



KERALA STATE BACKWARD CLASSES DEVELOPMENT CORPORATION LTD.



**KERALA STATE BACKWARD CLASSES DEVELOPMENT
CORPORATION LTD.**

**Tender for
Biometric Time Attendance System for
various offices of KSBCDC**

Tender No.3194/E2/2016/KSBCDC

TENDER DOCUMENT



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NOTICE INVITING TENDER - SEC A-I

**Biometric Time Attendance System for
various offices of KSBCDC**

LAST DATE OF SUBMISSION UPTO 15:00 HRS. on 15/02/2018

Issued to

**The Managing Director,
Kerala State Backward Classes Development Corporation Ltd.
TC 27/588(7) & (8), Sentinel, Pattoor
Thiruvananthapuram – 695 035**

**Tender Document Price Rs.1500/- + GST
(Non-refundable)**



NOTICE INVITING TENDER SEC – A-II

Name of the work : **Biometric Time Attendance System for various offices of KSBCDC**

The description, make and requirement of the items shall be as under :

SI No	Item	Total Qty	Installation location	Preferred Make
1	Biometric device for Finger print Attendance system with in-built Time and Attendance software	21	1 each at the Head Office, 14 District Offices and 6 Sub District Offices. <u>Location</u> : Address (Attached in Section F)	



NOTICE INVITING TENDER NO. E2/2017/KSBCDC/Tender No.01

NOTICE INVITING TENDER Sec - A - iii

Tenders are hereby invited by the undersigned, for the works noted below, from reputed, bonafide & resourceful Contractors having ability & experience of executing similar types of work.

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.

- I. Documents regarding performance of works in State/Central PWD and other Departments and /or other Public Bodies or in a highly reputed company for a minimum value of 15 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)
- II. Valid and up-to-date Income Tax, GST and service Tax registration, Professional Tax registration Certificate & submitting attested copies of the same duly signed by the tenderer.
- III. Documents in support of average Annual Turn-over of three times of the contract price or ₹ 12.0 lakhs during last 2 financial years (Based on Auditor's report and also IT return)

The above criteria as a guideline for minimum qualification.

For any information in item above found incorrect thereafter the tenderer will be liable to penal action like rejection of tender including forfeiture of Earnest Money/Security Deposit by the KSBCDC.

2. Along with the tender paper earnest money as mentioned below shall have to be submitted in the form of **Bank Draft in favour of KSBCDC or Cash**. Earnest money of successful tenderer will be converted to a part of Security Deposit and that of others will be released in due course, after finalization of the tender, in favour of the agency/ tenderer who purchased & submitted the same with his tender, without any interest, on prayer.
3. Tenderer must go through the tender papers, satisfy himself about the conditions of contract, well acquainted about the site conditions before submitting the tender. Intending tenderers are to quote their rates & amount against each item of work in the schedule of items of work for item rate tender or quote in lumpsum with a price break-up for different items and submit the same with tender form as applicable and total tendered amount both in figure & words. Tender paper, specification etc. are available in the Corporation's website www.ksbccdc.com



4. In case of sudden closure of office on any scheduled last date(s) as indicated in this Notice Inviting Tender, due to reasons beyond control and understanding, the next working day with the same time will automatically be treated as scheduled Last date(s) & time for the same, if otherwise not notified separately. Receiving of application, sale of tender paper and its subsequent submission will not be allowed beyond the scheduled time & date(s).
5. The right is reserved by the officer inviting this tender 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.

Name of Work	Earnest Money	Price of Tender Paper	Time of Completion
(i)	(ii)	(iii)	(iv)
Biometric Time Attendance System for various offices of KSBCDC	₹ 8500/-	₹ 1500/- + GST	6 weeks (six weeks)
(i) Date and time of commencement of sale of Bids		27/01/2018, 3 P.M.	
(ii) Date & time of Pre-Bid Conference		09/02/2018, 3 P.M.	
(iii) Last date and time for sale of Bids		14/02/2018, 3 P.M.	
(iv) Last date & time of submission of Bids		15/02/2018, 3 P.M.	
(v) Date & time of opening of Technical Bids		17/02/2018, 4 P.M.	



