

GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES

**REQUEST FOR PROPOSAL FOR SUPPLY AND INSTALLATION OF BIOMETRIC DEVICE FOR
FINGER PRINT ATTENDANCE SYSTEM WITH IN-BUILT TIME AND ATTENDANCE SOFTWARE
AT PRITHVI BHAWAN, LODI ROAD, NEW DELHI.**

Ministry of Earth Sciences, Government of India proposes to install State of art Biometric Attendance System at Prithvi Bhawan, Lodi Road, New Delhi for the staff of this Ministry.

This Ministry therefore proposes to engage an agency with sufficient experience in such work to provide Biometric Attendance system & related services. The Ministry therefore invites proposals from suitable firms to provide the necessary services in accordance with the Terms of Reference of this tender document. The tender document can be obtained from the General Section of this Ministry from 23rd May, 2014 onwards and the last date for submission is **16th June, 2014 by 03.00 P.M.** The tender document can also be downloaded from the website of this Ministry and in that case the cost of the Tender (Rs.500/-) will be required to be paid through a Demand Draft drawn in favour of DDO, Ministry of Earth Sciences payable at New Delhi and it is to be attached with the Technical Bid (stage I). The Tenders are to be submitted in the Tender Box placed in room No.1, Ground floor, Prithvi Bhawan, Lodhi Road, New Delhi. The tender will be opened on 16th June 2014 at 3.30 p.m in room No. 1, Prithvi Bhawan, Lodi Road, New Delhi. The cost of form will be Rs.500/- which should be paid in the form of DD drawn in favour of DDO, Ministry of Earth Sciences, Govt. of India, New Delhi.

Section Officer
Tele: 24669596

**EXPRESSION OF INTEREST FOR SUPPLY, INSTALLATION AND MAINTENANCE OF BIOMETRIC DEVICE
FOR FINGER PRINT ATTENDANCE SYSTEM WITH IN-BUILT TIME AND ATTENDANCE SOFTWARE AT
PRITHVI BHAWAN.**

1. ISSUE OF TENDER DOCUMENTS:

The tender document can be downloaded from the website [www//moes.gov.in](http://www.moes.gov.in) or eprocure.gov.in from 23rd May,2014onwards. While submitting the tender DD for Rs. 500/- (non refundable), alongwith Earnest Money Deposit (EMD) of Rs.10,000/- in the form of DD/Fixed Deposit Receipt (FDR)/Bank Guarantee from a Commercial Bank drawn in favour of DDO, Ministry of Earth Sciences, Govt. Of India, New Delhi must be enclosed with the Technical Bid (stage I).

2. SUBMISSION OF TENDER DOCUEMTNS:

The eligible agencies may submit their tender documents in a sealed cover marked "Technical Bid- Stage I" with clear superscription " TECHNICAL BID FOR SUPPLY AND INSTALLATION OF BIOMETRIC DEVICE FOR FINGER PRINT ATTENDANCE SYSTEM WITH IN-BUILT TIME AND ATTENDANCE SOFTWARE AT PRITHVI BHAWAN" on the envelope on or before the due date i.e. **16th June, 2014 by 3.00 p.m.** in the office of Ministry of Earth Sciences, Room No:1, Prithvi Bhawan, Lodi Road, N.Delhi The interested agency can send the application by registered post also which in any case should reach this office on or before **16th June,2014 by 3.00 p.m.** The Technical bids shall be opened on 16.06.2014 at 3.30 pm in the presence of bidders or their authorized representatives who may wish to remain present at the time of opening of tenders.

The representatives should produce a letter of authority for that purpose.

3. EARNEST MONEY DEPOSIT (EMD) :

The Technical bid (Stage I) should be accompanied with Earnest Money of Rs.10,000/- in the form of Pay Order/Demand Draft/Fixed Deposit Receipt (FDR)/Bank Guarantee from a Commercial Bank drawn in favour of DDO, MINISTRY OF EARTH SCIENCES, Govt. of India, New Delhi. Earnest Money in any other form will not be accepted. Tenders without Earnest money will be summarily rejected. The EMD of the unsuccessful bidders will be returned within 2 months from the date of opening the technical bids. The EMD deposited by the successful bidder shall be held back towards the security deposit as stipulated in the terms & conditions. No interest would be paid to the EMD deposited / held back. Tenders not accompanied by Earnest Money Deposit shall be summarily rejected.

