

No. 8-19/2012-Store
Government of India
Forest Survey of India
Kaulagarh Road, Dehradun

Dated the June, 2015

To,

M/s. _____

Sub:- Limited tender for the Supply, Installation and Commissioning of Biometric Based Attendance Monitoring System.

Dear Sir,

Sealed tender is invited for the Supply, Installation and Commissioning of Biometric Based Attendance Monitoring System. The detailed tender document enclosed.

- 1- Sealed tender dully signed in ink must reach this office on or before 16-06-2015 at 3-30 P.M.
- 2- While quoting the rates the name of the articles and date of opening may be mentioned in bold letters on the top of envelope.
- 3- Any tender received after the due date shall not be entertained.
- 4- All tenders shall be opened on 16-06-2015 at 4-00 P.M. by an officer authorized to do the same. The office have no objection for the presence of any tenderer or their representative at the time of opening.
- 5- The Director General reserves the right to reject any or all tenders without assigning any reason thereof.
- 6- The tender must be addressed to Director General , Forest Survey of India, Kaulagarh Road, P.O. IPE, Dehradun.

Yours sincerely,

Encl: Tender Document

(N.S. Mathur)
Assistant Director(Stores)

Tender No. 8-19/2012-Store

TENDER DOCUMENT

SUPPLY, INSTALLATION AND COMMISSIONING OF BIOMETRIC BASED ATTENDANCE MONITORING SYSTEM (BBAMS)

Closing date & Time of receipt of Tender :
16-06-2015 (1530 hours)

Opening of Tender :
16-06-2015, 1600 hours



FOREST SURVEY OF INDIA
MINISTRY OF ENVIRONMENT, FORESTS & CLIMAT CHANGE
KAULAGARH ROAD, DEHRADUN

SCOPE OF WORK

SUPPLY, INSTALLATION, CONFIGURATION, COMMISSIONING & TRAINING

The scope of work requires setting up **Biometric Based Attendance Monitoring System (BBAMS) for 200 employees at the FSI**. Following is the requirement:

1. Installation and configuration of Biometric Based Attendance Monitoring System (BBAMS) and Security Surveillance System with web based access.
2. To deploy a full-fledged '**Time Attendance System**' for all the employees using biometric finger print & RFID card sensors and existing 'face-recognition' device at different locations.
3. Designing, Printing and activation of sample RFID cards for the employees and training of same to FSI staff if required.
4. Basic Customization of the solution as per the need of FSI.
5. All items mentioned Annexure-I, must give integrated performance in their functionality
6. The training to manage the BBAMS and related software to FSI personal at the FSI premises.

Each of the above mentioned requirements should be as briefed below:

I. Deployment of 'Time attendance system' for all the staff

In order to maintain the time attendance records of the entire regular employees, contractual staff, CDLs etc. necessary biometric fingerprint & RF card sensors need to be installed. All the sensors will be used for monitoring the entry and exit time records of every employee. The time attendance report will be generated at central server situated at server room and will be on monitored by various officials on Web enabled software.

A. Time Attendance reports should generate following reports

- a. **Department/Section (Daily/Monthly/Date Range):**
Should generate individual/department-wise report of employee's time and attendance details
- b. **Exception (Daily/Monthly/Date Range and Department Wise/ Employee Wise)**
Should generate and present exception report, to view exceptional logs of employee
- c. **Muster (Daily/Monthly/Date Range and Department Wise / Employee Wise)**
Should generate and present muster report to view muster of employee's attendance
- d. **Who is in (Daily/Monthly/Date Range and Department Wise / Employee Wise)**
Should generate report which will be helpful to determine the number of employees available in the FSI on a particular Date and Time.
- e. **Arrival (Daily/Monthly/Date Range and Department Wise/ Employee Wise)**
Should generate and present report which will be used to see arrival time of employees,
- f. **Late Arrival (Daily/monthly/Date Range and Department Wise/ Employee Wise)**
Should generate and present report that will show details of employees who are late.
- g. **Early Departure (Daily/Monthly/Date Range and Department Wise / Employee Wise)**
Should generate and present report that will show details of employee who have left early.
- h. **Overtime (Daily/Monthly/Date Range and Department Wise/ Employee Wise)**
Should generate Overtime report which will be used to see overtime of employees.
- i. **Absent (Daily/Monthly/Date Range and Department Wise/ Employee Wise)**
Should generate report of the absent staff for the record of respective authorities.
- j. **Continuous late arrival**

Should generate and present details of employee who regularly come late.

k. Continuous early departure

Should generate and present details of employee who regularly go early

l. Continuous absent

Should generate and present details of employee who are regularly absent without any application/notice.

