



टाटा सामाजिक विज्ञान संस्थान Tata Institute of Social Sciences

Deemed University under Section 3 of the University Grants Commission Act (UGC), 1956

Tender for Biometric Attendance System for TISS

Reference No: TISS/CC/NIT/130

Last date for submission: 12th April, 2016.

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Section A – Notice Inviting Tender

Applications are hereby invited , for the works noted below, from reputed, bonafide & resourceful electrical contractors having ability & experience of executing similar types of work. Out of the applications received a screening will be made and only those parties qualified, will be issued tender documents. The decision of the Institute about selection of the agency, irrespective of their status or reputation, shall be final and binding.

Tenders are to be submitted in prescribed tender form along with Schedule of items of work, Additional /Special Terms & Conditions, Scope of work, copy of this notice etc. for which petitions are to be submitted to the **Registrar, Tata Institute of Social Sciences, V.N Purav Marg, Mumbai 400088** with the following:

1. Documents regarding performance of works in Institutes and/or in a highly reputed company/multinational for a minimum value of 10.0 lakhs for a single contract & submitting attested copy/copies of the same duly signed by the tenderer.(Only completion certificate/s issued by the department shall be entertained)
2. Valid and up-to-date Income Tax, VAT and service Tax registration, Professional Tax registration Certificate & submitting attested copies of the same duly signed by the tenderer.
3. Documents in support of average Annual Turn-over of three times of the contract price or Rs 15 lakhs during last 2 financial years (Based on Auditor's report and also IT return)

The above criteria as a guideline for minimum qualification but merely fulfillment of all the criteria shall not automatically qualify an agency as the department may like to pick up the most reputed and experienced agencies of the country.

The right is reserved by the Institute to revise or amend the tender documents prior to the date notified for submission of the tender. Such revisions, amendments shall be notified in the form of addendum or corrigendum.

Section B – Terms and Conditions

General conditions

1. Throughout the Tender document the term “ supplier”, ”agency” shall mean the successful Tenderer.
2. The Notice inviting Tender, the Terms & Conditions, and the Specifications etc. will constitute the Tender Document Set.
3. The Registrar, Tata Institute of Social Sciences reserves the right to accept or reject any tender offer without assigning any reason, whatsoever. The Institute is not bound to accept the lowest price offer. Current and valid income Tax Certificate ,Service Tax Registration, Sales Tax Clearance Certificate dispensed with Sales Tax registration no.(if any) or VAT and Valid Trade license Certificate should be submitted along with tender: otherwise the quotation would be ignored.
4. The quoted rates should be inclusive of all taxes.
5. A tender not confirming to the Terms and conditions and specifications mentioned in the tender documents is liable to be rejected.
6. The price schedule should reflect all the taxes levied separately . Basic price and taxes to be quoted separately.

Terms and conditions regarding submission of tender

1. The tender document is not transferable.
2. Tender offer should be kept inside a sealed envelope. The technical bid and commercial bid are to be kept in two separate envelopes. The envelopes should be addressed to: The Registrar, Tata Institute of Social Sciences.
3. All the envelopes containing the Tender offer shall be super scribed " Tender for Supply and Commissioning of Biometric Time Attendance System"
4. Tender offer must refer to the Notice Inviting Tender.
5. Each page of the Tender offer must be signed by the Tenderer or authorized signatory on behalf of the Tenderer.
6. Price must be quoted both in figure and words.
7. The bidder shall quote unit price inclusive of all levy & taxes,packing,forwardingm, freight and insurance etc.
8. The Tender submitted must not contain any ambiguity. In case of any ambiguity in the price offer, the amount quoted in words shall be considered.
9. The Price quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
10. The bidder should quote the items prices as per Schedules of Requirements given in section-E
Canvassing in any form is forbidden and will amount to disqualification.

Evaluation - The tender will be evaluated in two stages. The **technical bid** will be evaluated first. The financial bids will be opened only for those bids, which are successful in technical evaluation and declared technically responsive.

Price Validity - 9 months from the date of opening of the price bid. The purchaser reserves the right to place additional quantity of any item within the price validity period . After installation of devices at Mumbai Campus, the vendor may have to carry out similar installations at Hyderabad, Guwahati and Tuljapur Campuses. However the attendance software shall be common and will be hosted at the Mumbai Campus.

