

COLLECTOR OFFICE AURANGABAD

TENDER FORM

Dt. _____

Tender Copy Issued To

Shri. M/s : -----

Name of Work : Supply Installation (Both Hardware & Software), Commissioning of Biometric Based Attendance System, (Integrating Attendance Software with existing payroll software) with three years post- warranty comprehensive maintenance & training to the Staff.

DATE OF SUBMISSION :- upto **15/07/2010 5.00 p.m.**

E.M.D. Rs. 20,000/-

DATE OF OPENING - **15/07/2010** at 5.30 p.m. or any suitable date

COST OF TENDER FORM - Rs. 1000/-

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COLLECTOR OFFICE, AURANGABAD

TENDER NOTICE

Sealed tenders in the prescribed form in three envelope system are invited from manufactures or experienced firms authorised by them for the following works:

Sr. No.	Name of Work	E.M. D. (In Rs.)	Cost of Tender Form (In Rs.)
1	Supply Installation (Both hardware & software), Testing and commissioning of Biometric based Attendance System, (Integrating attendance software with existing payroll software) with three years post warranty comprehensive maintenance & training to the staff.	20,000/-	1,000/-

Schedule of Date is as Follows :- (on working day only)

- a) Sale of blank tender forms : From 8/7/2010 to 15/7/2010 upto 2.00 p.m.
b) Pre Bid Meeting : 14/7/2010 at 3.00 PM
c) Submission of filled tender forms : Upto 15/7/2010 upto 5.00 p.m.
d) Opening of tender forms : Either on 15/7/2010 at 5.30pm any other suitable date fixed by Collector Aurangabad

NOTE :

Envelop No. 1 should contain the Earnest Money Deposit in the shape of Demand Draft of Nationalised / Scheduled Bank in the name of The Chairman, District Setu Society & Collector Aurangabad.

Envelop No. 2 should contain following documents.

1. Copies of completion certificates for the similar type of work executed.
2. Upto date Sales tax clearance certificate.
3. Upto date copy of work contract Certificate.
4. Copy of Shop & establishment certificate.
5. Copy of Partnership Deed or affidavit for proprietorship of the firm, if any

6. Copy of Documentary proof showing the firm is manufacturer of Biometric attendance System.

7. Documents of Authorisation from manufacturer in case firm is not manufacturer.

8. Hardware vendors having M.O.U. with software developers.

Envelope No. 3 should contain the tender document supplied by Collector Office, Aurangabad

- (A) Blank tender forms will be issued from the Collector Office Aurangabad
- (B) The issuance of Tender Document shall not automatically construe qualification of the firm, that shall be determined during evaluation. The Collector Office, Aurangabad reserves the right to instruct the Tenderer for submission of any documentary evidence as deemed fit in order to assess the capability / capacity of the Tenderer.
- (C) Collector Office, Aurangabad reserves the right to reject any or all tenders without assigning any reason thereof or to accept any offer in interest of the Collector Office, Aurangabad
- (D) If any date mentioned in schedule happens to be holiday then it shall be extended to the next working day.

**Chairman, District Setu Society
& Collector Aurangabad**

COLLECTOR OFFICE, AURANGABAD

Procedure for Submission of Tender Documents

1. Tender documents should be submitted in three separate sealed envelopes super scribed with the name of work and envelop number. Envelope super scribed improperly, shall be liable for rejection.
2. The envelop clearly marked as Envelope No. 1 shall contain the EMD as per advertisement.
3. The envelop clearly marked as the Envelope No. 2 shall contain all the documents duly attested by Gazetted Officer as mentioned in advertisement, check list in tender document.
4. The Envelope No. 3 shall contain the prescribed tender form duly filled in and duly signed by the tenderer / a person authorized to do so by tenderer.
5. Conditional tender will be rejected out rightly.
6. All the documents submitted and tender papers should be signed by tenderer on left hand bottom corner of each paper.
7. Tenderer should duly countersign all additions, corrections and erasures in the tender documents.
8. Any deviation should be mentioned on separate paper and should be submitted in **Envelope No. 1**. But offer should be inclusive of cost of such deviations and extra payment will not be made in any case.

