

**Tender Notice**

**Sub: Biometric Attendance System Software with SMS service for NITT Hostels**

Sealed tenders are invited from the Software firm for **Biometric Attendance System software with SMS service** required for Various Hostels. The detail technical specification & Quantity are given in Tender.

The tender form along with technical bid, price bid, specifications, terms and conditions of the **Biometric Attendance System software** shall be downloaded directly from institute website [www.nitt.edu](http://www.nitt.edu) and be submitted with the **tender document fee of Rs.525/-**(Non refundable) along with EMD amounting to **Rs.10000/-** both in form of DD favouring **The Chief Warden, NIT Trichy** and shall reach by **20.11.2014 till 3.00 PM**. These will be opened on the same day i.e. **20.11.2014 at 3.30 PM** in the presence of bidders, if they wish to remain present. **The bid without tender documents, tender fee, earnest money and received late will not be considered.** The Chief Warden, NIT Trichy reserves the right to accept/reject all/any of the bid without assigning any reason.

**Chief Warden**

**NITT Hostels**

## Important Note

- Tender, all corrigenda, addenda, amendments and clarifications to Tender Specifications will be hosted in the website [www.nitt.edu](http://www.nitt.edu) and not in the newspaper, Bidders shall keep themselves updated with all such developments.
- In case the last date of receipt/opening of bids falls on holiday, the bids shall be receipt/opened on the following working day at same time and venue.
- Bidder who have downloaded the tender document form from the institute's website shall submit a declaration along with tender document that I/We have downloaded the Tender Form from the institute website [www.nitt.edu](http://www.nitt.edu) and I/we have not tempered /modified the tender form in any manner . In case, if the same is found to be tempered/modified in any manner, I/we understand that my/our tender will be summarily rejected and I/we are liable to be banned from doing business with institute.
- While submitting the tender, bidders must submit Tender Fee, EMD, eligibility criteria documents & Technical Bid and Financial bid in four different envelopes clearly marking the contents as detail below on the body cover of each envelop in bold letters :
  1. Envelop: "A" Tender Fee
  2. Envelop: "B" Earnest Money
  3. Envelop: "C" Technical Bid (which includes documents related to eligibility criteria and Terms and conditions, Performance statement & Other declaration related documents.)
  4. Envelop: "D" Financial Bid
- All above four envelopes then be placed in a one larger envelope, sealed and superscripted with tender number, Name/subject & due date of submission and should be addressed to:

**The Chief Warden  
Hostel Office  
National Institute of Technology  
Tiruchirappalli - 620 015  
Tamilnadu**
- Supplier must mention Full address with Phone No. & Fax No. and email-ID on their envelopes also.
- Tender document fee of **Rs.525/-** (Nonrefundable) along with EMD amounting to **Rs.10000/-** both in form of DD favouring **The Chief Warden, NIT Trichy** are to be submitted with tender document failing which the offer will not be considered.
- The tender not submitted in accordance with the above mentioned criteria is liable to be rejected. Further, envelope D i.e. Financial bid will be opened only of those bidders whose bids are found according to eligibility criteria.

### Eligible Criteria - Technical Bid

1.	Bidder should be registered Software firm.
2.	Bidder should have experience of successful execution of atleast 2 similar project in reputed educational Institute in Tamilnadu. The work order should be on the name of the bidder. The order copy of above mentioned projects and successful completion/ performance certificate from the customer along with the offer is to be submitted.
3.	Preference will be given to young entrepreneur.
4.	Copy of the PAN No.
5.	Copy of acceptance of terms and Conditions as per Tender.
6.	Implementation of the full project report should be submitted along with the tender document
7.	Scope for the supplier and NIT Hostel administration should be clearly furnished in separate sheet.

## **TERMS AND CONDITIONS**

### **FOLLOWING TERMS AND CONDITIONS MAY BE CAREFULLY STUDIED BEFORE SUBMITTING BIDS/BIDS**

1. Name, complete address of the bidder/ Quotee with telephone NO., Fax No. & Email id.

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2. Location of Head office with complete address, with telephone No. Fax No. and Email id.

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3. The bid must be quoted duly typed on the letter heads of the supplier / manufacturer with full address and must be contained in a sealed envelope which should be superscribed as “Bid for Supply, installation, testing and commissioning of **Biometric Attendance software with SMS service - Short Tender Notice No. NITT/HAC/Purchase /Biometric software/2014/VI/002 dated 10.II.2014**” with due date and time on the cover of envelope.
4. The last date of submission of tender is 20.II.2014 by 3:00 pm. These bids will be opened on the same day at 03.30 pm in the Hostel Office/ NITT in the presence of the bidder(s) or their authorized representative(s) who wish to remain present at the scheduled time. Telefax /E-mail and other incomplete offer will not be considered.
5. All Bids will be deemed to be FOR NIT, Tiruchirappalli.
6. All Bids will be valid for at least 90 days excluding the date of opening, illustrated literature and catalogue must be furnished along with Bid.
7. Rates should be quoted in Indian rupee only.
8. The hostel administration is not liable to pay any interest on EMD. Earnest money deposit shall be forfeited, if the bidder, withdraws his/her bid before the period of tender validity. The Earnest money deposit of the bidder, whose tender has been accepted, will be returned on the submission of performance security @5% of the total value of the offer. The Bid may be rejected by the Chief Warden without assigning any reason.
9. The Bid received after the due date will not be considered unless the date is extended.

