

PUNJAB AGRO INDUSTRIES CORPORATION LTD.

(A Government of Punjab Undertaking)

NOTICE INVITING TENDER

Tender for Procurement, Supply, Installation, Testing and Commissioning of Biometric Attendance Machines for the Head office, Regional Officers & Field Offices of PAIC.

Tender Details

Tender Reference No.: _____

Date: _____

Quantity: 13 Nos.

Completion Period: 7 days from the date of issue of the Purchase Order.

Price Validity: The quoted price shall remain valid for a period of three months.

Warranty: 12 months from the date of successful installation/commissioning.

Quotation Submission: The sealed quotation must be submitted at the office of the Assistant General Manager (Administration/IT) Punjab Agro Industries Corporation Ltd., Plot No. 2A, Sector 28-A, Chandigarh, before 11:00 AM on 31 August 2026.

Punjab Agro Industries Corporation Ltd. (PAIC) invites sealed quotation from eligible and experienced manufacturers/authorized dealers/suppliers for the **supply, installation, testing and commissioning of 13 Nos. Biometric Attendance Machines** having Fingerprint, Face Recognition and RFID Card-based attendance facilities, as per the specifications and terms and conditions contained in this tender document.

1. Minimum Technical Specification of Biometric Time Attendance Machine & Access Control System: -

The biometric attendance machine shall meet or exceed the following minimum specifications:

Storage Capacity: -		Standard Functions
Face/iris Capacity	500	Automatic Status Switch, Self-Service Query, DST, T9 Input, 9 Digit User ID, Scheduled Bell, Photo ID, Lock, Sensor, Exit Button
Fingerprint Capacity	2000	Features 1. Fingerprint, face/iris, RFID and password (4 type verification mode) 2. High-speed identification less than 1 second 3. TCP/IP Port for Internet connection 4. Access Port available to control one lock and exit button. 5. Input power 5V 1900mAH UPS, standby up to 3 hours. 6. Fingerprint Sensor - High-quality optical/capacitive sensor suitable for attendance applications. 7. Face Recognition-AI/ Contactless face recognition technology 8. Keypad- Physical/touch keypad or equivalent user interface
User Capacity	1000	
Transaction Capacity	50,000	
Visual & Audio		
Display:	2.8" Color LCD	
Sound	Stereo Speaker	
Machine Type	Wall mounted Only	
Communication		
Communication	TCP/IP (10/100) Mbps), USB-Host	
Push Data	Yes	

Note: The specifications mentioned above are minimum requirements. Bidders may offer equipment having higher specifications without additional mandatory cost, subject to compatibility and acceptance by PAIC.

2. SCOPE OF WORK

The successful bidder shall be responsible for:

1. Supply of 13 Nos. biometric attendance machines with safety cover/box.
2. Transportation and delivery of equipment at the locations specified by PAIC.
3. Installation, configuration, LAN Connectivity, testing and commissioning of all machines.
4. Configuration of attendance software and required communication/network connectivity.
5. User enrollment and initial system configuration.
6. Integration with the attendance management software supplied with the machines.
7. Basic training to PAIC's designated officials/users.
8. Providing all necessary accessories, cables, power adapters and wall mounting arrangements required for proper functioning.
9. Providing user manuals and technical documentation.
10. Providing warranty support for a period of 12 months.
11. A 15-day trial run will commence once the machine has been installed and the training has been completed.
12. Rectification/replacement of defective equipment or components during the warranty period as per the terms of this tender.
13. The bidder shall also undertake to provide an additional/standby machine of equivalent specifications at no extra cost during any breakdown of the supplied machine within the warranty period, until the original machine is repaired and restored to working condition.
14. LAN cable connection from the router to the machine, along with the required power connection, will be provided by PAIC at each site.

3. AFTER-SALES SERVICE

The bidder shall provide adequate after-sales technical support during the warranty period.

Complaints reported by PAIC shall be attended to within a reasonable time. For equipment requiring repair, the bidder shall make all reasonable efforts to restore functionality at the earliest.

The bidder shall provide telephone/email/online support during normal working hours.

The bidder shall provide an undertaking confirming that after-sales service, technical support, and availability of spare parts shall be ensured for a minimum period of five (5) years after the expiry of the warranty period.

4. SOFTWARE REQUIREMENTS

The bidder shall provide attendance management software compatible with the supplied biometric machines.

The software should, at minimum, provide:

- Employee/user registration.
- Fingerprint, face/iris and RFID enrollment.
- Attendance data collection from all machines.
- Daily/monthly attendance reports.
- In-time and out-time reports.
- Late-coming and early-departure reports.
- Absent reports.
- Department/Region/Division/employee-wise reports.
- Shift management, wherever applicable.
- Data export to Excel/CSV/PDF or equivalent.
- Attendance data backup and restoration.
- Administrator/ User access-control software shall be installed at the Head Office, Chandigarh, with centralized access to all locations as specified by PAIC.
- Facility for generating printable attendance reports.
- The attendance report should also indicate the method used by users/employees to punch or mark their attendance—such as face recognition, fingerprint, RFID card, or password.
- Any software/license required for normal operation (with regular upgradation) of the supplied machines shall be included in the quoted price.

5. DELIVERY AND INSTALLATION

The complete equipment shall be delivered and installed within 7 days from the date of issue of the Purchase Order/Work Order.

The exact delivery locations shall be communicated by PAIC to the successful bidder.

6. PAYMENT TERMS

Payment shall ordinarily be released after:

1. 80% payment shall be released after the successful supply of the equipment.
2. 20% payment shall be released after successful installation, commissioning, and completion of a 15-day trial run of all machines.
3. Successful demonstration and testing of the equipment.
4. Acceptance of the equipment by the authorized officer of PAIC.
5. Submission of the proper invoice and all required supporting documents.

Payment shall be subject to applicable statutory deductions, including TDS/GST provisions, as applicable.

7. FINANCIAL BID

Sr. No .	Description	Qty. (tentative)	Per Unit Rate (₹)	GST in %	Total rate including GST
1.	Supply of biometric attendance machines with safety cover/box	13			
2.	Installation, Configuration, LAN Connectivity, testing and commissioning charges	13			
3.	Attendance management software compatible with the supplied biometric machines	1			
	Grand Total				

Total quoted amount in words: _____

8. LOCATIONS FOR INSTALLATION

Sr.No.	Location	Total Machines
1	Head Office, Chandigarh	1
	Jalandhar	
2	Office Staff PAIC Jalandhar, Jalandhar Petrol Pump Jalandhar (CNG) &Jalandhar (CBG)	4
3	Ahrana Kalan Petrol Pump	
4	Nawanshehar office & SBS Nagar (New Petrol Pump)	
5	Nawanshehar Behram PP	
	Singhawala Moga	
6	Office Staff PAIC Moga	1
	Sangrur	
7	Office Staff PAIC Sangrur & Sangrur Petrol Pump	1
	Ludhiana	
8	Office Staff, Petrol Pump Ludhiana & Seed Plant	3
9	Silage Staff PAIC Ladowal, Ladhawal Farm & Mega Food Park	
10	Petrol Pump Ladhawal	
	Amritsar	
11	Office Staff & Silage Plant Amritsar	3
12	Petrol Pump Gurdaspur & Gurdaspur Office	
13	Silage Plant Sangatpura	
	Total	13