SECTION-B

TERMS & CONDITIONS

B.1 General Conditions:

- a) Throughout the Tender document the term “ SUPPLIER” shall mean the successful Tenderer.
- b) The Notice inviting Tender, the Terms & Conditions, and the Specifications etc. will constitute the Tender Document Set.
- c) The Managing Director, KSBCDC reserves the right to accept or reject any tender offer without assigning any reason, whatsoever the Managing Director, KSBCDC is not bound to accept the lowest price offer.
- d) Current and valid income Tax Certificate, Service Tax Registration, Sales Tax Clearance Certificate dispensed with Sales Tax registration number (if any) or VAT and Valid Trade license Certificate should be submitted along with tender: otherwise the quotation would be ignored.
- e) The quoted rates should be inclusive of all taxes.
- f) A tender not conforming to the Terms and conditions and specifications mentioned in the tender documents is liable to be rejected.
- g) The price schedule should reflect all the taxes levied separately . Basic price and taxes to be quoted separately.

B. 2 Earnest Money :

- a) Earnest Money. (non interest bearing) in the form of Bank Draft/Banker’s Cheque for Rupees Eight thousand five hundred only (Rs.8,500/-) from any Nationalized Bank drawn in favour of Managing Director, KSBCDC, payable at Thiruvananthapuram, must be attached with the tender bid.
- b) The Earnest money deposit of unsuccessful Tenderers shall be refunded within three weeks from the date of final acceptance of the Tender.
- c) The Earnest money deposit will be forfeited in case the Tenderer withdraws his offer before finalization of the Tender.
- d) The Earnest money deposit of the successful Tenderer shall be forfeited if he fails to deposit the Security Money within the specified period.



B.3. Warranty and post Installation support:

The successful Tenderer must furnish a warranty for Providing free post Installation Comprehensive support during a warranty period of Two years from the date of successful installation and commissioning.

Annual Maintenance Contract

- a) 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.
- b) Any Tender without quote for the AMC shall not be considered.
- c) 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.
- d) Department reserves the right for third party maintenance after expiry of the warranty period.
- e) 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.
- f) Comprehensive support will be as specified under Support and post Installation warranty.

B.5 Delivery:

Free of cost delivery to the consignee at the ordered sites in the state of Kerala within four weeks after placement of Purchase Order. Time of completion of entire work including commissioning at all locations will be 6 weeks from the date of issue of order.

B.6 Late Delivery Clause:

In case the SUPPLIER fails to supply the item within specified time frame (as mentioned in item (B.5) a penalty shall be imposed @ 0.5% per week or part thereof of the value of the delayed supply for each week of delay or part there of. Maximum Penalty will be restricted to 10% of the agreed price for the contract and beyond that the Purchase Order shall be treated as cancelled and the security deposit will be forfeited.

B.7 Credentials and Pre-Qualifications of the Tenderer:

- a) Attested copy of Authorized dealership/distribution certificate copy should enclosed. Orders will be placed only to genuine dealer/distributor of respective product.
- b) A profile of the bidding firm is to be enclosed in the attached Performa (Section-C)



- c) Submission of a tender will bind the Tenderer for acceptance of ALL the conditions specified in the tender document. It is understood and agreed that, the Tenderer after careful examination of the Tender Document and Specifications of the tender, has satisfied himself on the various terms, conditions and specifications set out therein, before offering the tender.

B.8 Security Deposit:

Tenderer shall deposit a sum which is equal to the 5% of the ordered value of the article to the KSBCDC in the form of Bank Draft /Bank Guarantee on any Nationalized Bank drawn in favour of Managing Director, KSBCDC. EMD shall be refunded after deposit of Initial SD of 5%.

- a) Within 7 days from the date of acceptance of tender/work order (Security Deposit will not carry any interest) with an intimation to the Managing Director, KSBCDC.
- d) An agreement is to be extended on Kerala stamp paper worth Rs 200/- within 7 days of receipt of work order.
- e) Security Deposit will be refunded after two years' of successful installation and commissioning of the system.
- f) Security Deposit will be forfeited for unsatisfactory performance by the supplier.

B.9 Price Validity:

4 months from the date of opening of the price bid.

B.10 Payment Schedule:

90% of the payment will be paid on completion of supply and installation of the items and a certificate in this regard is received from the respective Managers of KSBCDC offices concerned and the rest 10% will be released after satisfactory functioning of 6 months from the date of commissioning. The bills, duly pre-receipted, should be submitted in triplicate along with two copies of signed delivery challans. All payments will be made along with two copies of signed delivery challans. All payments will be made by cheque in Indian Rupees.