Warranty and Post installation support

1. The successful Tenderer must furnish a warranty for providing free post Installation comprehensive support during a warranty period of **three years** from the date of successful installation and commissioning.
2. The agency will also deploy two dedicated personnel onsite during implementation and the warranty period
3. The bidder should have own inhouse software development and customization setup in Mumbai/Pune
4. The bidder should have proper office in Mumbai to support and service the TISS Mumbai Campus

Training and Documentation - On successful commissioning of the entire system, the agency shall impart training for day-to-day operation to the chosen staff of the Institute free of cost. In case the training needs outstation visit, the board and lodge has to be arranged by the supplier free of cost. The agency will also provide a full user and technical manual to operate the devices and the software.

Annual Maintenance Contract

1. Along with the Tender bid the Tenderer must quote charge for comprehensive Annual Maintenance Contract (AMC) applicable after the expiry of the period of warranty.
2. Any Tender without quote for the AMC shall not be considered.
3. The AMC shall include cost of transportation & halts of the servicing staff of the SUPPLIER and cost of any components that might require to be replaced in course of clearing faults.
4. The Institute reserves the right for third party maintenance after expiry of the warranty period.
5. The manufacturer/supplier should give undertaking that all component/spares would be made available and comprehensive support will be provided on the whole Biometric Time attendance System, for a minimum period of five years.
6. Comprehensive support will be as specified under Support and post Installation warranty.
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Section C – Porforma for Tenders Profile

Information about the tenderer (to be submitted along with the tender)

1. Name of the Firm:
2. Registered Address:
3. Contact Phone Number (s):
4. FAX Number:
5. Whether the Firm a : Central /StateGovt. Undertaking
6. Sole Proprietary Co. Or Partnership Firm/(P) Ltd. Co.
7. Name of Sole Proprietor Or Names of Partners/Directors.
8. Name of Person Authorized to sign Tender bid & negotiate and the capacity in which he is authorized
9. Permanent Income Tax A/C No.
10. Engaged in the Business of Manufacture/Supply of the items since when.
11. Company Profile indicating Level of Expertise available ,with supporting reference (Extra Sheet/s may be attached).
12. Annual Turnover for last two years
13. quantity of work-wise.
14. + in number of executed Work Orders
15. + the Bill Amounts.
16. A list (with full addresses) of prominent organizations where the bidding Firm have undertaken similar supplies.

Other documents to be attached:

1. The Latest Income Tax PAN No. (the original of which may have to be produced by the successful Tenderer before the issue of the firm order)
2. Latest Sales Tax Registration Certificate.

3. List of Credentials in favour of the Tenderer
4. Original bids duly signed on each sheet
5. Valid Trade License
6. ISO 9001:2000 Certificate (Preferable)
7. Relevant statutory Certificate
8. Copy of Balance Sheet showing yearly turnover of Rs. Fifteen Lakhs for the last two financial year or thrice the quoted value whichever is lower.

Section D - Project Schedule, Requirements and Specifications

The project will be done in two phases:

Phase 1 – Employee attendance (Wallmounted bio-metric devices needed – 4)

Phase 1 includes installtion of 4 wallmounted bio-metric attendance devices, employee enrollment, software customization and implementation for employee attendance at the Mumbai Campus.

Phase 2 – Student attendance (No. of handheld devices - 50)

Phase 2 includes installtion of 50 bio-metric attendance devices, student enrollment, software customization and implementation for sstudent attendance at the Mumbai Campus.

Specifications for Bio-metric attendance device:

Credential Support - Fingerprint, RFID Card and PIN

Finger Templates Per User - 10

Fingerprint Module Type - Optical

Card Type Support - Proximity (EM PROX) and Smart Card (Mifare/NFC, HID iCLASS)

Fingerprint Templates - 12000 (1:N mode), and 100,000 (1:1 mode)

Unique User Capacity/ No. of employees - 5000

Fingerprint Verification - 1:1 and 1:N

Cards per User - 2

Events Buffer/ No.of transactions - 500000

Display - 3.5" TFT Display with Touchscreen (**For wall mounted**), 2.5" TFT Display with touchscreen (**For hand held**)

Dimensions – 180(L)*134(W)*36(D) (**For wall mounted**), 75(W)*182(H)*36(D) (**For hand held**).