Tenderer
Signature with Stamp

Chairman, District Setu Society
& Collector, Aurangabad

COLLECTOR OFFICE, AURANGABAD

GENERAL TERMS AND CONDITIONS FOR THE CONTRACT

1. The tenderer should sign each and every paper of the tender document at specified space. He shall also sign wherever he makes corrections.
2. Collector Office, Aurangabad reserves the right to reject any or all tenders without assigning any reason. Collector Office Aurangabad also reserves the right to accept the tender in part or distribute the tender amount to the number of contractors. If contractor refuses to carryout the work on the ground that his tender has not been accepted in full, his earnest money deposit will be forfeited and he will be responsible for any loss on account of such refusal.
3. The tenderer will have to quote the rates in bill of quantity & have to carry out the work allotted at the same approved rates of tender.
4. Successful tenderer will have to execute an agreement at his cost on the stamp paper of the required value within 7 days from the date of letter confirming him about acceptance of his tender & E.M.D. will be treated as initial security deposit.
5. Tender will be valid for 120 days from the date of opening of the tender.
6. Tenderer will have to give demonstration of his machine at the time of opening of tender or at the suitable date fixed by Collector Office Aurangabad.
7. Collector Office Aurangabad reserves right to terminate the contract at any time if the work of contractor is not found up to marks (i.e. unsatisfactory Collector Office Aurangabad may take any action as deem fit against the contractor and contractor shall have no claim for the loss if there happens to him due to such action.
8. Successful tenderer will have to submit the Bank Guarantee of Nationalized/ Scheduled Bank upto 10 % of the tender amount.
9. From every bill of contractor 4% Security Deposit & applicable taxes will be deducted. If contractor does not submit insurance certificate for his workmen, the insurance charges @ 0.9% will also be deducted from his bill. In addition to this Collector Office Aurangabad will be entitled to deduct any taxes if applicable from time to time.
10. The rates quoted should be inclusive of all taxes, duties, etc. No price escalation will be allowed due to any reason. The offer should be firm without any uncertain liability.
11. Contractor will be responsible for liabilities as per labour laws, Minimum Wages Act, Indian Electricity Act and all the statutory liabilities in force from time to time for staff engaged by him. Collector Office Aurangabad will not be responsible for any payment to workmen/ employees of the contractor on any ground.
12. Contractor shall obtain registration under Contract Labour (Regulation & abolition) Act 1970 with latest amendments and shall always be the "Principal Employer" in relation to all the workmen employed by him.
13. If there is any loss to Collector Office Aurangabad property due to negligence of the contractor staff then full responsibility will be of the contractor & loss will be recovered from the contractor. Tenderer's work will be periodically assessed for this purpose.
14. The tenderer will have to stand guarantee of the work for a period of 48 months from the date of commissioning of the system. (Including warranty period of 12 months)

15. The damages on account of reasons whatsoever will have to be repaired by the tenderer within a day i.e. 24 hours from the date of information to the tenderer at his own cost and no extra payment shall be made for such work.
16. For the faithful performance of the guarantee, Collector Office Aurangabad shall retain security deposit to the extent of 5% during the guarantee period and no interest will be admissible on this account.
17. The tenderer is requested to go through the tender document before filling the tender.
18. Tender must sign each & every paper of tender and also at a particular point where signature of tender is mentioned in the tender paper. Failure on this part will make their tender liable for rejection.
19. Rates should be quoted in words and figures.
20. Collector Office Aurangabad reserves right to seek the assistance of experts for the purpose of short listing tenders and conducting tecno-commercial negotiations. Payment will be released after certification from the experts, if desired.
21. Lowest rate will not be the sole criteria for the award of the work in this tender but credibility and standing of the tenderer in the market, capacity to execute the work, evaluation of tender by experts, if needed; & experience of similar works carried out will also be taken into consideration while awarding the contract.
22. If the tenderer withdraws his tender before the date of letter informing him about the acceptance of the tender or the tender backs out from the work after executing agreement and issue of work order, his earnest money deposit will be forfeited.
23. The decision of The Collector, Aurangabad about any matter or dispute about the contract will be final and binding on the tenderer as well as Collector Office Aurangabad Any compensation or sums payable by the tenderer to the Collector Office Aurangabad, under the terms of this contract will be deducted from his security deposit.
24. In the event of quality of any article or materials/ execution of work is inferior to one that is desirable, it shall be rejected and should be replaced/ executed at the cost and risk of the tenderer.
25. The agency shall submit the bills in triplicate.
26. The contract shall not be sublet.
27. On the breach of any term and condition of contract by the tenderer, the Collector Aurangabad may terminate the contract and security deposit will be forfeited. Further, in case of the event of termination of the contract, the tenderer shall have no claim from any compensation for loss in respect of any materials/ execution of work or for arrangement made by him.
28. It should be noted that, Collector Office, Aurangabad does not bind itself to buy a part or whole of its requirement/ execute the work.
29. The decision of the Collector Aurangabad shall be final, conclusive and binding on both parties upon the question relating to the meaning of anything contained in the conditions herein mentioned and to the quality of materials/ execution of work or any other claims.
30. No tender will be considered unless submitted in the prescribed form.
31. Conditional tenders will not be considered.
32. Price escalation will be not be admissible on any account whatsoever.
33. The work must be executed within 04 weeks from the date of issue of work order, failing to which, penalty will be levied and deducted from the bills of the tenders @0.5 % per