10. In case the last date of receipt of Bid falls on holiday, the Bid shall be opened on the following working day.
11. Certificate to the effect that the Price quoted by the bidder will be lowest and is not more than the Price charged from other Educational Institutions/ R & D departments in India.
12. Copies of supply orders at least of two users where bidder have already supplied above said **requirement** be supplied.
13. Details of training and the cost if any in the hostel administration be intimated.
14. The supplier who quote, must provide terms & conditions and installation etc. and maximum discount can be allowed for being an Educational Institute.
15. 90% payment will be released against physical delivery and inspection of the software and balance 10% payment shall be released within 90 days after having the inspection and installation report of the equipment/material, execution of the complete project as per specification of the supply order.
16. A copy of blank tender document duly signed and stamped on each pages shall be returned in original with the Technical bid as a proof, to confirm the acceptance of the entire terms and conditions of tender.

#### ARBITRATION:

In case of any dispute or difference arising out of or in connection with the tender conditions / job order and Contract, the Institute and the bidder/Contractor will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.

The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Tiruchirappalli only. The decision of the Arbitrator shall be final and binding on both the parties.

#### JURISDICTION:

The courts at Tiruchirappalli alone will have the jurisdiction to trial any matter, dispute or difference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Tiruchirappalli Court shall have jurisdiction in this matter.

READ and ACCEPTED

SIGNATURE

## Technical Specification

### Student Leave Apply/Approval System

- **Leave/Permission Approval & Intimation** – Hostellers apply leave using their individual logins, wardens/class advisors approve their leaves, and parents are intimated through phone calls and they will approve/acknowledge their leaves over phone IVR.
  - Individual logins for students and staff
  - Leave/Permission Configuration – Restrict number of leaves/permissions per day/month/year
  - Multiple leave approval configurations. It must be configurable at any time.  
Example Hierarchy
    - Room Supervisor
    - Hostel Warden
    - Convener of Hostels
    - Chief Warden
  - Leave rejection reason
  - Leave approval through IVR
  - Gate pass generation
- **In/Out Intimation System** – When hostellers leave the college campus, SMS or Phone Call will be sent to their parents with ‘out time’ details (from the thumb reader machines). Likewise, SMS or Phone Call will be sent to parents with ‘in time’ details, when the hostellers come back into the campus.
  - Call/SMS when the student goes out of the campus.
  - Call/SMS when the student comes back to the campus.
  - Student’s leave status tracking.
- Application must be web accessible.
- Application should be accessible via PC, Laptop/Notebook, Tablet PC and Smart Phone.
- IVRS System capable of handling more than 100 Parallel Phone calls simultaneously with crystal clear sound quality. Make sure handling of 10,000 students.
- It should be capable of sending outgoing call as well as incoming calls.
- Complete automated outgoing call as well as incoming call handling.
- Complete automated reading of records from Smartcard Reader/Biometric Finger print reader/ Face reader.
- Real time intimation of student approval status in Gate.
- **Hostel Attendance** –The hostellers’ attendance is maintained using thumb reader machines placed inside the hostel premises. Every evening, the wardens will be intimated of the number of present/absent/leave through SMS.
  - Automatic attendance reading
  - SMS intimation to parent in case of student’s absence

- Automatic intimation about the day's number of present/absent/leave to wardens and management
- **Room Allocation** – Allows user to allocate, change or vacate rooms for students.
  - Room/Bed allocation for students
  - Room change and tracking
  - Vacating rooms
- **Security & Authorization** – Secure web pages and IVR approvals.
  - Role based logins
  - IVR approvals are accepted only from registered phone numbers
  - SMS will be sent only to registered phone numbers
- **Mess Allocation**
  - Mess allocation for students
  - Mess change and tracking
  - Mess vacating
  - Mess Extra registration with coupon printing facility
  - Mess bill intimation to the students
  - Hostel fee payment intimation through SMS
  - Hostel fee receipt intimation through SMS
  - Festival registration details and SMS service
- **Installation Services** – Setup and configuration of the application.
  - Configuration and installation of the application
  - Student details upload(during installation process only)
  - Phone server setup
  - SMS server setup
  - Web server setup

(Note: Servers will be provided by the Hostel Administration)

## ANNUAL MAINTENANCE CHARGE

**Annual Maintenance Charge for SMART SECURITY SYSTEM FOR HOSTEL would include the following agenda:**

- Biometric machine integration

New biometric machine would be integrated to the application at any time of the academic year at free of cost

- Continuous monitoring of web server
- Continuous monitoring of phone server
- Continuous monitoring of SMS server
- Application usage training for staff(3 times)
- Regular feature updates for application
- Automatic database and application backup

FTP and network backup available

- 24x7 phone support
- Online support during company working hours
- Onsite support when required



## PRICE BID

(BID MUST BE ON THE LETTER HEAD OF SUPPLIER)

S. No	Description	Total no. of Students	Rate (in Rs.) (inclusive of Taxes)	Total Amount (in Rs.)
1	Installation, commissioning and training of Biometric Fingerprint based time attendance system software with SMS service	5000		
2	AMC for 5 yrs			
	Total amount			

F.O.R. NIT Tiruchirappalli.

VAT/Sale Tax / Service Tax quoted separately

Delivery Period:

Warranty: 3 years

We have gone through and understood the instructions to the bidders and also terms & conditions stipulated in the Tender Document and confirm to abide by the same.

Signature of the Bidder  
With Stamp

Date

Place: