Court of Tripura, Agartala, with a request to publish the Notice Inviting Tender in the website of the High Court of Tripura, Agartala;
6. The Superintendent, Store Section;
7. The Superintendent, Accounts Section;
8. NOTICE BOARD, High Court of Tripura, Agartala;

16.11.26

Deputy Registrar (Admn.)

HIGH COURT OF TRIPURA
AGARTALA

(THC/BAS/2026)

BID VALIDITY PERIOD:

The Bid shall remain valid for a period of 90 days from the date of opening of the Technical Bid. However, in exceptional circumstances, the High Court may request the consent of the Bidder for an extension of the period of Bid validity. The request and the response thereto shall be made in writing. A Bidder accepting the request and granting extension will not be permitted to modify his Bid.

CERTIFICATE

I/We _____ certify that I/We _____ have read and understood all the terms and conditions of the tender document and that I/We _____ _____ do hereby unconditionally accept all the terms and conditions set out in the tender document. The information furnished in this Bid are true and correct to the best of my/our knowledge and belief.

Date:

Place:

Authorized Signatory
(Name & designation)
With Seal

Annexure-I

HIGH COURT OF TRIPURA
AGARTALA

(THC/BAS/2026)

BIDDER'S PROFILE & TECHNICAL BID PROFORMA
Part - I : General Information

(To be filled by Bidder)

Sl.	Description	Information to be furnished by the Bidder	At Page No.
1.	Description/name of the Bidder		
2.	Year of establishment/ incorporation		
3a.	Whether proprietorship / partnership / limited company etc.		
3b.	Name(s) of the Proprietor / Partner / Managing Director etc.		
4.	Postal address: Contact number(s): e-mail:		
5.	Whether the Bidder has any office or branch in Tripura. If so, give details with complete address, Contact person & contact number(s).		
6.	Number of similar nature of works undertaken in the past with names of Institutions (brief description of work to be mentioned with Work Order and satisfactory completion certificate of the competent authority)		
7.	Details of single/ two largest order(s) for similar nature of works completed/ executed during the preceding three financial years (i.e. FY 2023-24, 2024-25 and 2025-26)		
8.	Turnover for the last Three Financial years: (a) 2023-24: (b) 2024-25: (c) 2025-26: Year wise audited Balance Sheet is required to be attached with the relevant Work Orders.		
9.	Turnover for the last three financial years		

Sl.	Description	Information to be furnished by the Bidder	At Page No.
	from the similar nature of work: (a) 2023-24: (b) 2024-25: (c) 2025-26 Year wise audited Balance Sheet is required to be attached with the relevant Work Orders.		
10.	Details of the existing clients is required to be enclosed with this proforma in the following format: (a) Name of the Company / Organization / Office (b) Contact person with telephone number and E-mail. (c) Contract Period (d) Copy of Work Order/ completion certificate is required to be enclosed		
11.	Whether the Bidder is executing or has performed work of a similar nature for other High Court(s)/ Civil Court(s) and if yes, give details.		
12.	Whether the Bidder is empanelled with a Government Undertaking / Government Organization/ Public Sector Undertaking and if yes, give details.		
13.	Whether the Bidder has ever been black listed and if yes, give details.		
14.	Whether any criminal case is pending against the Bidders / their Partners/ Directors /Agents before any Court and if yes, give details.		
15.	The Bidder is required to furnish the following details with proof: (a) PAN number: (b) Central Sales Tax / State Registration Number:		
16.	Bankers' Name and address (Bankers' solvency certificate is required to be attached)		

Sl.	Description	Information to be furnished by the Bidder	At Page No.
17.	Income Tax returns of the preceding three Financial Years (i.e. FY 2022-23, 2023-24 and 2024-25) are required to be attached		
18.	Any other information which the Bidder considers appropriate is required to be furnished for the purpose of this Bid.		
19.	Undertaking that the Bidder has not been blacklisted by any High Court of the Country/Central/ State Government/ Public Sector Undertaking/ Autonomous Bodies under Central and State Governments in India as per Annexure-II;		
20.	Proof of office address in Agartala, Tripura.		

Date:

Place:

Authorized Signatory
(Name & designation with Seal)

Annexure-II

SELF-DECLARATION

Bidder should submit the declaration being authenticated by any Judicial Magistrate 1st Class/ Notary Public.
(Department reserves the right to verify the same by its own means)

To,
The Registrar (Admn., P & M)
High Court of Tripura,
Capital Complex,
Agartala, Tripura (W) – 799010.

Ref: _____ Date: _____2026.