B.11 Terms and Conditions regarding submission of Tender:

- g) The tender document is not transferable.
- h) Tender offer should be kept inside a sealed envelope. This sealed envelope should have to be put in another sealed envelope. Both the inner and outer envelopes are to be sealed with proper sealing wax and shellac. The envelopes should be addressed to: The Managing Director, Kerala State Backward Classes Development Corporation Ltd., TC.27/588(7)&(8), Sentinel, Pattoor, Thiruvananthapuram – 695 035.
- i) All the envelopes containing the Tender offer shall be super scribed" Tender for Supply and Commissioning of Biometric Time Attendance System".



- j) Tender offer must refer to the notice Inviting Tender.
- k) Each page of the Tender offer must be signed by the Tenderer or authorized signatory on behalf of the Tenderer.
- l) Price must be quoted both in figure and words.
- g) The bidder shall quote unit price inclusive of all levy & taxes, packing, forwarding freight and insurance etc.
- h) 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.
- i) 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.
- k) The bidder should quote the items prices as per Schedules of Requirements given in section-E
- l) Canvassing in any form is forbidden and will amount to disqualification.
- m) The bidder should give a certificate that none of his/her near relative is working in the units where he is going to apply for the Tender .In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all partners and in case of limited companies by all the directors of the company excluding Govt. of India/Financial Institution nominees and independent non official part time directors appointed by Govt. of India or the Governor of the State.

Due to branch of these conditions by the companies or form or any other person the Tender will be cancelled and bid security will be forfeited at any state whenever it is noticed and BSNL will not pay any damage to the company or firm or the concerned person.

This company or firm or the person will also be debarred for further participation in the concerned unit.

The format of the certificate to be given is as follows:

"I _____ S/O _____
_____ R/O _____ hereby certify that none of my relative (s) as defined in the tender document is/are employed in KSBCDC unit as per details given in tender document .In case at any stage it is found that the information given by me is false/incorrect. KSBCDC shall have the absolute right to take any action as deemed fit without any prior intimation to me.

Note:- Near relative includes

1. Member of a Hindu undivided family.
2. They are husband and wife.
3. Anyone related to the other in the manner as father, mother, son(s) and son's wife (daughter-in-law), brother(s) and brothers wife, sister(s) and sister's husband (brother-in-law).



B. 12 Document to accompany the Tender Offer:

Attested copies of the following documents:

- a) 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)
- b) Latest Sales Tax Registration Certificate.
- c) Original earnest money deposit receipt.
- d) List of Credentials in favour of the Tenderer
- e) Original bids duly signed on each sheet
- f) Valid Trade License
- g) ISO 9001:2000 Certificate (Preferable)
- h) Relevant statutory Certificate
- i) Copy of Balance Sheet and Profit & Loss Account for the last financial year.
- j) Certificate of non employment of near relatives.

All the bidder or their authorized representatives should be present at the time of opening tender.

B. 13 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.

B. 13 Submission of bids:

The bids shall have to be submitted in sealed envelop-“One for technical (Cover A) and other for financial (Cover B)”. Cover B shall contain only the price bid (as per format in Section E).

B. 14 Ordered Quantity:

The purchaser reserve the right to vary the quantity of any item by $\pm 25\%$ within the price validity period

B. 13 Disputes and Arbitration:

- a) In the event of any doubt, dispute or differences arising under the Tender Agreement or in connection therewith except as to matters the decision on which is specifically under the terms and Conditions of this Tender. The same shall be referred to the sole arbitration of the Managing Director, Kerala State Backward Classes Development Corporation Ltd. or any other appointed by him as the Arbitrator.
- b) No objection to any such appointment on any ground shall be entertained however, the Arbitrator will not be one who had an opportunity to deal with the matter to which the agreement relates to or that in the course of his duties has expressed his view, on all or any of the matters in dispute or in difference.
- c) The award of the Arbitrator shall be final and binding on the parties.



- d) All incidental expenses in the arbitration proceeding will be borne by the party as directed by the arbitrator.
- e) The venue of the Arbitration proceeding will be Trivandrum, Kerala.
- f) Case against any Award /Awards made by the sole Arbitrator hereunder shall be filled in the concerned Courts in the city of Kerala only.

B.17 Modification or withdrawal of offer

- a) Any bidder can modify, substitute or withdraw his bid after bid submission provided that written notice of such modification or withdrawal is received by designated officer "Prior to the deadline fixed for submission of bids". This notice should be in writing and delivered in sealed and marked envelope additionally marked "Modification" or "Withdrawal" before deadline fixed for submission of bids.

