Hostel Administration Committee
National Institute of Technology
Tiruchirappalli-15

30th October 2012

Notice inviting expression of interest

Hostel Notification Number 8 dated 30/10/2012

Hostel Administration Committee (HAC), National Institute of Technology (NITT), Tiruchirappalli-15 proposes to install Biometrics Attendance recording system at its Hostel Office, within the NITT campus.

The system is intended to record arrival and departure timings of Cleaning and Maintenance workers of our Hostel and their leave particulars.

The scope of work includes providing of hardware, software, related accessories and installation and training of the system to the identified personnel of the Hostel Office.

The system should have the storage capacity of recording finger prints on required number of occasions of Entry/ Exit for about 150 employees to and fro from the Hostel Office of NITT. It should able to accommodate additional 50 non muster roll workers.

For this purpose, Expressions of Interest (EOI) are hereby invited from registered, reputed and experienced Firms /Agencies for undertaking the end to end implementation of Automated Control, Card and Finger Scan Attendance Record System, in sealed cover, addressed to the Chief Warden, Hostel Office, National Institute of Technology, Tiruchirappalli-15 with the words "EOI for supply of attendance recording system" boldly super scribed on the top of the envelope.

This is an invitation for submission of Expression of Interest (EOI) for end to end implementation of Automated Control, Card & Finger Scan Attendance Record System. This document should not be construed as Tender / Request for Proposal (RFP) in any form and would not be binding on Hostel Administration Committee in any manner whatsoever.

The prospective vendor should enclose the complete specification/ technical details/ literature / printed catalogue of their equipment indicating any special features of their system.

In the case of existence of a DGS&D rate contract or a State / Central Government rate contract in respect of subject system/ equipment, the same should also be enclosed along with the EOI.

The prospective vendors may be required to arrange display/ demonstration of their products before the Hostel Administration Committee (HAC). Keeping in view of the nature of procurement, the HAC shall be free to select a vendor, which it consider, shall be suitable for the requirement of the Hostel Office. Bid documents will be issued only to the short listed applicants.

General Terms & Conditions

1. The prospective vendor / bidder should have been in business of implementation of Automated Control, Card and Finger Scan Attendance Recording System (*herein after referred as System*) for a period of at least 3 years with proven track record as on 01/04/2012.
2. The applicant should have past satisfactory experience in Supply, Erection, Testing and Commissioning of System for any government organization preferably in the public sector, government offices etc.,   for which the firm has to submit both work order copy as well as the completion certificate from the competent authority. The bidder should be the owner or certified/ authorized agent or partner of the system owner.
3. The bidders who have already installed system in the offices of Government of India are requested to bring copies of different types of data which are being generated in such offices out of these systems.
4. HAC, NITT reserves the right to qualify or disqualify any or all EoI application without assigning any reasons.
5. <u>LAST DATE IS 12TH NOVEMBER 2012</u>

Technical Requirement:

- The System should be sturdy and tamper proof. The equipment/ machine should have a proper casing. It should easily upload and download records of finger prints, data, events, time and attendance. It should have adequate power back up. The System should be user friendly.
- Rules, time management parameters can easily be customized on the device.
- The System should support leave management.
- The System should generate – Daily and Monthly Attendance Statistics report, Leave report, Staff on duty / Staff Off duty report etc.,
- Data should be available in Excel for further calculation.
- The System should have adequate battery backup (upto 72 hours) and protection from physical damage.
- Reliability is the most important factor. The System needs to be more responsible when it is to operate in standalone mode.
- The System must have a foolproof mechanism so that only authenticated attendance data is generated.
- There should be security checks at every level so that nobody can attempt to manipulate the system in her / his favour.
- Taking into consideration the problems in getting round the clock electric power supply in the Hostel Office, it has been decided to have external uninterrupted power supply unit with a battery backup of minimum 72 hours.
- ETDC (Electronics Test and Development Center) Certificate must be

submitted as a proof of testing for the OEM system recorders for the adherence to standards on Calibration, Quality, Reliability, Quality and Environmental conditions etc.,

- The System should be possible to make necessary changes, additions, deletions, etc in this data in case of promotions, recruitments, retirements, deaths, etc of the employees.
- Special design will be needed in the machine that allows the machine to keep its internal clock ticking even in case of protracted electric supply failure. This is over and above the battery backup of 72 hours, which is needed for remaining part of machine (i.e. minus the clock). Alternatively, clock may work on long lasting battery (say for three months or more).
- Enrolment (Registration) Specifications: Two different fingers of every user should be registered and for every finger of that person three sample fingerprint template should be recorded. In all six (6) fingerprint templates of two (2) fingers should be recorded for each enrolment. Usually only one finger shall be used. The second finger impression shall be tried by the employee in case the usual finger is not getting recognized by the system due to injury to the finger or soiling of the finger due to, say tobacco. Usual finger should be right index finger and second finger should be left index finger. If the user doesn't have index finger, then middle finger shall be used and in case of absence of middle finger also ring finger shall be used.
- Attendance must be captured on the specified timetable provided by the HAC and not beyond these timelines. For e.g. if the Morning allowed time for attendance is between 8.00 to 9 a.m then anyone trying to register his or her attendance beyond 9 should not be allowed.
- The prospective vendor should provide only the latest models.
- Vendor should ensure that all spares required for servers/ Hardware is available for at least for next 3 years. A declaration to this effect is to be provided by the bidder. If the bidder is not an owner, such declaration should be provided from OEM.
- Bidder should provide only the latest models.
- The System should have minimum requirements to future up gradation in technology.
- The prospective vendor should not have been debarred by any Government / Statutory / Regulatory / Banks/ Insurance Companies in the last two years. A self-declaration by the prospective vendor has to be provided.
- The System shall have to remain under guarantee/ warrantee of the supplier for a period of 3 years which shall include replacement/ maintenance of the system and related equipment including software.
- Whenever the System is required to be repaired at the workshop of the suppliers end, alternative system will have to be provided for the same immediately. The repaired system will be returned to the NITT, Hostel Office

within a maximum of 2 weeks.
- Methodology for coding or giving ID's to employees will be finalized in consultation with the Hostel Administration.
- Selected vendors will have to provide performance guarantee.

<u>General Particulars to be provided by the Prospective vendor/ Bidder:</u>
1. Name of the Bidder:
2. Date of incorporation:
3. Mailing Address:
4. Phone Number / Mobile no. :
5. Fax Number:
6. E-mail:
7. Constitution of the Applicant:
8. Year of commencement of business:
9. Sales Tax Registration Number (along with latest sales tax clearance certificate):
10. PAN Card No.:
11. List of Clients whose work has been undertaken (proof of work order to be produced) :

Chief Warden, Hostels, NITT