week of the total cost of work, subject to the maximum limit of 10% of the total cost of the work.

34. The contractor will have to attend the complaint of any nature in the system within 24 hours of intimation for the period of three years after commissioning, else a penalty of Rs. 200/- per day / per unit will be levied.
35. Collector Office Aurangabad reserves the right to terminate the contract any time during this period if the performance or progress of the work is not found satisfactory.
36. If the contractor fails to complete the work in given time, Collector Office Aurangabad may terminate his contract after giving him opportunity.
37. EMD & SD will be refunded after 4 years of satisfactory completion of contract. Contractor is not entitled to claim any interest on it.
38. The Secretary, District Setu Society Collector Office Aurangabad will be competent authority to sign the agreement on behalf of The Chairman ,District Setu Society & Collector Aurangabad.
39. Offer should be unconditional without any uncertain liability. Conditional offer will be rejected.
40. Contractor will have to submit sample / literature for which rates are quoted.
- 41. Price quoted by the tenderer for **biometric system with PVC card reader** should be inclusive of any item required for the system.**
42. Only authorized persons should carry out all the electrical works and strictly as per I.E. Rules and any other relevant rules.
43. Contractor's security deposit will be retained by dept., for four years from the date of commissioning & contractor will have to take unconditional guarantee of his works & materials for the period of four years from the date of commissioning and will have to attend all defects/ faults occurred during this period of four year and will have to keep system in working condition failing which his security deposit and bank guarantee will be forfeited.
44. In addition to all terms & conditions in this tender document, all the terms and provisions of conditions of contract laid under Resolution no. of Collector Office Aurangabad. will be applicable which is attached herewith.

Signature of Tenderer
(with Name & seal)

COLLECTOR, AURANGABAD

SPECIAL TERMS AND CONDITIONS

1) General Description

1. Only Experienced Original equipment Manufactures or firms authorized by them specifically against this tender are eligible to participate in this tender. In case any manufacturer does not quote directly, they may authorize any firm to quote specifically for this tender on their behalf and for this they should stand guarantee to provide technical backup support and supply of spares for a period minimum of four years from the date of installation of the system.
2. Tenderer must have experience in attendance recording system based on Finger Print Reader. Copy of order for supply and successful installation & commissioning must be submitted as proof experience. In case the tenderer is not OEM, and tenderer himself in such case does not have required experience then the experience of OEM will be considered provided OEM stands guarantee as mentioned in **1** above.
3. Tenderer must submit the list of customers to whom such system have been supplied in last 2 years.
4. Model offered has to be demonstrated before the opening of price bid.
5. The supplier must provide technical training of usage.
6. The supplier must.
 - Supply complete operation and maintenance manuals
 - Documentation of the software including data structure
7. Supplier must provide Brochure of the make and model offered showing the False Rejection Rate (FRR) AND false Acceptance Rate (FAR)

2) Maintenance

8. Tenderer must have maintenance and technical Support Centre at Aurangabad. The comprehensive hardware maintenance will be done by the supplier. The engineer / Technical Staff should be provided with mobile phone & office should have land line phone.
9. The hardware will be under 12 month comprehensive warranty from date of installation.
10. The breakdown will be attended within 24 Hrs. of receipt of information/Call at your local office.
11. the supplier will guarantee 99% availability (Uptime) for each machine.
12. Supplier must provide comprehensive post warranty maintenance for 3 years. An up time of 99% percent must be guaranteed. In case the monthly up time during working hours falls below 99% pro-rata penalty will be imposed for the shortfall.
13. It will be the responsibility of the supplier to replace any part including MF battery in case of breakdown during warranty of 1 year and post warranty period of 3 years. The scope of comprehensive annual maintenance covers the entire system.

3) Performance bank guarantee

14. Performance bank guarantee is to be submitted for the value of 10% of order value of total work order for a period 4 (Four) years from the date of commissioning of the total System. It is required to ensure the satisfactory performance of the total System.