4. OBJECTIVE & REQUIREMENT:

There are about 200 officers/officials in this Ministry and this Ministry has proposed to install machines for marking the attendance of its officers/officials through figure prints. For this purpose the machines should have the following facilities:-

- * The machines should be capable of marking the attendance of the officers/officials based on the figure prints of the concerned officer/official.
- * It should have sufficient user capacity so as to store approx 10,000 capacity of identification.
- * Permanent availability of data base.
- * ID card creation software with photograph of employees linked with his figure print which will detect and display his entry and out time.
- * The contract includes providing the machines and to provide training to some of our officials for operating the systems.

- * One service operator for operating PC, attendance machine, all software, creation of IDcard, figure print enrolment, report generation, data base creation and its maintenance. The service operator will be required initially for a period of one month and during this period he/she will guide the concerned officials of this Ministry so that there after the officials of this Ministry may become well versed with the operation of the system.
- * Charge for comprehensive Annual Maintenance Contract (AMC) applicable after the expiry of the period of warranty.

The provision of system, include the

1. Provision of attendance machine and installation
2. Software for attendance and ID card generation.
3. ID card along with holder and lanyard.
4. Provision of service operator
5. Any other items as deemed necessary to achieve the objective

This office invites bids from reputed vendors dealing in supply and commissioning of biometrics attendance system, having experience of installation of biometrics attendance system at least in three big institutions for marking the attendance of at least 100 employees in each case. The bidders registered with DGS&D or any other Government Agency will be preferred. The machine should have the adequate storage capacity of prints with battery backup of at least 24 hours and built-in TCP/IP connectivity. It should be sturdy and tamper proof and immune to the vagaries of nature, dust etc. Further, it should easily upload and download records of finger prints, data events, time and attendance. The system should have capacity of record storage of at least 50,000 records. In addition, the parts of machines should be readily available.

The bid documents should also specify details with regard to the installation charges, cost of hardware, software and maintenance, etc. The tendering firm must submit the Documents/Brochures for the Technical Specification, photocopy of PAN and TIN number of their firm, VAT/Service Tax Registration Certificate and they must also submit the latest VAT/Service Tax clearance Certificate. Documents/Brochures for the Technical Specification of all firms participating in the tender must be submitted along with the list of their owners/partner etc. and a certificate/undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered against the firm. In the absence of these documents, the tender will not be entertained. Interested firms may please send the technical bids (stage I) for supply and installation of biometrics based Attendance system.

The technical bids (stage I) will be examined by the Technical Evaluation Committee (TEC) constituted for the purpose. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof. The Committee in order to satisfy itself may conduct an enquiry from the representative of the firm to verify the soundness, effectiveness and suitability or any other details relating to the biometrics based Attendance System.

5. SCOPE OF WORK

Supply of Hardware, Software and other essential items, installation, commissioning and maintenance of Biometric Attendance System at Prithvibhawan, Lodi Road, New Delhi as per following details.

- a. The finger recognition attendance machine should have following specification – hold upto 400 finger templates. Support multiple authentication method like face, finger, card, PIN. Support multimode communications to include RS232/485, TCP/IP, USB and Wi-Fi /GPRS to make data management extremely easy. Optical finger print sensor.High resolution camera. 10 mm TFT touch screen. Face capacity upto 800. Fingerprint capacity 2000. ID Card capacity 10,000. Logs

1,00,000. TCP/IP, RS232/485, USB host, Wi Fi GPRS. Power supply 12 V 3A. Verification speed less than or equal to 2 second.Support push data technology.

- b. The proposed solution should have various MIS reports preferably web based reports including broad information about the punctuality in the dash board of the Senior Officers of this Ministry.
- c. Include ID Card software which have multi purpose software in addition to creation of ID card with photo will also provide for authentication of persons.
- d. To provide high resolution web camera for taking images of enrolled person.
- e. To provide fingerprint sensor which have resolution upto 500 DPI, enrolment speed <0.5 second, USB interface, Optical sensor.
- f. To provide one Desktop PC which have Intel Core i7 Processor, 3.4 Ghz, 8 MB Cache or better, Chipset -- Intel Q77 Express or higher, 4 GB DDR3 RAM with 32 GB expandability, Hard Disk Drive -- 500 GB or higher, Monitor – 21 inch LED/TFT Digital Colour Monitor, Key Board, Optical USB Mouse, Laserjet Printer and network switch of 8 port (10/100/1000).
- g. Installation and commissioning charges includes cabling and software installation, Data creation for attendance and ID Card software.
- h. For mounting of attendance machine, carpentry work which includes modification of window, glass cutting re-fixing of glass and window and board for mounting of attendance machine.
- i. provide one service operator for operating PC, attendance machine, all software, creation of ID Card, face and fingerprint enrolment, report generation, data base creation etc. and maintenance. The service operator shall be required initially for a period of one month.

