



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान NATIONAL INSTITUTE OF OPEN SCHOOLING

(स्कूल शिक्षा और साक्षरता विभाग, शि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution Under Deptt. of School Education and Literacy, M.oE., Govt. of India)

F.No.:42-7(158)/2023/NIOS/Admn/Mtce/806

21/8 August, 2026

M/s _____

Subject: Limited Tender Enquiry for Repairing of Biometric Attendance Machines installed at NIOS Headquarters, A-24-25, Sector-62, NOIDA, U.P.

Sir/Madam,

The National Institute of Open Schooling (NIOS) is an autonomous institution under the Ministry of Education, Department of School Education and Literacy, Government of India. NIOS has nine (09) Biometric Attendance Machines of EssL Model No. MB160 installed at its headquarters. Sealed quotations are invited under Limited Tender Enquiry from experienced and authorized service providers/firms for the repair and restoration of biometric attendance machines installed at this office. The details are as under:

SCOPE OF WORK

- The selected vendor shall undertake comprehensive repair and functional restoration of the biometric attendance machines presently installed in the office premises. The scope includes, but is not limited to:
- Diagnosis and identification of faults in biometric machines (fingerprint/face recognition type).
- Repair/replacement of defective components including sensors, display units, power supply modules, motherboards, fingerprint modules, camera modules, Key Boards, display unit and other internal parts.
- Software reconfiguration, firmware update (if required), and ensuring proper synchronization with the attendance management software.
- Testing of each machine for accurate biometric capture, data storage, and communication with the server/software.

Warranty Period

- Providing a minimum of 90 days (three months) warranty on the repaired machines/replaced parts.
- On-site repair at the office premises (preferred). If machines need to be taken off-site, prior written permission and proper documentation shall be required.

QUANTITY / DETAILS OF MACHINES

Number of biometric machines requiring repair: 09 (nine) Nos.

S. No.	Floor	Nos. of Machines	Make / Model	Type	Nature of Fault
1	Ground Floor	08	EssL Model No. MB160	Fingerprint and Face recognition	Keyboard Fault
2	Fifth Floor	01	EssL Model No. MB160	Fingerprint and Face recognition	Display Unit Fault

ए-24-25, इंस्टीट्यूशनल एरिया, सेक्टर-62, नोएडा-201309 (उ.प्र.)

A-24-25, Institutional Area, Sector-62, NOIDA-201309 (U.P.) Website : www.nios.ac.in

[Signature]
21/8/26

ELIGIBILITY CRITERIA

- The firm should be a registered entity (Proprietorship/ Partnership/ Company) with valid GST registration and PAN.
- The firm should have experience of at least 2–3 years in repair/maintenance of biometric attendance systems of reputed makes.
- The firm should not be blacklisted by any Government / PSU / Autonomous body.
- Supporting documents (GST, PAN, experience certificates, authorization letters, if any) to be enclosed with the quotation.

TERMS AND CONDITIONS

- Quotations must be submitted in a sealed envelope superscribed "Quotation for Repair of Biometric Machines".
- The quotation should be comprehensive and inclusive of all taxes, labour, spare parts, transportation (if any), and other charges. No additional charges will be paid later.
- The rates should be quoted both in figures and words. In case of discrepancy, the rate in words shall prevail.
- The work shall be completed within 07 (seven) days from the date of issue of Work Order.
- Payment will be made after satisfactory completion of work and submission of invoice, subject to verification by the competent authority. No advance payment will be made.
- The vendor shall provide a warranty of minimum 90 days on the repaired machines and replaced parts from the date of successful repair.
- The NIOS reserves the right to accept or reject any or all quotations without assigning any reason.
- The vendor may visit the site (if required) to assess the condition of machines before submitting the quotation.
- Any dispute arising out of this enquiry shall be subject to the jurisdiction of courts at Delhi/New Delhi only.
- Conditional quotations or quotations received after the due date and time will be summarily rejected.

SUBMISSION OF QUOTATION

Quotation must be submitted in sealed envelope and must be deposited in the tender box kept in the Maintenance Section, NIOS HQ, Room No. 204, Second Floor, A-24-25 Institutional Area, Sector-62, NOIDA, U.P.

Bid submission date & Time	28 th August, 2026 by 01:00 PM
Opening of Bids	28 th August, 2026 at 02:30 PM, by the Committee in the presence of firm representatives, who wish to be present.

NIOS reserves the right to cancel this tender at any time without assigning any reason.

Yours faithfully,


(Rajesh Gautam)
Deputy Director (Admn.)

Encl.: Annexure A (Financial Bid Format)

FINANCIAL BID / PRICE SCHEDULE
(To be submitted on the letterhead of the firm)

The Deputy Director (Admn.),
National Institute of Open Schooling,
A-24-25, Sector-62, NOIDA, U.P.

Subject: Quotation for Repair of Biometric Attendance Machines against Limited Tender Enquiry No. 42-7(158)/2023/NIOS/Admn/Mtce dated 21st August, 2026

Sir,

With reference to the above Limited Tender Enquiry, we hereby submit our quotation for the repair of biometric machines as under:

S. No	Description of Work	Qty	Unit Rate	Total Amount
1	Comprehensive repair of biometric attendance machine (including diagnosis, spare parts, labour & testing)			
	Ground Floor	___ Nos.	Rs. _____	Rs. _____
	Fifth Floor	___ Nos.	Rs. _____	Rs. _____
2	Any other charges (please specify)			
Sub Total				
GST @ ____ %				
Grand Total (Inclusive of all taxes)				

Amount in words: Rupees _____ only.

Declaration

- 1) I/We have inspected the Biometric Attendance Machines personally and quoted the above rates after due consideration.
- 2) Time required for completion of work: 07 days.
- 3) I/We agree to abide by all the Terms & Conditions mentioned in the Limited Tender Enquiry.
- 4) GST will be charged as applicable. All applicable TDS (Income Tax & GST) will be deducted as per Government rules.
- 5) I/We certify that my/our firm has not been blacklisted, suspended or debarred by any Government Department, PSU or Autonomous Institution in India.
- 6) I/We will provide **minimum 90 days warranty** on parts & workmanship from the date of successful repair.
- 7) I/We enclosing copy of required documents as mentioned in the eligibility criteria.

(Signature of Authorized Signatory)

Name _____

Designation _____

Company Name with Seal _____

Contact Number _____

Email Id _____