B.18 Technical Support and Post Installation warranty

- a) The bidder should have own in-house software development and customization set-up
- b) The bidder shall have proper office in Kerala to support and service.
- c) If the After-sales-service is provided by a separate agency/third party, it should either be an Authorised service centre or certified by the original Equipment Manufacturer (OEM)
- d) Terms and conditions of service support should be mentioned in the offer, the price of AMC to be indicated in the price bid separately.
- e) Trade licence, VAT and Service tax registration to be submitted with the offer.

Agreement

After receipt of work order an agreement as per proforma shall be signed between the agency and the Board which will contain all the signed tender document including the price bid and all the correspondences. The agreement to be inked on a Non-judicial stamp paper of minimum Rs.200/-.

Training

On successful commissioning of the entire system, the agency shall impart training for day-to-day operation to a maximum 6 numbers of the chosen executive/staff of the board free of cost. In case the training needs outstation visit, the board and lodge has to be arranged by the supplier free of cost. However, the conveyance for the employees would be borne by the board.



SECTION-C

Performa for Tenderer's Profile

C.1 Information about 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 :
i) Central /State Govt. 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).
11. Annual Turnover for last two years :
quantity of work-wise.
+ in number of executed Work Orders
+ the Bill Amounts.
12. A list (with full addresses) of prominent :
organizations where the bidding Firm
have undertaken similar suppliers.



SECTION-D

Finger print based Integrated Attendance Management System (FIAMS) Technical Specification

1. Integrated Attendance Management software module	
No.	Technical Specification
1.	The integrated attendance management system shall function based on fingerprint system (FIAMS) and shall integrate the attendance punching and database management into a single platform. FIAMS shall function as a one-stop gateway for all the attendance punching needs. A modular and network-enabled architecture shall allow maximum versatility for tailoring secure and dependable attendance punching and monitoring solutions.
2.	Operating Environment: The FIAMS shall be a true 32-bit or 64-bit, 3-tier client/server, ODBC compliant application based on Microsoft tools and standards. The FIAMS application shall operate in the following environments: Microsoft Windows® Server 2008 R2 SP1, Microsoft Windows® 7 SP1 (64-bit), Windows Server 2012 R2, and Windows 8.1.
3.	Multi-level Password Protection: The FIAMS application shall provide multi-level password protection, with user-defined operator name/password combinations. Name/password log-on shall restrict operators to selected areas of the program. The application shall allow the assignment of operator levels to define the system components that each operator has access to view, operate, change, or delete.
4.	Graphical User Interface: The FIAMS shall be fully compliant with Microsoft Graphical User Interface (GUI) standards, with the look and feel of the software being that of a standard Windows application, including hardware tree-based system configuration.
5.	Relational Database Management System: The Security Management System shall support industry standard relational database management systems. This shall include relational database management system Microsoft SQL Server 2012 Enterprise Edition. The RDBMS shall provide edit, add, delete, search, sort, and print options for records in the selected databases.
6.	Database Partitioning: The Security Management System shall provide the option to restrict access to sensitive information by user ID.
7.	Encryption: The Security Management System shall provide multiple levels of data encryption. True 128-bit AES data encryption between the host and intelligent controllers. The encryption shall ensure data integrity that is compliant with the requirements of FIPS-197 and SCIF environments. Master keys shall be downloaded to the intelligent controller, which shall then be authenticated through the Security Management System based on a successful match. Transparent database encryption, including log files and backups. SQL secure connections via SSL.
8.	Attendance management functions: The FIAMS shall include the following



	functions: validation based on time of day, day of week, holiday scheduling, site code and card number verification etc.
9	<p>Should provide a module that allows:</p> <p>Employee Management Employee Joining Details Employee Date Of Birth Employee Resignation Details Employee Reporting Details Employee Attendance Details Weekly Off Details Leave Management (Online Application & Approval) Leave definitions with different criteria Leave Auto generation of mails for each activity(apply, sanction &rejection) Employee Out Duty Management(Online Application & Approval) For a duration in case of onsite Facility to define Out Duty for a day with specific duration</p>
9	<p>Should provide a module that does:</p> <p>Shift Management Shift Creations with Lunch Break Night Shift (Day Cross) definition Shift Rotation pattern(regular) Employee Shift Allocation Employee wise Department wise Through standard Excel sheet format</p>
10	Should be compatible with MS SQL 2000 database/MSDE database.
11	<p>Should have an advanced reporting module with following support:</p> <p>A. Master Reports i. Employee List ii. Department List iii. Designation List iv. Holiday List v. Shift List vi. Status List</p> <p>B. Attendance Reports (Status Wise) i. Employee Present List ii. Employee Late Status List iii. Employee Half Day Status List iv. Employee Error Status List v. Employee Early Go Status List vi. Employee Single Swipe Status List vii. Employee Late &Early Go Status List viii. Employee Weekly Off Present Status List ix. Employee Holiday Present Status List</p> <p>C. Employee Shift Allocation Report D. Attendance Muster E. Employee Attendance Status Report</p>