B. Mode of working

a. All Biometric devices should be able to work in networked mode. In Network mode the device should be online with the Server on real time basis. It should be possible to remotely manage the device and add, delete modify and Synchronize changes from the central PC/Server with the device and visa versa.

b. Exporting Templates: All devices should have ability to upload/export fingerprint template to specified attendance Terminals through LAN and self Programmable facility to update User templates details to Selected Terminals, Templates for four fingers for each user should be possible to upload.

c. Fingerprint Auto Sensor: The device should have ability to sense fingerprint automatically without pressing any button and fire the fingerprint sensor for providing convenience to employee for faster authentication

d. Authentication Type: The system should support various authentication media to configure by different security methods such as finger prints, passwords, RF cards and / or their combinations.

e. Fingerprint Enrollment: The system should have the facility to enroll employee fingerprints and upload it to a specific biometric device from the desktop using a USB based fingerprint scanner.

C. Time Management Monitoring Software features:

- The solution should be designed to work for multiple readers/sensors connected on LAN and **should be web based.**

- All reports should be available for **viewing only** for officials through the web.
- All Enrolments should be with fingerprints and RF cards, depending on selected mode.
- Employee registration should be by Master creation and allotment of RF card.
- Department verifications should be by employee ID number and fingerprints only.
- It should be possible to mark all working days and holidays, in advance.
- Any number of departments should be possible to be created
- Reports should be available online with department-wise, category-wise and also individual records in periodic, detailed and summary formats.
- The report system should be available with an intelligent active log analyzer.
- The system should be a Complete ONLINE system with immediate automatic updates.
- Transaction from each device should be available with, date, time, machine/location number, etc.
- Printing of employee details & reports should be possible.
- At a glance summary reports such as IN/OUT summary for whole month or period of each employee should be available.

TERMS AND CONDITIONS

(A) ELIGIBILITY CRITERIA FOR TECHNICAL EVALUATION: The FSI will shortlist technically qualified agencies on the basis of following parameters/criteria. The following documents should be attached with the Technical Bid; failing which their offer will not be considered by the FSI:

- (1) The technical specifications of “Biometric Based Attendance Monitoring System and Security Surveillance System”** are mentioned in **Annexure–I**. The bidder should clearly provide the **compliance matrix** as details specified in **Annexure-II** and necessary document in support of the technical information should be attached with the technical bid.

- (2) The Earnest Money Deposit (EMD) of Rs. 5,000/- (Five thousand only) (Refundable) through Demand Draft, From any of the Nationalized/Commercial Scheduled Bank in favour of Assistant Director (Accounts), Forest Survey of India, Kaulagarh Road, P.O. IPE Dehradun – 248195 Uttarakhand (India) should be attached with the Technical Bid.
- (3) The firm should be ISO 9001: 2008 and a documentary should be attached with the Technical Bid.
- (4) The firm should be in existence for at least three years in trade/business of selling and after **sales/maintenance** support of **Biometric Based Attendance Monitoring System and Security Surveillance System**. A documentary proof should be attached with the technical bid.
- (5) The bidder should be authorized Dealer of **Biometric Based Attendance Monitoring System** and a copy of the **Authorization Certificate from the OEM/Distributor** should be attached with the Technical bid.
- (6) The bidder should submit credentials for satisfactory supply, installation/commissioning, maintenance of the **Biometric Based Attendance Monitoring System and Security Surveillance System** in at least three reputed organizations during last five years and a minimum of one order should be of any reputed organization in Dehradun so as to verify the quality of equipments and after sale service. Copies of purchase orders and certificate of satisfactory service to such organization should be submitted along with technical bid.
- (7) The firm should enclose company profile giving details of infrastructure and technical support group giving their **brief CVs**.
- (8) The firm should be able to provide single window solution. The software should be easy to install and simple Graphical User Interface (GUI) based administration. The agency will provide an undertaking to this effect on a non-judicial stamp paper of Rs.100/-failing which the technical offer will not be considered by the FSI.

Note: Agencies which do not fulfill any or all of the above technical parameters/ Conditions or incomplete shall be summarily rejected and will not qualify Technically.

(B) GENERAL TERMS AND CONDITIONS:

- (1) The bidders are required to quote rates in Indian Rupees in **Annexure-III**. The rate should be quoted both in words and figures. In case of the any

disputes/ambiguity in the rates quoted in words/figures, the higher value quoted either of the two shall be considered for evaluation of the bid. The firm should clearly mention for any taxes etc. if required. Otherwise the rates quoted by the firm shall be considered inclusive of all taxes.

