



**India Literacy Board, Literacy House, Kanpur Road, Manas Nagar,
Lucknow-226023, Uttar Pradesh, India**

Telephone:(0522)2470268 Email: directorilbko@gmail.com

Website : www.indialiteracyboard.org

-: Name of Work :-

**Competitive Bidding for Supply, Installation & Integration, Testing,
Commissioning, Training and Maintenance of Biometric Attendance System of
India Literacy Board, Lucknow.**

Bid Reference: NIT/ILB/WFCA/2026

Date: 09.08.2026

Bid submission start date & time : 10.08.2026 10:00 AM

Last Date and Time for submission of Bids : 25.08.2026 03:00 PM

Date and Time of Opening of Technical Bids : 25.08.2026 03:30 PM

**Place of Opening of Technical Bids : India Literacy Board, Literacy House,
Kanpur Road, Lucknow-226023,**

Cost of Tender Document : Rs. 500.00 (Five Hundred only)

Earnest Money to be deposited : Rs. 7,000.00 (Seven Thousand only)

**Address for Communication : Director, India Literacy Board, Literacy
House, Kanpur Road, Lucknow-226023,**

TENDER NOTICE

Tenders are invited from eligible OEMs/authorized partners for competitive bidding for Supply, Installation & Integration, Testing, Commissioning, Training and Maintenance of Biometric Attendance System of India Literacy Board, Lucknow.

Item	Technical bid opening date and time	Financial bid opening date and time
Competitive Bidding for Supply, Installation & Integration, Testing, Commissioning, Training and Maintenance of Biometric Attendance System of India Literacy Board, Lucknow.	25.08.2026 03:30 PM	Will be intimated after opening and evaluation of Technical Bids.

The details of submission of bids along with eligibility, date & time, opening of Technical/Financial bids, experience and other terms & conditions will be available in tender document. **Tender document will be available in the office of the Director, India Literacy Board, Literacy House, Kanpur Road, Lucknow at the price of Rs. 500/- (Five Hundred only) during the timelines as mentioned in this document.** It can also be seen at the official website of India Literacy Board- www.indialiteracyboard.org

Bids will be submitted in a big sealed envelope which will contain two separate sealed envelopes inside; one envelope will contain Technical Bid and the other envelope will contain Financial Bid. Non adherence to this condition by any bidder will be deemed to be disqualified.

The interested Bidders can purchase the Tender Document by paying the above mentioned amount accordingly. The detailed terms and conditions are given in tender document. The India Literacy Board, Literacy House reserves the right to reject or cancel any or all bids or annul the whole Bidding process without assigning any reason to bidders; and the decision of India Literacy Board, Literacy House will be final & binding.

(Sandhya Tewari)
Director
India Literacy Board,
Lucknow.

INVITATION FOR BIDS

1. Bidders are advised to study the Tender Document carefully before submission of Bid. Submission of tender shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the Tender Document with full understanding of its implications.
2. Tender documents will be available in the Office of the Director, India Literacy Board, Literacy House, Kanpur Road, Lucknow at the price of Rs. 500/- (Five Hundred only) during the timelines as mentioned in the following Table :-

(a)	Date of publication of Tender Notice & availability of Tender Document	Tender Notice has been published at the official website of India Literacy Board- www.indialiteracyboard.org and also in the leading daily news paper Amar Ujala (Hindi) and Times of India (English) dated 10.08.2026, Lucknow edition. Tender Document will be available from dated 10.08.2026, 10:00 AM till dated 25.08.2026, 3:00 PM
(b)	Bid submission start date & time	Start date 18.07.2026 at 10:00 AM
(c)	Bid submission end date & Time	End date 25.08.2026 at 03:00 PM
(d)	Technical Bid opening date & time	25.08.2026 at 03:30 PM
(e)	Financial Bid opening date & time (Only of technically qualified bidders)	Will be notified later. (after evaluation of Technical Bids)
(f)	Venue of opening of Bids	India Literacy Board, Literacy House, Kanpur Road, Manas Nagar, LUCKNOW
(g)	Contact officer	Name: Mr. Anoop Kr. Srivastava, OSD, India Literacy Board, Kanpur Road, Lucknow. Phone-9415322233.