4) Other

15. The Bidder should have an AUTHORISED SERVICE STATION or a competent person (i.e. Branch Office, with sufficient no. of service Engineers) in the city.
16. The reader should accept minimum two fingers per template. The employee can place any of two fingers enrolled to be verified and should not require to punch any key to do so. The reader should do an identification search among the fingerprints of those employees.
17. There should be 3 levels of administration for each employee. First should be User who should be just allowed to punch and be verified (e.g. all employees). Second should be Supervisor who can enroll, edit or delete fingerprint templates from the reader (e.g. Supervisor). And the last one should be The Administrator who is allowed to delete all the fingerprints from the reader and also change/ access all the setting of the reader including transferring the templates from one reader to another.
18. The Setting menu of the reader should also be well protected by Fingerprint or Password or Both. The transaction of entering into a menu by an authorized person should also be generated.
19. The reader should provide Visual and or/ Audio indication in case of Verification Pass or Fail. The LCD display should show the result of Verification such as "Accepted" or "Failed" and /or the indications should also include Green or Red LED Lights for verifications Pass or Fail.
20. Finger rotation + /- 30 % and finger displacement of + /- 5 mm, should be allowed, so that there are no false rejections.
21. The reader should be capable to be connected to Computer. It should also support connectivity to the LAN using TCP/IP.
22. The templates should be transferable from one reader to another through network.
23. The reader should work Standalone and should not depend upon the Computer.

Tenderer
(Seal & sign)

Chairman, District Setu Society
& Collector Aurangabad

Following Conditions are desirable :

1. There should be an option to restrict duplicate for a user-defined period up to 15 minutes to avoid duplicate entries from being generated due to multiple punches by the same employee even after he is verified.
2. The LCD display of reader should display the Calendar Date and Time (12 or 24 hours clock), which it would get from the RTC built-in the reader, should not depend upon the Computer's RT. The utility to change the time and date of the reader must be administrators password protected.
3. The reader should have a feature to program 100 time zones/ scheduled access restrictions and 50 holidays, excluding weekly off & 2nd & 4th Saturday, to control access on specific days & holidays and times.
4. There should not be any restriction on the length or the PIN number (between 1-4). The reader should accept PIN nos., which is of length 1 to 4 without the need of any setting. The visual and/or audible indications should be user programmable, allowing one to enable/disable, control the duration.

Tenderer
(Seal & sign)

Chairman, District Setu Society
& Collector Aurangabad

COLLECTOR OFFICE, AURANGABAD

DECLARATION OF TENDERER

I/ We hereby declare that I / We made myself / ourselves thoroughly conversant with the local conditions regarding all materials / labour on which I / we have based my / our rates of this work. The Specifications, conditions of this work have been carefully studied and understood by me / us before submitting this tender. I / we undertake to use only the best material approved by COLLECTOR OFFICE, AURANGABAD or his duly authorised assistant and to abide by his decision. I/ we hereby further undertake to carry all works as per current I.E. rules and any applicable rules in force. I hereby undertake to pay labours engaged on the work as per Minimum Wages Act 1948 as amended upto date.

Tenderer
(Sign. & Seal)

COLLECTOR OFFICE, AURANGABAD

SCOPE OF WORK

The work involves supply, installation (Both Hardware & Software), commissioning of Biometric Based Attendance System. Also integrating Attendance Software with existing payroll software with four years on site comprehensive maintenance of the system & training to the Corporation Staff.

Collector Office, Aurangabad is planning to cover all Tashil & SDO Office Also the all branches of Collector Office Aurangabad offices. (which will include minimum 10 fixed & 11 mobile type attendance pool.) Also attendance pools will be identified depending upon the strength of particular office & the quantities for various items of work (hardware & software) will be ascertained. The successful contractor have to carry out the works on the sanctioned tender rates & maintain the system for the period of 48 months.

Tenderer
(Seal & sign)

Chairman, District Setu Society
& Collector Aurangabad

COLLECTOR OFFICE, AURANGABAD

MEMORANDUM OF UNDERSTANDING

This memorandum between Party No. 1 M/s. _____
_____ (Hardware vendor) & Party
No. 2 _____ (Software
Developer) is as per requirement of tender conditions of COLLECTOR OFFICE,
AURANGABAD. to “Supply, Installation (Both Hardware & Software), commissioning of
Biometric Attendance System (integrating Attendance Software with existing payroll software)
with post - warranty three years on site comprehensive maintenance & training to the staff.