Sir

We, the undersigned, hereby declare that we are not involved in any litigation with any client which will impact execution of this project. We are not under a declaration of ineligibility for corrupt or fraudulent practices. We are not blacklisted with any of the High Court, Central/State Government or Public Sector Undertakings in India. We further declare and certify that the software & proposed licenses used in the project are not procured from any blacklisted agencies done by any High Court/Government of Tripura/any other Government Departments.

Name of the Bidder : -

Signature : -

Seal of the Company:

Annexure-III

FORM OF BID SECURITY DECLARATION

Date : _____2026
Bid No. : _____
Alternative No. :

To,
The Registrar (Admn., P&M)
High Court of Tripura
Agartala - 799010

We, the undersigned, being registered as MSME or NSIC or both are entitled to claim exemption to pay the amount of EMD/Bid Security as mentioned in Clause No. 4.6 of the NIT by submitting a Bid Security Declaration in lieu of EMD, unequivocally declare that:

I/We here by accept that I/We may be disqualified/ suspended from bidding from any contract with the High Court of Tripura for a period of Three years from the date of disqualification/Suspension as may be notified by the High Court if,

(a) we are in breach of any of the obligations under the NIT;
(b) we withdraw or unilaterally modify/amend/revise our Bid during the bid validity period specified in the form of Bid or extended period, if any, after opening of bids;
(c) we do not execute the agreement, if any, after issuance of award of contract within the specified period;
(d) we fail to commence service or execute work as per work order within the time specified;
(e) we do not deposit the performance security within specified period after the award of contract is issued and
(f) we breach any provision of code of integrity prescribed for bidding specified in this NIT

We understand that this Bid Security Declaration shall expire if:-

(i) we are not the successful Bidder;
(ii) agreement for work assigned is executed and performance security is furnished by us, in case we are the successful bidder;
(iii) thirty days after the expiration of our Bid.
(iv) the cancellation of this procurement process; or
(v) the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

Signed.: _____

Name : _____

In the capacity of : _____
Duly authorized to sign the bid for and on behalf of:

Dated on _____day of
Corporate Seal : _____

[**Note**: In case of a Joint Venture, the Bid Securing Declaration must be signed in name of all partners of the Joint Venture that is submitting the bid,]

Annexure-IV

HIGH COURT OF TRIPURA
AGARTALA

(THC/BAS/2026)

PERFORMANCE BANK GUARANTEE PROFORMA

(To be executed on Non-Judicial Stamp Paper of **₹200/-** or such higher value as per the Stamp Act of the State in which the Guarantee is issued. Stamp Paper shall be in the name of the Bank issuing the guarantee.) Bank GUARANTEE NO. : _____DATED : _____2026

Dear Sir,

1. THIS DEED OF GUARANTEE made on this ..... day of ..... 2026 between the High Court of Tripura (hereinafter called the "High Court" which expression shall unless excluded by or repugnant to the context includes its successors and assignees) of the First Part and the ..... (hereinafter called the "Bank" which expression shall unless excluded by or repugnant to the context include its successors and assignees) of the Second Part.

2. Whereas an Award of Contract bearing no. F.6(2)-HC/2026/Vol. VI/_____, dated_____ has been issued by the First Party in favour of the Second Party for Supply, Commissioning, Installation, Testing & Maintenance of Bio-Metric Attendance System for The High Court of Tripura

   AND whereas as per clause 17 of the contract, the service provider has to furnish a Performance Bank Guarantee of 3% of the total Award Value i.e. ₹_____ (Rupees_____ only) valid for not less than **63 months**, commencing from the date of Supply, installation & commissioning as per the terms and conditions of the Award of Contract dated _____

   AND whereas on the request of the Second Party, the Bank executes these presents.

3.0. THIS DEED WITHNESSETH AND IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN PARTIES HERETO AS FOLLOWS:

3.1. The Bank hereby guarantees to the High Court that the ..... (name of the service provider) is capable of executing the contract to the satisfaction of the High Court. In the event of non satisfactory performance of the contract, the Bank shall indemnify and keep the High Court indemnified to the extent of 3% of the total Work Order value i.e. ₹ _____ (Rupees _____ only) valid for a period of not less than 63 months, commencing from the date of Supply, installation & commissioning against any loss or damage that may be caused to or suffered by the High Court on account of such non satisfactory performance of the contract and the decision of the High Court in this regard will be final and conclusive.

3.2. In consideration of the aforesaid clause 3.1 and at the request of the second party, we the Bank hereby irrevocably and unconditionally guarantee that the second party shall perform in an orderly manner its contractual obligations in accordance with the terms and conditions set forth in the contract and in the event of the second party's failure to do so, the Bank shall unconditionally pay to the High Court, on demand, any amount up to the value mentioned in clause 3.1, without any reference to the second party and without questioning the claim.

