PATHARKANDI COLLEGE

ESTD. 1990

Affiliated to the Assam University, Silchar, Regn. Under UGC 2(F) and 12(B)
Accorded Govt. Concurrence W.E.F. 1999
P.O. PATHARKANDI, DIST. KARIMGANJ, ASSAM,
PIN. 788724, Web Address: www.pkdc.ac.in

Memo No. PKDC/TENDER/2022-23/01   **Date: 04.12.2022**

Notice Inviting Tender for Biometric Attendance System

For the works outlined below, applications are invited from reputed, bonafide and resourceful electrical contractors with experience & capacity to execute similar types of work. A screening of the applications received will be conducted and only those who qualify will receive purchase order. Any decision made by the Patharkandi College, Patharkandi regarding the selection of the agency shall be final and binding, regardless of its status or reputation.

Applicants are required to submit tenders in prescribed tender forms with schedules of items of work, additional/special terms and conditions, scopes of work, copies of this notice, etc. Applicants are required to submit their bid to the following address- **'The Principal, Patharkandi College, Patharkandi, Dist. Karimganj, PIN 788724, Assam'** with the following:

1. Valid and up-to-date Income Tax, VAT and service Tax registration, Professional Tax regn Certificate & submitting attested copies of the same duly signed by the tenderer.
2. Company PAN/TAN details.

As a guideline for minimum qualifications, the above criteria should be met to qualify an agency, but simply fulfilling all the criteria will not qualify it, because the department may be interested in selecting the most suitable agencies as per our expectations.

Until the tender documentation is due for submission, the Institute reserves the right to revise or amend the documents. Corrigenda or addenda shall notify such revisions, amendments.

Project Details, Requirements and Specifications

The project is all about procurement of Employee attendance (Wall-mounted bio-metric devices; needed qty = 01) biometric device. The project will include installation of 01 number of wall-mounted bio-metric attendance devices, employee enrollment, software customization and implementation for employee attendance at the Patharkandi College 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 (CPM is Required) - Proximity (EM PROX) and Smart Card (Mifare/NFC and HID iCLASS), password based.
Fingerprint Templates - 12000 (1:N mode), and 100,000 (1:1 mode)
Unique User Capacity/ No. of employees - 250
Fingerprint Verification - 1:1 and 1:N
Cards per User - 2
Events Buffer/ No. of transactions - 500000
Display - 3.5" TFT Display with Touchscreen.
Dimensions – 180(L)*134(W)*36(D). These dimensions are approximate.
Buzzer - Yes
Power over Ethernet (PoE) - Yes
Communication - Ethernet, Wi-Fi and Mobile Broadband (2G, 3G, 4G, 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

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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

Specifications for the software

It is preferable that the attendance software be open source/free software, but vendors with proprietary solutions may also apply. An application framework, database server, and operating system details should be included in the 'Technical Bid'.

Note: A supplier will buy, install, and maintain, during the term of the contract, all software mentioned in the bid that is not free as well as additional software needed to run the system. Servers and network connections will be provided by the institute.

General Features in the web based attendance software for employees

1. Should comprise of all masters, basic access control software, and basic attendance software for employees and enrollment module.

2. It should support multi location, multi login with different rights, muti-hierarchy of employees.

3. Configurable Employee Hierarchy with Multiple employee categories, multiple Employee Type, different Employee Status.

4. Possible to configure any number of slots for attendance.

5. Fingerprinting enrollment using software or through device.

6. Wall mount device to have same protocol and communication standard and should be interoperable.

7. Device should support communication in Pull and Push based TCP communication.

8. Buzzer or beep on device should configurable to make on/off so that sound is avoided in class room.

9. Device should support different mode of operation card only, card + finger and finger only.

10. It should support reading existing cards issued to employees.

11. Device should have battery backup for 6 hours.

Note: It should be noted that the above specifications are general and are not binding. Following discussions with the agency, the software specifications will be finalized during the implementation of the project.

Terms and 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 Principal, Patharkandi College, Patharkandi 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 Principal, Patharkandi College, Patharkandi, Dist Karimganj-788724, Assam'.

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3. All the envelopes containing the Tender offer shall be super scribed "Tender for Biometric 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, forwarding, 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.

11. Beside hard copy of the quotation, the vendors are also requested to send the soft copy of the same to the following email- pkdc001990@gmail.com / principal@pkdc.ac.in

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.

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 Patharkandi College, Patharkandi.

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.

7. Last date for submission: 05th January, 2023.

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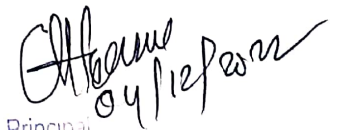PIN. 788724, Web Address: www.pkdc.ac.in

Annexure-I: Proforma 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.

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Payment schedule

The payment schedule shall be as follows:

20% payment after successful completion of Installation. 50% payment after successful trial. Balance 30% payment shall be paid after 03 months of error less usage.

04/12/2022

SD/-

Dr. Monjurul Hoque

Principal

Patharkandi College

Dist. Karimganj-788724

Assam

Principal

Patharkandi College

Dist.- Karimganj, Pin- 788724

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Annexure-II
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	01					
2	Implementation of Attendance Software for employee attendance	1					
3	AMC	NA					

Grand total of 1 and 2 in figures and words:

SD/-
Dr. Monjurul Hoque
Principal
Patharkandi College
Dist. Karimganj-788724
Assam

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