1. The bidders will have to deposit Rs. 7,000.00 (Rs. Seven Thousand Only) as Earnest Money Deposit in favour of **“India Literacy Board”** in the form of FDR / Bank Draft / Irrevocable Bank Guarantee along with the Technical Bid. This is mandatory; otherwise the Bid will be treated as “Non-Responsive” and will be rejected.
2. The Bids will be opened in the presence of bidder’s representatives, who choose to attend at the venue at date and time mentioned in the above table. An authority letter of bidder’s representative will be required to be produced.
3. The India Literacy Board, Literacy House, Kanpur Road, Lucknow reserves the right to cancel any or all the bids without assigning any reason thereof. The decision of India Literacy Board, Literacy House will be final and binding.
4. In the event of date specified for Bids opening being declared a holiday for India Literacy Board, Literacy House, then the due date for opening of Bids shall be the following working day at the appointed time and place.
5. The bidder is expected to examine all instructions, forms, terms and specifications in the Bid document. Failure to furnish all information required as per the Bid document or submission of “non-responsive Bid” shall be the bidder’s risk and may result in rejection of the Bid in question.

6. The Bid prepared by the bidder, as well as all correspondence and documents relating to the Bid exchanged by the bidder and the Client (ILB) shall be written either in English or in Hindi language.
7. **Technical Bid** - Technical Bid will comprise of:
 - Copy of PAN card.
 - Copy of GST Registration certificate.
 - Copy of Adhar Card of the proprietor.
 - EMD of Rs. 7,000.00 (Rs. Seven Thousand Only) in favour of “**India Literacy Board**” in the form of FDR / Bank Draft / Irrevocable Bank Guarantee.
 - The bidder should furnish experience certificates of having at least 03 years of experience including the financial year 2025-26 in the field of similar civil works. The bidder will have to attach the experience certificates as per above.

Qualification Criteria includes copies of required documents as per Technical Bid justifying that the bidder is qualified to perform the contract if his/her bid is accepted and that the bidder meets the criteria outlined in the Section II Terms and Conditions and Technical Specification and fulfill all the conditions of the Contract justifying that the bidder is complying with all the conditions of the Contract and Technical Specifications of the Bid Document as no deviation will be acceptable to the Client (ILB).

Bid Form –

The bidder shall purchase the Bid Form from the office of Director, India Literacy Board, Literacy House, Kanpur Road, Lucknow and will complete the Bid Form as prescribed therein. Bids shall not be accepted on Photocopies of the Original Bid Form.

Bid Price -

The bidder shall quote the Price in a separate sheet as per the **Annexure-I** of the Bid document in accordance with the given BoQ. The Prices shall be quoted in Indian Rupees only, **including GST / applicable taxes.**

Bid Submission -

Bids will be submitted in a big sealed envelope which will contain two separate sealed envelopes inside; one envelope will contain Technical Bid and the other envelope will contain Financial Bid. The bidder will have to mention clearly the name of work, bidder's name & address and Technical Bid or Financial Bid on the envelopes as the case may be. Non adherence to this condition by any bidder will be deemed to be disqualified.

Period of Validity of Bid -

1. Bid shall remain valid up to 90 days after the date of Bid opening prescribed by the Client (ILB). Bid valid for a shorter period shall be rejected by the ILB as non-responsive bid.
2. In exceptional circumstances, the Client (ILB) may solicit the bidder's consent to an extension of the period of Bid validity. The request and the response thereto shall be made in writing. A bidder may refuse the request without forfeiting its Bid security. A bidder granting the request will not be required nor permitted to modify its Bid.