- (2) The bidder firm will have to quote for all items (1 to 6) mentioned in the **Annexure-I**; failing which their offer will not be considered.
- (3) The registration of all 200 users/employees of the FSI (finger prints/photograph/user details etc.) will be the responsibility of the agency installing the equipments.
- (4) **Warranty:** The agency will provide comprehensive onsite warranty for a period of three years from the date of satisfactory supply and installation of equipment, accessories and software.
- (5) **Terms of Payment:** 100% payment will be released against successful installation and commissioning of the systems and equipments and submission of bank guarantee for an amount equal to 10% of the total cost of the order. The Bank Guarantee should be valid for a period of three years to cover the warranty obligations.
- (6) The vendor will supply, install, and implement the equipments with all accessories and software.
- (7) Training on handling of supplied equipments and software to be provided to the staff of FSI without any extra charge.
- (8) Bidder should clearly specify that they agree to abide by the terms & conditions of this tender document on their printed letter head indicating therein Sales Tax Registration, FAX, Email, Telephone numbers, etc.
- (9) The delivery, installation and commissioning of the equipments with all accessories and software should be within eight weeks from date of issue of work order.
- (10) All pages of the tender document are to be signed and stamped by the tendering firm.
- (11) Tenders which do not fulfill any or all of the above conditions or incomplete, are liable for rejection.
- (12) Conditional Tender quotations shall not be accepted. Bid once submitted shall not be allowed for withdrawal.

- (13)The tender, which is received by fax/e-mail and open condition will not be considered.
- (14)The Director General, FSI reserves the right to terminate the contract within one month prior notice at any time on finding the service unsatisfactorily or on breach of contract.
- (15)The tender should be valid for a minimum period of three months from the date of submission of their offer.
- (16)The successful firm will be required to execute an Agreement on a stamp paper of Rs.100/- with full details, terms and condition of the contract.
- (17)**Short-listing of Tenderers:** The FSI will short-list technically qualified Tenderers in accordance with the technical parameters given at **(A) 1 to 8 above**. The Financial Bids of the technically qualified tenderers only will be opened.
- (18)**Technical Evaluation:** The Committee constituted by the FSI, will do the Technical Evaluation of the tenders submitted by the bidding agencies.
- (19)**Pre-bid Conference:** If considered necessary by the FSI, a pre-bid conference for clarifying issues and clearing doubts if any will be done by the FSI on a date decided by the FSI at Forest Survey of India . The Tenderer may depute competent representative (competent to take on the spot decisions) for such discussions/negotiation whenever called for. No cost will be borne by the FSI for this purpose.
- (20)**Evaluation of Financial Bids:** The Financial bids of only the technically successful tenderers who qualify technically as per parameters given in Eligibility Criteria for Technical Evaluations of Bidders vide Para (A) 1 to 8 above will be opened and ranking of the tenderers will be done according to the price quoted as per criteria laid down in this tender document. The agencies are required to quote their rates in the financial bid proforma only (**Annexure-III**) given in the Tender document; failing which their offer will not be considered by the FSI. Lowest Bidder shall be arrived on the basis of total amount quoted for three years including all taxes.
- (21)**No commitment to accept lowest or any tender:** FSI shall be under no obligation to accept the lowest or any other tender received in response to this tender enquiry and shall be entitled to reject any or all offers including

those received late or incomplete offers without assigning any reason whatsoever.

(22)**FSI's right to accept any offer and to reject any or all offers:** The FSI reserves the right to accept or reject any tender or reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Tenderer(s) or any obligation to inform the affected Tenderer(s) of the grounds for the FSI's action.

(23)The tenderer should quote the rates of the each item in figures as well as in words. In case of the any disputes/ambiguity in the rates quoted in words/figures, the higher value quoted either of the two shall be considered for evaluation of the bid.

(24)Tenders received after the specified time and date of opening will be treated as "Late" while tenders received after the last date specified for receipt of tender but before the date of opening of the tender are treated as "Delayed". Such tender shall not be opened at all and unopened tenders shall be returned to the bidders.

(25)**Opening of Tenders:** Technical bids of the offers received will be opened in the presence of representatives of the firm (if they wish to be present), on the scheduled date and time of opening of technical bid. The person attending the technical bid meeting will be required to produce an authorization letter from the agency. All tenders received without EMD and also if the same will not comply to our tendered specifications shall be summarily rejected. The Financial Bids of the technically qualified/successful bidders i.e. who will technically qualify the tendered specifications will be considered for opening of their financial bids at a later date, which will be communicated to concerned tenderers before opening of their Financial Bids. Unopened Financial bids of the technically disqualified bidders shall be returned to them.