3.3. In the event of non-satisfactory performance of the contract, the decision of the High Court in this regard shall be final and conclusive and binding on the Bank without demur. The Bank shall pay forthwith the amount demanded by the High Court not withstanding any dispute, if any, between the High Court and the second party.

3.4. The Bank further agrees that the guarantee herein shall remain in force during the period mentioned in Clause 3.1 above and also any extended period provided by the High Court beyond the aforesaid period.

3.5. This Guarantee shall not be affected by any change in the constitution, amalgamation, absorption or reconstitution of the second party or the Bank.

3.6. The Bank undertakes not to revoke this guarantee at the instance of the second party for any reason whatsoever.

3.7. The Bank further agrees that in order to give full effect to the Bank guarantee, the High Court shall be entitled to act as if the Bank were its principal debtors in respect of its claim against the second party and the Bank hereby expressly waives all its rights of surety ship and other rights, if any, which are in any way inconsistent with this Guarantee.

Notwithstanding anything herein above, liability of the Bank under this guarantee is restricted to ₹ _____ (Rupees _____ only) and it will remain in force up to the period specified in Clause 3.1 unless a suit to enforce any claim under the Guarantee is decreed against the Bank before the period specified in Clause 3.1.

COUNTERSIGNED

Signature	:	Signature	:
Name	:	Name	:
Designation	:	Designation	:
Organization	:	Organization	:

FINANCIAL BID

1. Prices in Financial Bid should be quoted in the following format, as per the specifications in respective Annexure.

2. Prices should be quoted in Indian Rupees and indicated both in figures and words. Figures in words will prevail.

4. Quoting incredibly low value of items with a view to subverting the Notice process shall be rejected straight away.

5. Sum total of all taxes to be given in Column 4 (Taxes). The details of all the tax types and value in percentage to be provided separately in the table below.

Sl. No	Description of the ITEM	Price (₹)	GST (₹.)	Total Price (₹)
1	2	3	4	5=3+4
1.	Biometric Attendance System with 01 Centralized Software/Application and 06 attendance devices with 1 year warranty			
2.	AMC Cost of complete solution for 4 years			
GRAND TOTAL VALUE (GTV) IN INR(₹):				
In words:				

Note :

1. Unit Price (Column 5) should include packing, forwarding, freight, insurance, or any other charges, if any.
2. All fields in the financial bid format are mandatory.
3. ***Bid value will be considered on the GRAND TOTAL VALUE (GTV) i.e. inclusive of AMC Cost for additional four years.***

TECHNICAL SPECIFICATIONS

MINIMUM TECHNICAL SPECIFICATIONS & COMPLIANCE		
HARDWARE		**Compliance (Yes/No)**
1	Display - 5 inch Touch Screen or above	
2	CPU - 900MHz Dual Core Memory- 512MB RAM / 8G Flash, Camera -2MP WDR Low Light Adjustable Light Brightness LED	
3	Connectivity - TCP/IP, WiFi (Optional), Wiegand input / output, RS485	
4	Biometrics Algorithms - Face V5.8 & Finger V10.0 & Palm V12.0	
5	Power Supply - 12V 3A	
6	Operating System - Linux	
7	Face Capacity- 6,000 or above	
8	Face Verification speed: 1 sec or lesser	
9	In built Battery backup (not a UPS)	
10	Voice based confirmation/rejection feature	
11	Fingerprint Capacity 6,000 or above	
12	Card Capacity - 6,000 or above	
13	User Capacity - 500 or above	
SOFTWARE		
1	Software: Central Server type Setup (windows/Linux), to be installed at a central location.	
2	Remote Backup via network	
3	Multiple user logins to server module (software)	
4	Leave Management: To manage dynamic leave requirements of employees	
5	Holiday Management: To manage annual leaves as per calendar	
6	Categorization of employees.	
7	Search feature to find employees easily	
8	**Reports** a. Daily report of late, absent, on-leave, over time, in-time, out-time etc b. Weekly, monthly and yearly report generation in pdf, excel etc. c. Branch/Section-wise Attendance Report d. Employee-wise leave Report e. Biometric Device uptime/downtime status report f. Any other report(s) as and when required	
Annual Maintenance		
1	On-site support for hardware and software, even after expiry of warranty. [Total 5 (1+4) years support including warranty]	
2	Training of staff to operate machines and Software	
3	Immediate backup/replacement of faulty machine.	
Total Quantity		
1	Total Nos. of Biometric Device -**6**	
2	Centralized Software/Application-**1**	