

No.D13020/7/2014-Admn. III
Government of India
Ministry of Information & Broadcasting
Shastri Bhavan, Dr. Rajendra Prasad Road,
New Delhi 110001

Dated the 4th July, 2014.

Tender Notice

Sub: Installation biometric device for Attendance System (through finger print/face detection/ smart card) with in-built time and attendance software in office of the Ministry of Information and Broadcasting (MS), Shastri Bhavan, New Delhi- regarding.

Sealed quotations are invited from manufactures/authorized vendors for supply/installation of biometric device for attendance system (through finger print/face detection/smart card) with in-built time and attendance software in the Ministry of Information and Broadcasting (MS), Shastri Bhavan, Dr. Rajendra Prasad, New Delhi (as per specification mentioned in annexure A) duly subscribed " Quotation for supply/installation of biometric device for attendance system (through finger print /face detection/smart card) with in built time and attendance software in Ministry of Information & Broadcasting, New Delhi latest by 31st July, 2014 by 1500 hrs.. Quotation received after stipulate date/time shall not be entertained. The quotation with be opened on same day at 1500 hrs in room No.548-A, Shastri Bhavan, New Delhi in the present of the bidder or their representative who may like to be present.

Following terms and conditions may be kept in view while submitting the bids:-

The bid should be furnished in two bid system i.e. technical bid and financial bid.

The 'Technical Bid' envelope should contain the following document as per the terms and conditions of the tender document. The Tender would be out rightly rejected without any of the following documents.

- a) Proof of certificate of Incorporation.
- b) Proof of service Tax Registration/Central Sales Tax/Certificate of Registration under Delhi Value Added Tax Act.
- c) Demand draft for earnest Money
- d) Letter from Manufacturer, in case of authorized vendor for supply and logistic sales are support for a minimum period of five years.

2 The 'Financial Bid' envelope should contain the prices as per annexure A.

3 The Technical Bid and Financial Bid should be sealed in separate envelopes and then should further be sealed together in a big envelope super

scribing Tender for supply/installation of Biometric device for attendance system (through finger print/face detection/ Smart Card) with inbuilt time and attendance software in Ministry of Information and Broadcasting, Shastri Bhavan, New Delhi.

4 The Financial Bid of only those firms will be considered which qualify the Technical Bid.

5 The firm participating in the tender will be required to deposit Bank Draft/pay order of Rs.10000/- (Rupees ten thousand only) (Refundable) as earnest money, in the name of Pay & Accounts Officer, Ministry of Information & Broadcasting, (MS) New Delhi in the Technical bid in the prescribed form. Earnest money in any other form shall not be accepted and quotation would be summarily rejected. The earnest money of the successful bidder will be refunded after the successful completion of the contract.

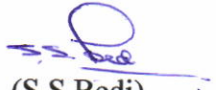
6 Overwriting/Corrections or incomplete (Blank) quoting of rates would result in rejection of quotations.

7 No advance payment will be made. Payment shall be made after satisfactory supply, installation/commissioning and acceptance of system.

8 Bidders may please quote their unconditional rates strictly as per items mentioned in annexure A.

9 The sealed envelope containing the quotation should be super scribed for supplying of biometric device for attendance system (through finger print/face detection/smart card) with in-built time and attendance software in Ministry of Information & Broadcasting, Shastri Bhavan, New Delhi.

10 Ministry of Information and Broadcasting reserves the right to accept or reject any/all quotations without assigning any reason, whatsoever.


(S S Bedi)

Under Secretary to the Government of India

Copy to NIC for publishing on website of this Ministry/CPPP.

EXPRESSION OF INTEREST FOR SUPPLY, INSTALATION AND MAINTENANCE OF BIOMETRIC DEVICE FOR FINGER PRINT ATTENDANCE SYSTEM WITH IN-BUILT TIME AND ATTENDANCE SOFTWARE AT MINISTRY OF INFORMATION AND BROADCASTING, SHASTRI BHAVAN, NEW DELHI.

ISSUE OF TENDER DOCUMENT

The tender document can be downloaded from the website of the Ministry of Information and Broadcasting i.e. <http://www.mib.nic.in> from 10th July, 2014 onwards. Earnest Money Deposit (EMD) of Rs.10000/- in the form of Demand Draft/Pay order drawn in favour of Pay & Accounts Officer (MS), Ministry of Information & Broadcasting, New Delhi must be enclosed with the Technical Bid.

SUBMISSION OF TENDER DOCUMENTS:

The eligible agencies may submit their tender document in a sealed cover marked "Technical Bid" with clear superscription "Technical Bid for supply and installation of biometric Device FOR FINGER PRINT ATTENDANCE SYSTEM WITH IN BUILT TIME AND ATTANDANCE SOFTWARE AT SHASTRI BHAVAN, NEW DELHI" on the envelope on or before the due date i.e. 31st July, 2014 by 03.00 pm in room no. 548A, Shastri Bhavan, Ministry of Information and Broadcasting, New Delhi. The interested agency can send the application by registered post also which in any case should reach in the Ministry on or before the prescribed date and time. The Technical Bids shall be opened on the same day at 03.30 p.m in the presence of bidders or their authorized representatives who may wish to remain present at the time of opening of the tenders.

