



File No: E-III-PRD0PRCT(BMS)/1/2023-E-III

Date: 27.01.2026

To  
M/s Foxbase Technologies Pvt Ltd,  
Unit #202, 2<sup>nd</sup> Floor, Magnet Chambers,  
57D, Chittaranjan Avenue,  
Kolkata- 700012,

**Sub: Tender Document for CAMC of AEBAS Devices Installed at DGCI&S, Kolkata-reg.**

Madam/Sir,

Directorate General of Commercial Intelligence & Statistics (DGCI&S) Kolkata invites your firm to participate in a PAC tender for the CAMC of AEBAS Devices installed at our office premises.

Details of tender are as follows:

1. **Scope of Work:** CAMC of 10 nos. tablet devices and 20 nos. fingerprint scanner devices installed at DGCI&S Kolkata.
2. **Bid Submission Date & Time** : 16.02.2026 @ 02:00 PM
3. **Bid Opening date & time** : 16.02.2026 @ 02:30 PM or immediately after receiving of Bid.
4. **Submission Address** : Directorate General of Commercial Intelligence & Statistics, 565, Anandapur, Plot-22, Sector-1, Kolkata-700107

You are requested to submit your tender in a sealed envelope to the address mentioned above on or before the bid submission deadline. Bid received after the deadline will not be considered.

The PAC tender document is enclosed herewith for your reference. Please ensure compliance with the terms and conditions outlined in the document.

Encl: PAC Tender Document.

  
(RAMESH SINGH)  
Asst. Director & Head of Office

GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
DIRECTORATE GENERAL OF COMMERCIAL  
INTELLIGENCE & STATISTICS  
VANIJYA TATHYA SADAN  
565 – ANANDAPUR, SECTOR-I, PLOT NO.22  
KOLKATA – 700 107

**PAC TENDER DOCUMENT FOR**  
**COMPREHENSIVE ANNUAL MAINTENANCE**  
**CONTRACT OF BIOMETRIC ATTENDANCE**  
**MACHINES**  
**INSTALLED AT DGCIS, KOLKATA**

The Director General of Directorate General of Commercial Intelligence & Statistics, Kolkata invites sealed tender (under Single Stage Single Envelope System) towards Comprehensive Annual Maintenance Contract for Biometric Attendance Machines installed at DGCIS, Kolkata from **M/s Fox Base Technologies Pvt. Ltd** authorized and reputed official channel partner of **M/s Access Computech Pvt Ltd** on **Proprietary Article Certificate (PAC)** basis.

Bidder is invited to submit its bid for the subject work as detailed below in accordance with the tender documents enclosed.

1. Application form: Annexure-A
2. Scope of the work: Annexure-B
3. Technical Specifications: Annexure-C
4. Prequalification conditions: Annexure-D
5. Terms and conditions: Annexure-E
6. Format of Technical bid: Annexure-F
7. Format of Financial bid: Annexure-G
8. General Instructions: Annexure - H



**QUANTITY** : As per the following table.

Sl. No.	Specifications of Biometric Attendance Device	Qty.
1	AEBAS Devices T 502	10 pcs
2	AEBAS Devices FM220-L1	20 pcs

**Earnest Money Deposit** : NIL

**Bid publishing date** : 27.01.2026

**End of Bid Submission date & time** : 16.02.2026 @ 02:00 PM

**Bid Opening date & time** : 16.02.2026 @ 02:30 PM or  
immediately after receiving of Bid.

**Sd/-**  
**(Ramesh Singh)**  
Assistant Director/ Head of Office

**ANNEXURE - A**

Date:

From

To  
The Director General,  
D.G.C.I&S,  
565, Anandapur, Ward No. 108,  
Sector- 1 , Plot No. 22, ECADP  
Kolkata – 700107.

**Sub: Tender for Comprehensive Annual Maintenance**  
**Contract for Biometric Attendance Machines installed at**  
**DGCI&S, Kolkata-reg.**

I/we have read the contents of the terms and conditions mentioned in your tender schedule and its enclosures and agree to abide by the same.

I/We have also examined the requisite specifications of the equipments and my/our offer is to provide the required service/materials/equipment in accordance with the requisite scope of work.

I/We quote the rate inclusive of all taxes, duties, transportation, etc. in complete.

Yours faithfully,

(Signature and stamp of the tenderer,  
State legal status, Whether Prop.,Partner,  
Registered firm, Company etc.)

## **ANNEXURE – B**

### **SCOPE OF THE WORK:**

The scope of work involves the maintenance and repair of all Biometric Attendance Machines installed at DGCI&S (list enclosed technical specifications), Kolkata and shall cover the following:

1. The scope of AMC shall include carrying out of Breakdown & Preventive maintenance of the complete Biometric Attendance System.
2. The Comprehensive AMC include repairs, replacement of defective components with the new one to ensure trouble free and efficient service of equipment during the contract period. Any problem arising due to hardware defect, software problem, and software updating will be covered in the maintenance.
3. Apart from break-down/fault call, the firm is also required to conduct preventive maintenance checks each month to ensure effective working of devices.
4. Normal service hours will be from 9:45 AM to 6:15 PM on all working days (Monday to Friday). In exceptional circumstances, services may need to be provided outside of these hours or on Saturday/Sunday/Holidays at the discretion and convenience of this office.
5. The tenderer is required to recover the data from damaged machine and provide it to DGCI&S within a week's time whenever a damaged machine is replaced.
6. In case the equipment is required to be taken to the workshop for repairing, standby equipment shall be provided, free of any cost to this office. No other person except Contractor's/Service Provider's authorized representative shall be allowed to enter the office premises.