	<p>F. Employee Overtime Report G. Employee Wise Attendance Report H. Leave Reports i. Leave Applications ii. Leave Sanction Applications iii. Leave Rejected Applications iv. Leave Summary v. Leave Balance</p>
12	<p>I. Attendance Regularization Reports i. Attendance Regularization Applications ii. Attendance Regularization Sanction Applications iii. Attendance Regularization Rejected Applications J. Out Duty Reports i. Out Duty Applications ii. Out Duty Sanction Applications iii. Out Duty Rejected Applications K. Employee Working Hours Report.</p>
13	<p>Minimum Server specification: Intel ® Xeon® E5600 series 2.4 GHz processor 8 GB DDR3 RAM 250 GB SATA or iSCSI in-built drive Graphics Card : 1x512 MB PCIe x16** From reputed make like HP or DELL</p>
14	<p>I. Attendance Regularization Reports i. Attendance Regularization Applications ii. Attendance Regularization Sanction Applications iii. Attendance Regularization Rejected Applications J. Out Duty Reports i. Out Duty Applications ii. Out Duty Sanction Applications iii. Out Duty Rejected Applications K. Employee Working Hours Report.</p>
2. Fingerprint reader module	
No	Technical Specification
1	The reader should be an IP based unit, capable of supporting full functionality of time attendance punching
2	Should be of rugged IP65 rated waterproof and weatherproof structure offers extra durability, making it especially suitable for outdoor security applications.
3	Should be capable of mapping 1,000 fingerprints in 1 second.
4	Minimum 500dpi sensor resolution required.
5	Should be able to store 5,000 templates (2,500 users, 2 fingerprints per user) and 10,000 Transactions in flash memory.
7	Should support TCP/IP, RS485, with Weigand1 channel (input/output switchable)
8	Should have minimum 128 x 64 Graphic LCD (Monochrome), Multi-color LED with 3 x 4 keypad, 3 navigation keys and multitoned buzzer.



Technical Features

<u>Particulars</u>	<u>Technical Specifications (Minimum)</u>
1. PROCESSOR	32 Bits
2. Templates 2200	
3. Transaction capacity	50,000
4. Sensor	Optical sensor 530 DPI
5. Operation Modes	Finger /Card-(optional)
6. Scanner (Sensor)	High quality optical /Chip Sensor
7. Wiegand signal	Input and output
8. In-built Reader (Optional)	Proximity Card
9. External Reader Port	1 Reader port (26 Bits wiegand) for Exit
10. Communication Port	RS-485,TCP/IP, USB host
11. Baud rate	9600 bps (Default)
12. Facility Code	8 (3 digit code)
13. Power supply	12 volts DC
14. I/P Voltage range	9 to 24V DC
15. Peak current at 12 V DC	400 ma
16. Operating temperature	Upto 50 degrees Celcius
17. Operating humidity	20% to 95%
18. Access control Interface for	3 rd party electric lock, door sensor, exit button
19. Alarm and door bell in access control	Yes
20. Standard function	SMS, DLST, Webserver, Workcode
21. GPRS	Optional and provision should be there to integrate with external GPRS module
22. Anti-Pass Book	Local (Controller wise)
23. No of fingers that can be enrolled in machine per employee	More than 2 fingers the
24. Verification Speed	< 1 Second
25. Quality standard	CE, FCC
26. LCD	16x2 Alphanumeric
27. Keypad	12 Key Numeric Keypad
28. Access/Remote Management System	Yes
29. Reporting/Attendance Software edition	Lite, Classic, Professional and Enterprise etc
30. LCD Messaging	User defined Local/Global/Banner
31. LED/Buzzer	Bicolor LED bar, Multi Bone Buzzer O/P
32. Battery Backup Power Supply	minimum 4-5 hours
33. Optional Functions	ID, Mfare, HID, Scheduled-Bell, 9 digit user ID, Self-service query, automatic status switch, Soap, printer