EARNEST MONEY DEPOST.

The Technical Bid should be accompanied with earnest money of Rs.10000/- in the form of pay order or demand draft from a commercial bank drawn in favour of PAO (MS) Ministry of Information and Broadcasting, New Delhi. Earnest Money in any other form will not be accepted. Tenders without EMD will be summarily rejected. The EMD of the unsuccessful bidders will be returned within 2 month from the date of opening of technical bids. The EMD deposited by the successful bidder shall be held back towards the security deposit as stipulated in terms and conditions. No interest would be paid on the EMD deposited or held back.

OBJECTIVE AND REQUIREMENT:

There are about 400 officers/officials in this Ministry and this Ministry has proposed to install machines for marking the attendance of its officers/officials through finger prints. For this purpose the machine should have the following facilities:-

- (i) The machine should be capable of marking the attendance of the officers/officials based on the finger prints of the concerned officer/official.
- (ii) It should have sufficient user capacity so as to store approx 10000 capacity of identification.
- (iii) Permanent availability of data base.
- (iv) ID card creation software with photograph of employees linked with his finger print which will detect and display his entry and out time.
- (v) The contract includes providing the machines and to provide training to some of our officials for operating the system.
- (vi) One service operator for operating PC, attendance machine, all software, creation of ID card, finger print enrolment, report generation, date 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.
- (vii) Charge for comprehensive Annual Maintenance Contract (AMC) applicable after the expiry of the warranty period.

The provision of the 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 Ministry invites bids from reputed vendors dealing in supply and commissioning of biometrics attendance system, having experience of installation of BAS at least in three big Ministries/Depts/PUSs/PSEs 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 easily upload and download records of finger prints, data events, time and attendance. The system should have capacity of storage of at least one lac 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 register against the firm. In the absence of these document the tender will not be

entertained. Interested firms may please send the Technical bids for supply and installation of Biometrics based Attendance system.

The technical bids will be examined by the Tender Evaluation Committee (TEC) constituted for the purpose. The Committee reserves the right to reject any or all the tenders without assignment 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.

SCOPE OF WORK

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

- a. the finger recognition attendance machine should have following specification –hold upto 1200 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 10000, Logs 100000, TCP/IP, RS232/485, USB host, Wi-Fi GPRS, Power supply 12V3A, verification speed less then or equal to 2 second, support push data technology.
- b. The proposed solution should have various MIS reports preferable 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 care with photo will also provide for authentication of persons.
- d. To provide high resolution web camera for taking images of enrolled persons.
- e. To provide finger print sensor which have resolution upto 500 DPI, enrolment speed <0.5 second, USB interface, optical sensor.
- f. To provide one desktop PC which have inter core 17 processor, 3.4 Ghz, 8MB cache or better, Chipset- inter Q77 Express or higher, 4GB DDR3 RAM with 32 GB expandability, Hard Disk Drive – 500 GB or higher, Monitor – 21 inch LED/TFT Digital Color Monitor, Key Board, Optical USB mouse, laserjet Printer and network switch of 8 port (10/100/1000).
- g. Installation and commissioning charges included cabling and software installation, date 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 counting of attendance machine.
- i. Provide one service operator for operating PC, attendance machine, all software, creation of ID card, face and finger print enrolment, report generation, date 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.

ELEGIBILITY 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 BAS are envisaged to be installed. The tenderer shall provide addresses of their service network.
- (iii) the tenderer should have experience with BAS, Smart Cards and relevant softward for a period of not less than 3 years. Bids should be submitted either by Original Equipment Manufacturers (OEMs) or its authorized system integrator. OEM can either directly quote or can authorize one Sl.
- (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 BAS (being offered) is under operation during the last 2 years ending on 31.3.2014. The performance certificate should be from any reputed Corporates/PSUs/Government Departments.
- (vi) The tenderer has to submit a certificate that after sale service and support of minimum 10 years of equipment from the date of installation will be provided.
- (vii) The tenderer should have trained manpower with adequate experience to undertake AMC of BAS.
- (viii) The tenderer must posses 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 lakhs.
- (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, PSU and State Government.
- (xii) The agency should have supplied and maintained at lease 3 such system during the last 3 years.
- (xiii) The agency should have past experience of at least 3 years in supply of such equipments.
- (xiv) The agency should have past experience of at least 3 years in maintenance of such equipments.

SELECTION CRITERIA

The contract will be awarded to those tenderers, who fulfils the eligibility criteria and whose rates will be the lowest one.