(26)**Submission of Tender (Technical and Financial) and Last Date of Receipt of Tenders:** The Technical and Financial Bids are required to be submitted in a separate sealed envelopes super scribing "**Technical Bids for Installation and Commissioning of Biometric Based Attendance Monitoring System (BBAMS) and Security Surveillance System**" and "**Financial Bids for Installation and Commissioning of Biometric Based Attendance Monitoring System (BBAMS) and Security Surveillance System**". Both the separate sealed envelopes should be

kept in a third sealed envelopes Super scribing “**Tender for Installation and Commissioning of Biometric Based Attendance Monitoring System (BBAMS) and Security Surveillance System**” at FSI, Kaulagarh, Dehradun. The last date of receipt of Tender Document is 16-06-2015 at 3.30 P.M. The sealed tender addressed to Director General, FSI, Kaulagarh, Dehradun should be sent by Speed Post/ Registered Post/Courier or through by hand so as to reach the FSI latest by 16-06-2015 at 3.30 P.M. Any postal delay will not be considered by the FSI. The technical bids will be opened on . in the presence of bidders or their authorized representatives, who may like to be present.

(27) All entries in this form should be clearly filled. No overwriting is permitted. All cuttings must be initialed by the Tenderer. All pages of the tender document should be signed by the bidding agency.

(28) Force Majeure

- A) However, the Agency shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- B) For purposes of this Clause, “Force Majeure” means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable such as damages due to improper electrical power conditions. Such events may include, but are not limited to, acts of the FSI either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- C) If a Force Majeure situation arises, the Agency shall promptly notify the FSI in writing of such conditions and the cause thereof. Unless otherwise directed by the FSI in writing, the Agency shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

(29) **Resolution of Disputes:** All disagreements, disputes, difference that may arise between the FSI of India and the Agency which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of relevant Indian Law. The venue of the proceedings and arbitration shall be Dehradun, Uttarakhand, India.

(30)**Jurisdiction:** The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Dehradun, Uttarakhand, India shall have the exclusive jurisdiction to try all or any of the disputes.

(31)**Notices:** Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by FAX or e-mail and confirmed in writing to the other party's address specified in the contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**Assistant Director
(Stores)
Forest Survey of
India, Kaulagarh Road,
P.O. IPE Dehradun – 248195
Uttarakhand (India)**

Annexure – I

Technical Specifications of Biometric Based Attendance Monitoring System (BBAMS)

S.No.	Description	Qty	Remarks
	<p>LAN based time attendance monitoring system with Biometric Fingerprint & RF card sensor/reader:</p> <p>Specifications:</p> <p>a) FINGERPRINT with RF Card Reader Fingerprint Sensor: Rugged Optical Fingerprint sensor; Resolution:500 dpi or more; No. of User Registration: min.300 user per 2 finger . Authentication Mode: Fingerprint, RF Card, Password; Authentication Time: < 1 sec; Authentication Rate : False Reject Rate (FRR): <0.01%; False Accept Rate (FAR): <0.001%; Display: two line LCD ; Network Communication Mode: TCP/IP LAN Ethernet; Keypad for password input and device management Operation: Standalone as well as network based; Certification: MIC, CEE, FCC; Template: ISO/IEC 19794-2 Standard; RF Card Reader:</p> <ul style="list-style-type: none"> - High frequency card reader - With proximity of contactless 10 cm distance. - High data integrity - MIFARE Card compatible <p>Software: Windows/Linux based Web enabled software for management of attendance. MS Windows software for the management of users and usage logs.</p> <p>b) USB based fingerprint enrollment device Resolution: 500 DPI Interface: USB 1/2 Operating Temp: -20 to 60°C OS Support: Windows and Linux. FCC, UL, CE Certified.</p> <p>c) Multi machine connectivity over the network and support server & client feature</p> <p>d) All necessary required accessories to connect with our network.</p>	1 No.	The Biometric Fingerprint and RF card reader must be compatible with attendance management software and fulfill all the requirements, specifications and other terms and conditions mentioned in tender.
(1)	Laying of LAN and power cables for Indoor cabling & Outdoor cabling	On actual	

Compliance Table for Technical specification of Biometric Based Attendance Monitoring System (BBAMS)