Accordingly, relevant documents of the existing firm/company are required to be submitted as detailed in the Annexure- I.

6. ELIGIBILITY CRITERION:

- (i) The tenderer must be registered / incorporated under Indian Companies Act, 1956 or other relevant Act/Rules and should have a base in India for at least three years.
- (ii) The tenderer should have a service network in Delhi/NCR where Biometric Attendance Systems are envisaged to be installed. The tenderer shall provide addresses of their service network.
- (iii) The tenderer should have experience with Bio-Metric devices, Smart cards and relevant software for a period of not less than 3 years. Bids should be submitted either by Original Equipment Manufacturers (OEMs) or its authorized system integrator (SI). OEM can either directly quote or can authorize one SI.
- (iv) The tenderer has to provide the list of their clients in India with their contact number to whom similar system has been supplied / installed.
- (v) The tenderer has to submit satisfactory performance certificates from minimum two users to whom similar type & make of Bio-metric Attendance System (being offered) is under operation during the last 2 years ending on 31.03.2014. The performance certificate should be from any reputed Corporate(s)/PSU(s)/Govt. Department.

- (vi) The tenderer has to submit a certificate that after sale service and support of minimum 10 years of equipment from the date of its installation will be provided.
- (vii) The tenderer should have trained manpower with adequate experience to undertake AMC of Biometric Attendance System.
- (viii) The tenderer must possess a valid PAN issued by Income Tax Authority in India, valid State Sales Tax and CST No.
- (ix) The agency should be financially sound and should be profit making during the last three years and the average annual turnover should not be less than Rs.25.00 lakh.
- (x) The agency should have professional competence/ ability to provide dedicated team of professional for timely execution and maintenance.
- (xi) The agency should not have been debarred or blacklisted by any Central Government department, Public sector undertakings and State governments.
- (xii) The firm/agency should have supplied and maintained at least 3 such system during the last 3 years.
- (xiii) The firm should have past experience of at least 3 years in supply of such equipments.
- (xiv) The firm should have past experience of at least 3 years in maintenance of such equipments.

7. SELECTION CRITERIA

For selection of agency, two stage process i.e. technical evaluation and financial evaluation will be followed:

- a. The technical evaluation will involve two stages i.e. Stage-I and Stage-II.
- b. Stage-I Technical evaluation comprises of short-listing of agencies on the basis of past experience, financial strength etc., assigning weightages to each factor.
- c. Criteria to be followed in Stage-I for qualifying to Stage-II is given below:

Qualifying criteria: Stage-I

I. Average Annual Turnover during last 3 years : maximum marks: 20 marks

Rs.25 lakh	-	5 marks
Above Rs.25 lakh and Upto Rs.40 lakh	-	10 marks
Above Rs.40 lakh and Upto Rs.50 lakh	-	15 marks
Above Rs.50 lakh	-	20 marks

II. Past experience of the agency in supply of such systems: maximum marks: 10 marks.

3 years	-	5 marks
Above 3 and upto 5 years	-	7 marks
Above 5 years	-	10 marks

III. Past experience in maintenance of the system: 10 marks

3 years	-	5 marks
Above 3 and upto 5 years	-	7 marks
Above 5 years	-	10 marks

IV. No.of bio-matric system installed and maintained: 10

3 projects	-	5 marks
Above 3 and upto 5	-	7 marks
Above 5 projects	-	10 marks

d. To qualify for Stage-II – Technical Evaluation, the agency has to secure at least 30 marks in Stage-I Technical Evaluation out of 50. However, in any case, not more than 10 agencies in order to merit will be invited for Stage-II Technical Evaluation. In case of lesser number of agencies qualify the above criterion, the Tender Evaluation Committee will have the discretion to relax the qualifying marks to make at least 3 agencies to qualify.