Scope of work –

Supply biometric devices, attendance software, installation, networking, configuration / Integration with the HRMS or the operating system, training, testing, handover and one-year onsite warranty.

Section II

TERMS & CONDITIONS OF TENDER

1. The Bidder will have to carry out the competitive bidding for supply, installation, testing, commissioning, training and comprehensive maintenance of Biometric Attendance System of India Literacy Board, Lucknow.
2. Bids will be submitted in a big sealed envelope which will contain two separate sealed envelopes inside; one envelope will contain Technical Bid and the other envelope will contain Financial Bid. **The bidder will have to mention clearly the name of work, bidder's name & address and Technical Bid or Financial Bid on the envelopes as the case may be.** Non adherence to this condition by any bidder will be deemed to be disqualified.
3. It is mandatory to deposit EMD of Rs. 7,000.00 (Rs. Seven Thousand Only) as Earnest Money Deposit in favour of **"India Literacy Board"** in the form of FDR / Bank Draft / Irrevocable Bank Guarantee along with the Technical Bid.
4. The bidder should furnish experience certificates of having at least 03 years of experience including the financial year 2025-26 in the field of similar civil works.
5. The bidder firm will have to attach Certificate of Goods & Service Tax (GST) registration along with tender document.
6. The bidder will have to attach the PAN CARD & Adhar Card.
7. Tender Document will not be accepted on photocopies / Xerox.
8. If the bidder is found giving a bribe or any wrong information with the tender, his security deposit will be seized and the tender will be rejected.
9. After complete satisfaction of the India Literacy Board & keeping in view the interest of the institution, the decision will be taken accordingly. India Literacy Board shall have the full rights to reject any bid submitted by the bidder or cancel the tender, without any reason, in the administrative interest, or to change the conditions or terminate any condition. Any tenderer/ bidder will not have any right to debate on doing so.
10. The selected bidder will have to supply biometric devices, installation, networking, configuration, training, testing, handover and one-year onsite warranty.
11. The work of delivery and installation will have to be completed within 30 days of work order.
12. Any dispute between the Bidder Firm and the India Literacy Board, will be subjected to the Lucknow jurisdiction for its disposal.
13. The Bidder is agreed to adhere to the Terms & Conditions as mentioned above.

Signature

Bidder's Official Seal

Technical Specification

Sl. No.	Description
1.	Multi-mode identification – This device supports multiple methods for recording employees' attendance, such as facial recognition, fingerprint, ID card, and password.
2.	Display and Keypad – It typically has a 2.4-inch (6.1 cm) TFT color LCD screen and a 16-button keypad for settings. Camera Technology. It is equipped with high-definition (HD) infrared cameras to scan faces, which can operate even in low-light conditions.
3.	Storage Capacity – This machine can store approximately 1,000 faces and up to 5,000 fingerprints. It also has the capacity to store hundreds of thousands (e.g., 300,000) of attendance records.
4.	Connectivity – It offers TCP/IP (LAN cable) and USB options for data transfer.
5.	Voice Output – This device also provides voice prompts (audio instructions) for successful or unsuccessful attendance recording. Access Controller, It can be used not only for marking attendance but also for controlling office doors.
6.	Installation and Integration with the HRMS or the operating system.
7.	Supply biometric devices, attendance software, installation, networking, configuration, training, testing, handover and one-year onsite warranty.

Signature

Bidder's Official Seal

Annexure-I**Financial Bid**

Sl. No.	Description	Qty.	Unit	Rate (Rs.) Per Unit	Amount (Rs.)
1.	Supply, Installation & Integration, Testing, Commissioning, Training and Maintenance of 06 Machines of the Biometric Attendance System as per the specifications mentioned in the Tender document.	06	01		
TOTAL COST :					
	GST @ as applicable :				
	GRAND TOTAL :				

Signature**Bidder's Official Seal**