These dimensions are approximate, however the vendors should ensure that the width of handheld device is much lesser than the wall mounted one so that it can be held in one hand comfortably.

Buzzer - Yes (Note: For the handheld device, there should be provision to switch off the buzzer)

Power over Ethernet (PoE) - Yes

Communication - Ethernet, Wi-Fi and Mobile Broadband (2G, 3G, GPRS)

USB - 1 Port (Data Transfer and Wireless Connectivity)

External Reader Types - 1 Port for Card/ Finger/ Card+Finger/ UHF Reader

Exit Switch Port - Yes

External Reader Interfaces - RS-232 and Wiegand

External Reader Power Output - Internal 12VDC @ 0.5A or External

Auxiliary Output Port - Relay SPDT, Form C, 1A @ 30VDC

Auxiliary Input Port - Programmable NO, NC, Supervised

Tamper Detection - Yes

CPU - 1GHz Arm Cortex A8

Memory - 256MB Flash and 512 MB DDR3 RAM

Input Power - 12VDC@2A

Environment Protection - IP65

Battery Backup – 6 Hours or more

Verification/ Identification time – Less than 1 second

Note: Vendors may mention better specifications than the ones mentioned above. In the technical bid the vendors have to clearly describe and justify why the specifications mentioned by them are better than or equivalent to the ones listed above.

Specifications for the software:

The institute prefers the platform of the attendance software for students and employees to be in open source/ free software, however vendors with proprietary solutions may also apply. Details of the operating system, database server, web application framework that will be used should be clearly mentioned in the 'Technical Bid'.

Note: All softwares mentioned in the bid which are not free softwares and additional softwares required to run the system along with the anti-viruses needed will be bought, installed and maintained by the supplier for the term of the contract. The institute will only provide the server and network connection.

General Features in the web based attendance software for staff and students:

1. Should comprise of all masters, basic access control software, and basic attendance software for employees/ students and enrollment module.
2. It should support multi campus, multi location, multi department, multi login with different rights, multi hierarchy of employee
3. Configurable Employee Hierarchy with Multiple employee categories ,multiple Employee Type, different Employee Status
4. Should capture attendance based on shifts
5. Handheld students attendance terminal for marking attendance during the class and staff

attendance in campus

6. Possible to configure attendance device number indicating class number
7. Possible to configure any number of slots for attendance.
8. Class schedule wise attendance report generation indicating students present in specific class. Possible to customize requirement in software.
9. Handheld device with build-in battery and easy to handle by students, person taking attendance.
10. Fingerprinting enrollment using software or through device and copy fingers from one device to other device.
11. Handheld and wall mount device to have same protocol and communication standard and should be interoperable.
12. Device should support communication in Pull and Push based TCP communication.
13. Device should support ethernet, TCPIP, TCP, UDP protocol and bluetooth incase of handheld
14. Buzzer or beep on device should configurable to make on/off so that sound is avoided in class room.
15. Possible to disable keypad of device to avoid misuse by students.
16. Device should support different mode of operation card only, card + finger and finger only.
17. It should support reading existing cards issued to students/ employees
18. Device should have battery backup for 6 hours
- 19. Integration with existing students management system and ERP and support for database level and API level integration. The institute software runs on GNU/linux with postgresSQL as the database. Integration with LDAP should also be possible**

Notes: The above mentioned are general specifications and are not to be treated as final. The specifications for the software will be finalized during the implementation of the project after discussions with the agency. The agency should be ready to integrate the institute ERP and student management system with their software and customize their software as per institute's needs.

Section E – Technical and Commercial Bid Requirements

Following details have to be submitted separately as financial bid:

Sr No.	Item	Qty	Basic Price	ST	VAT	Any Other specify	Total
1	Bio-metric device unit	54					
2	Implementation/ customization of Attendance Software for employee and student	1					

	attendance						
3	AMC						

Grand total of 1 and 2 in figures and words:

Section F – Payment schedule

The payment schedule shall be as follows:

20% payment after successful completion of Phase 1

50% payment after successful completion of Phase II

Balance 30% payment six months after completion of Phase II

A particular phase of the project shall be considered to be complete only after successful installation of the attendance devices, installation/ customization of the software as per institute needs, successful integration with ERP, Successful user testing, training and complete handing over of the technical and user manual.

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