Stage-II Technical evaluation.

e. Such agencies (who qualify the stage I) will be eligible for Technical Evaluation Stage-II and will be required to make a presentation before a Committee constituted for the purpose. However, those agencies who qualify the stage-I technical evaluation may also be called for brief meeting to understand the background of the proposed bio metric system of attendance system etc.

f. The agencies who qualify for stage-II technical evaluation shall submit the detailed technical proposal alongwith financial bid in two separate sealed cover envelope superscribing “Technical bid for Stage-II and “Financial bid”.

g. Criteria to be followed in Stage-II Technical Evaluation is given below:

Stage-II Technical Evaluation:

Total marks : 50

I.	Understanding of TOR, concept And details of bio metric system proposed to be installed :	40 marks
II.	Any other innovative idea to check the attendance of officials :	10 marks

(Those who qualify the Stage I shall be required to submit a brief note on Understanding of TOR and details of biometric system proposed to be installed. They will also be submitting a brief about any other innovative idea to check the attendance of officials.)

h. The firms/agencies which qualify the Stage I of the Technical Bids will be called for making a presentation on a date and time to be fixed in this regard. The Evaluation Committee constituted for the purpose will evaluate the presentation as per the parameters and allocate marks out of a total of 50. These 50 marks of second evaluation are independent of 50 marks of first level evaluation. In other words, the marks obtained out of 50 on first evaluation will not be carried forward.

j. The agency has to secure at least 30 marks in stage-II Technical Evaluation. The financial bid will be opened only in respect of those agency, which secure 30 marks and above. In case, the number of

agencies qualifying in the Stage-II Technical Evaluation happen to be less than 3, the Tender Evaluation Committee, will have the discretion to relax the qualifying marks of 50 to make at least 3 (three) agencies to compete.

INDEMNITY

The selected agency/organization shall indemnify and hold it harmless from all claims, demands, damages, actions, costs and charges to which the Ministry of Earth Sciences become subject, or which it may have to pay or be held liable therefore, by reason of any injury to persons, reputation or property suffered or sustained by any agency or employee of Ministry of Earth Sciences or arising out of any activity or negligence or omission of the agency/organisation.

8. FORCE MAJEURE

(a) Definition: For the purpose of this contract “Force Majeure” means an event which is beyond the reasonable control of a party, and which makes a party performance of its obligations under the contract impossible or so impractical as to be considered impossible under the circumstances.

(b) Breach of Contract: The failure of the agency to fulfil any of its obligations under the contract shall not be considered to be a breach of or default under this Contract in so far as such inability arises from an event of Force Majeure, provided that the agency affected by such an event (a) has taken all precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the contract, and (b) has informed the other party as soon as possible about the occurrence of such an event.

9. ARBITRATION

All disputes and differences arising out of or in any way touching or concerning the contract shall be referred to the sole arbitration of any person nominated by the Secretary, MoES. There will be no objection to any such appointment that the arbitrator so appointed is a Government servant, that he had to deal with matters to which this indenture relates or that in the course of his duties as such government servant, he has expressed views on all or any of the matters in dispute or differences. The award of the arbitrator so appointed shall be final and binding on the parties to the Agreement.

10. JURISDICTION OF COURT

All matters connected with this Tender/Contract shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

GENERAL INFORMATION OF THE TENDERER**(To be attached with Technical Bid Stage I)****ANNEXURE-I**

1	1 Tender form No: (not applicable for download form)	
2	Name of the firm / company	
3	Postal address of firm / company	
4	Category of tenderer (whether company, partnership firm or proprietary firm)	
5	Name of CEO/MD	
6	Year of establishment	
7	Annual turnover (in lakh. Enclose certified audited balance sheet for the last 3 year)	
8	OEM / OEM authorised vendor (Yes / No) (enclose proforma -- in original)	
9	Past experience (Give details and enclose proofs)	
10	Sale tax / commercial tax / CST No / TIN No. (enclose attested photocopy)	
11	Income tax PAN No. (Enclose attested photo copy)	
12	Valid income, tax clearance certificate (enclose attested photo copy)	
13	Telephone numbers: Land line Mobile Numbers	
14	E-mail address	

This is to certify that all statement made in this tender format are true and complete to the best of our knowledge and belief and that nothing has been concealed/distorted. We are aware that if at any time we are found to have concealed / distorted the material information, our proposal / work order is liable to be summarily terminated without notice.

Date:

Place:

Authorised signatory

With stamp

Proforma for Submission of Technical Bid (Stage I)

S.No.	Component	
1	Turnover for the last 3 years	
2	Past experience of supply and installation of bio metric attendance system	
3	Past experience for maintenance of bio metric attendance system	
4	No.of professionals employed	
5	Experience of key personnel	
6	List of clients	
7	Whether able to provide the required system as mentioned in the tender	

(Required to be submitted by the successful firm/agency before awarding the Contract by this Ministry)

(This letter of authority should be on the letter head of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer).

Original Equipment manufacturers / OEM Authorised dealers

Ref No:

Date:

To

The Deputy Secretary(GA) ,
Ministry of Earth Sciences
Prithvi Bhawan, Lodi Road,
New Delhi -3.