## ANNEXURE-C

### TECHNICAL SPECIFICATIONS:

S1. No.	Specifications of Biometric Attendance Device	Qty.
1	AEBAS Devices T 502	10 pcs
2	AEBAS Devices FM220- L1	20 pcs

## **ANNEXURE-D**

### **PREQUALIFICATION CONDITION:**

1. GST registration certificate along-with copy of PAN should be submitted.
2. The Bidder must have an established service base in Kolkata.
3. The Bidder should attend to the complaints within 24 hours.
4. The Bidder should not be black-listed by any PSU banks/Govt. organizations. Self- declaration non-blacklisting certificate should be submitted by the authorized official of the company.

## ANNEXURE-E

### TERMS AND CONDITIONS:

1. The work consists of maintenance and repair of Aadhar based Biometric Machines installed at DGCI&S in accordance with the technical specifications, terms and conditions mentioned in tender documents.
2. The tender(s) received after the due date shall be summarily rejected, and not taken into consideration.
3. Conditional/Unsolicited tenders shall not be considered.
4. Offers' vaguely described or incomplete offers are liable to be rejected.
5. The prices quoted in the Financial Bid should be inclusive of maintenance, repair/replacement charges inclusive of all taxes and includes serviceman/ mechanic wages, installation charges, parts, spare parts, labour, tools, transportation charges, etc. The Bidder should quote the prices for providing complete service. After placing the order, the DGCI&S will not pay any extra amount which is not mentioned in the financial bid.
6. The DGCI&S Administration will not be responsible for any loss or damage to Service Provider's materials, equipments, tools, etc.
  - a). The Service Provider will be fully responsible for safety, welfare and any casualty or accident during the work. The DGCI&S will not be responsible at any time.
  - b). The Service Provider shall not be entitled to make any claim whatsoever against the DGCI&S under or by virtue of or arising out of this contract, nor shall the DGCI&S entertain or consider any such claim, if made by the Service Provider.
7. The successful bidder should commence the work within 02 days from the receipt of the order.
8. Please note that the DGCI&S will apply penalty/ cancel the contract in case it observes any unsatisfactory services, indiscipline/ misconduct, delay in repair / maintenance after giving a 15 day notice to the Service Provider.
9. No Advance payment whatsoever will be made to the service provider under the contract. The Service Provider should submit the bills on **quarterly basis** only after receiving satisfactory completion work report from the DGCI&S Administration.
10. The TDS as applicable will be deducted as per provisions of the Income Tax and GST law.
11. The contract will be for a maximum period of one year and the Director General, DGCI&S also reserves the right to exercise 25% Option Clause, subject to satisfactory performance of the contractor.



## ANNEXURE-F

### FORMAT FOR TECHNICAL BID

#### PART-I

Sl. No.	Particulars	Details
1.	Name of "The Service Provider"	
	Full address of the Service Provider	
	Telephone no.	
	Fax No.	
	Email:	
	Complaint person name and contact no.	
4.	PAN.	
6.	GST Registration Number.	
9.	Authorized service centre (proof from the manufacturer).	
14.	Non-Black listing declaration	

**Note:**

Attested Photo copies of above for proof should be attached.

## PART-II

### -DECLARATION-

1. I ..... Son/ Daughter /Wife of  
Shri ..... Proprietor/ Partner/  
Director/ authorized signatory of ..... competent  
to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of  
the tender and undertake to abide to them;
3. The information / documents furnished along with the above  
application are true and authentic to the best of my knowledge and  
belief. I / we, am / are well aware of the fact that furnishing of  
any false information / fabricated document would lead to rejection  
of my tender at any stage besides liabilities towards prosecution  
under appropriate law;
4. I understand that in case any deviation is found in the above  
statement at any stage, the concern shall be blacklisted and shall  
not have any dealing with the Department in future.

Signature of authorized person Name  
& Seal

Date:

**ANNEXURE – G**

**FORMAT FOR FINANCIAL BID**

<b>Sl. No .</b>	<b>Repair and Maintenance for one year for below mentioned type</b>	<b>Quantity</b>	<b>Total Price (Inclusive of GST)</b>
1	AEBAS Devices T 502	10 pcs	
2	AEBAS Devices FM220-L1	20 pcs	

Name in block capital letters.

Signature along-with seal.

## **ANNEXURE-H**

### **GENERAL INSTRUCTIONS:**

- The Service Provider will submit both the bids i.e. Technical Bid and Financial Bid as per format of the Tender. All relevant documents should be attached with the bid. This tender being Single Bid Tender, both the bids will be opened at the same time.
- Tax Deduction at Source (TDS) will be deducted as per the provisions of the Income Tax & GST laws, as amended from time to time
- **The Service Provider should fulfill prequalification conditions of the tender.**

**Sd/-**  
**(Ramesh Singh)**  
**Assistant Director/ Head of Office**