S.No.	Specifications	Yes	No	Remarks
(1)	LAN based time attendance monitoring system with Biometric Fingerprint & RF card sensor/reader: Specifications:			
	a) FINGER PRINT with RF Card Reader			
	Fingerprint Sensor: Rugged Optical Fingerprint sensor;			
	Resolution: 500 dpi or more;			
	No. of User Registration: min.300 user per 2 finger .			
	Authentication Mode: Fingerprint, RF Card, Password;			
	Authentication Time: < 1 sec;			
	Authentication Rate :-False Reject Rate (FRR): <0.01%; False Accept Rate (FAR): <0.001%;			
	Display: two line LCD ;			
	Network Communication Mode: TCP/IP LAN Ethernet;			
	Keypad			
	Operation: Standalone as well as network based;			
	Certification: MIC, CEE, FCC;			
	Template: ISO/IEC 19794-2 Standard			
	RF Card Reader:			
- High frequency card reader				
- With proximity of contactless 10 cm distance.				
- High data integrity				
- MIFARE Card compatible				
Software: Windows/Linux based Web enabled software for management of attendance. MS Windows software for the management of users and usage logs.				
b) USB based fingerprint enrollment device				
- Resolution: 500 DPI				
- Interface: USB 1/2				
- Operating Temp: -20 to 60°C				
- OS Support: Windows and Linux.				
- FCC, UL, CE Certified.				
b) Multi machine connectivity over the network and support server & client feature				
c) All necessary required accessories to connect with our network.				

Software (BBAMS)

Sno.	Description/ Features	Compliance (Yes/ No)
	Software should be able to work on a shift scheduled mode, flexible time mode or auto shift mode	
	• Shift scheduled mode: in this mode employee is assigned a shift	
1	Should be able to follow if any changes in the shift for any day	
2	the authorized person, to edit the roster	
3	On Flex Shift mode in this mode employee is assigned one default shift, he can come at any time and can leaves at any time, systems	
10	Smart E-mail notifications for timely timesheet, Submission, Approvals	
5	mark him present, No late or early remark	
6	Option for integration with HR / ERP / Payroll systems	
6	• Auto Shift Mode: In this mode employee is not assigned to any shift, as per his punches systems detect the nearest shift and assign to him.	
7	Should be able to create users with restricted user rights	
	Note: For flex & auto shift separate in & out reader is required if the software has a facility to create min. 5 more masters (Organization structure) apart from default Company Master. Example: suppose	
11	Company has presence across the region and has multiple locations	
8	they may create Region master, Location	
12	Master, Division Master, Dept Master etc as per the company policies or needs	
	For Example: for Present – P, absent – A, Casual Leave – C, Week off – W, Holiday – H etc.	
	The software should have the facility to create unlimited groups for the following attendance parameters:	
13	<p>Following Report & Emailing parameters</p> <ul style="list-style-type: none"> • Current day report • Daily attendance • Late coming • Early going • Holiday groups • Leaves group • Monthly summary of group • Leave card report • Leave balance report • Manipulation report • Short time report • Audit trail report and many more 	
14	<p>Note: The Email alerts are required</p> <ul style="list-style-type: none"> • Absent email to employee • Absent list of employee to HOD • Leave application alert to HOD 	
15	Should have Employee Self Service Module with following features:	
a.	Every employee have access to software	
b.	Employee can view their attendance on line	
c.	HOD/Supervisor can view the attendance of the their down line employee's	
d.	Employee can do on-line leave application	

e.	Employee can do on-line OD/Tour application	
f.	HOD/Supervisor can approve/reject leave/OD application on line	
g.	Email intimation to employee/HOD/HR of every application	
h.	Email intimation to employee/HOD of absenteeism	
i.	Head count report to HOD	
j.	Future Head count to HOD	
k.	Leave Pending remainder to HOD	
l.	HOD can delegate the leave sanctioning authority to his colleague in his absence	
m.	HOD/Supervisor can approve overtime/ comp off on-line	
n.	HOD/Supervisor can do shift scheduling for the employee	
o.	Employee can see their leave card/Leave balance on-line	
p.	HOD/Supervisor can get indication while approving any leave that somebody from their dept is already on leave during that time span	
q.	Software should be Intranet as well as Internet enabled	

ANNEXURE-III**Financial Offer for Biometric Based Attendance Monitoring System (BBAMS) and Security Surveillance System**

S.No.	Description	Qty	Cost (in Rs) for	Total Cost (in Rs)
1.	Biometric Finger print & RF Card Reader (specification as per SI No 1 in Annexure I)	1 No.		
2.	USB Based Enrolment Hamster	1 No.		
3.	Software as per Annexure I	1		
4.	Laying of LAN and power cables for Indoor cabling & Outdoor cabling	On actual		
Taxes, if any				
Total				

Note:

- 1) The firm will have to quote for all items (1 to 3) mentioned in the above table; failing which their offer will not be considered.
- 2) The firm should clearly mention for any taxes etc. if required, otherwise the rates quoted by the firm shall be considered inclusive of all taxes.
- 3) The software to be supplied on DVD media.