Tender No:.....due date:.....

We.....who are established and reputed manufacturers of
..... Having factory/factories at.....(address of
the factory) do hereby authorize M/S (Name& address of
authorised dealer / agent) to sign the contract with you against the above tender.

We hereby extend our full guarantee and support and also in meeting warranty obligations
by providing necessary spares in time for the goods & services offered by the above firm against this
tender as per standard as well as department warranty terms.

Yours faithfully,

Sd/

Name of the Manufacturer

Letter for submission of Tender

To

The Section Officer (GA),
Room No: 1, Prithvi Bhawan
Ministry of Earth Sciences, Lodi Road,
New delhi-110 003.

Subject: Supply and installation of biometric device for finger print attendance system with in-built time and attendance software.

Sir / Madam,

Having examined the tender document on the supply and installation of biometric device for face and finger print attendance system with in-built time and attendance software at Prithvi Bhawan, Lodi Road, New Delhi as detailed in your tender document, conditions and scope of work, supply, specifications etc., and having understood the provisions and requirements and all other factors governing the tender, we hereby submit our offer for the supply of the proposed system in accordance with the terms and conditions and confirm our acceptance to execute the order within the time period specified in the tender document at the rates quoted by us in the accompanying technical bid.

After acceptance of the tender document, if we fail to complete the supply of the items as per the tender document/ order, we agree that the Deputy Secretary (GA), MoES shall have full authority to forfeit the earnest money and cancel our order with no obligation on their part.

We confirm having deposited the earnest money of Rs.10,000/- (Rs. ten thousand only) by Demand draft No..... dated..... drawn on..... Bank, branch attached here to and general information required are as per the annexure attached.

We further confirm that:

- a) We have sufficient qualified manpower and necessary materials and after sales support to execute the order efficiently in the specified time schedule.
- b) We further confirm that the points of the tender documents have been read, understood and signed and there is no deviation / discrepancy.

Signature of the Tenderer
With stamp and date.

FORMAT FOR SUBMITTING BID

Item	Specification	Qty.	Rate	Rate of Applicable Tax	Amount
Item Specification Qty Rate Amount (We require about 4 to 6 machines. Rate may be quoted for one machine)	Hold up to 400 face templates. Support multiple authentication method like face, finger, card, PIN. Support Multi-mode communications to include RS232/485, TCP/IP, USB and Wi-Fi/GPRS to make data management extremely easy. Optional optical Fingerprint Sensor. High Resolution Camera. 10mm TFT Touch Screen. Face Capacity Upto 800. Fingerprint Capacity 2,000. ID card capacity 10,000. Logs 100,000 TCP/IP, RS232/485, USB Host, Wi-Fi/GPRS. Power Supply 12V 3A. Verification Speed Less than or equal to 2 sec. Support Push data technology.	1			
Attendance Software	To provide various attendance reports.	1			
ID Card Software	Multipurpose software which in addition to creation of ID Card with photo will also provide for authentication of persons.	1			
High resolution web camera	For taking images of enrolled persons	1			
Fingerprint sensor	Resolution: Upto 500 DPI, Enrolment Speed: < 0.5 Sec. USB Interface. Optical Sensor	1			
Data Cable	CAT 6 Dlink (As per actual) - Rate may be quoted for one metre	1			
Desktop PC & Printer	To provide one Desktop PC which have Intel Core i7 Processor, 3.4 Ghz, 8 MB Cache or better, Chipset -- Intel Q77 Express or higher, 4 GB DDR3 RAM with 32 GB expandability, Hard Disk Drive -- 500 GB or higher, Monitor – 21 inch LED/TFT Digital Colour Monitor, Key Board, Optical USB Mouse, Laserjet Printer	1			
Network Switch	8 – Port Network Switch (10/100/1000)	1			
Installation & Commissioning Charges	Installation charges to include cabling and software installation and data creation for attendance and ID Card Software	1			
Carpentry Work	Charges to include Carpentry Work for modification of window, glass cutting re fixing of glass and window and board for mounting of Attendance machine	1			
Charges for provisioning of dedicated Operator at site	Services of Operator for operating PC, Attendance machine, all software, creation of ID Card, Face and fingerprint enrollment, report generation, data base creation etc, and maintenance. (For one month only)	1			
Freight	(if any)				
	DVAT @12.50%				
	DVAT @5%				
	ST @12.36%				
	GRAND TOTAL				

GRAND TOTAL IN WORDS:-

Signature