With the memorandum reached between Party No. 1 & party No. 2 mentioned above
the Party No. 1 hereby takes that all the hardware of good quality shall be supplied to Party
No. 2 and party No. 2 hereby undertakes to develop & maintain software, also integrate
Attendance Software with existing Payroll Software and also train the staff. Party No. 2 hereby
also undertakes to attend all type of defects / faults in the software even after integration with
existing payroll system during four years comprehensive maintenance.

Party No. 1 shall stand as guarantor for the works executed and material used by Party
No. 2.

Party No. 2
(Software Developer)

Party No. 1
Hardware Vendor)

Witness : - 1. _____
2. _____

(This M.o.U. shall be executed on stamp paper worth Rs. 100/- and shall be enclosed in
Envelope No. 2)

CHECK - LIST

(To be filled in and enclosed by the tenderer in the technical Bid in envelope No.2)

Job No.		Tenderers offer
1 (A)	Biometric Attendance system with PVC Card Reader with specifications as under. make and Model of (BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER).	Yes / No.
	Is Each BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER fully integrated with one PVC Card Reader and one keypad for entering employee's identification number. ? (Specify make and Model of Reader)	
	Is the slot of the PVC Card reader wide enough through which card (which will be contained in a holder) can be swiped without any physical contact with the reader.?	
	Is BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER based on optical sensor.?	
	Is Response time of verification not more than 1 Sec ?	
	Does LCD displays employee's identification and time of recording attendance.?	
	Is there Audio visual indication for acceptance/rejection of finger print.?	
	Does BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER have SMPS power supply with Maintenance free battery (Backup of at least 8 hrs.) Is MF battery contained inside the BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER unit only.?	
	Does BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER a wall mountable compact unit of dimensions not more than 190 mm x 265 mm x 100 mm.?	
	Is BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER protected from adverse effect of atmospheric temperature dust and dirt on finger.? Is sensor enclosed inside the reader.?	
	Can Times on different BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER be synchronized.?	
	Can BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER function as a stand alone independent unit.	

Sr. No.		Tenderers Offer
	Does BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER support both RS- 232 and RS-485 communication protocol.?	
1(B)	<u>Supply of Software</u>	
	1. Does Communication -cum-template management software has following facilities.	
	Password protected	
	To store templates in a media e.g. CD-ROM for quick restoration in case of any breakdown or reader.	
	To dump transaction in a media in case the network does not work.	
	To erase data from reader only after successful transfer to Central PC.	
	To enrol template into PC under password protection.	
	To enrol template in one reader and transfer that to other readers.	
	To downloaded data from BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READERS preferably be in encrypted form which can be converted into text and or standard dbf formats during the processing of the data.	
	2. Does Application software has the following facilities	(Yes/No.)
	Provision to specify the shift of attendance (general, morning, evening, night etc.) against each employee.	
	Provision to specify the start and end timing of the shift and late attendance.	
	Provision to change shift periodically for specified group of employees as per the given rules.	
	The department/section wise list of employees who have recorded attendance within the time (as specified and fed into the system), recorded attendance after the specified time, not recorded attendance.	
	To Display head count under above 3 categories.	
	Provision to add/delete/modify employee records/ templates.	
1(C)	Supply of PVC card with	(Yes/No.)
	Is the size of PVC card of size of standard credit card.	
	Can personal data base be printed on both sides of card. Contents and design will be given by COLLECTOR OFFICE, AURANGABAD.	
	Can photograph data of employee be embedded on the card. The photograph will be provided by COLLECTOR OFFICE, AURANGABAD.	

1(D)	Implementation work	(Yes/No.)
	<p>The BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READERS will be installed at 60 different locations and are to be connected to the Central Server at civil office of COLLECTOR OFFICE, AURANGABAD. and will off load the recorded time and attendance into central PC as and when required.</p> <p>Installation of BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER and software to be done by the supplier.</p>	
	The necessary interface/ access control and cabling to be done by the supplier, upto 10 mtrs.	
	Creation of the time master data and finger print template of all employees.	
	Initial handhold support at our office on all working days for first two months and in next one month on demand.	
1(E)	The Supplier must maintain the total system during one year warranty and 3 years of post warranty period.	
	Acceptance of all terms and conditions General and special conditions	

Tenderer
(Seal & sign)

Chairman, District Setu Society
& Collector Aurangabad

Technical and Commercial specifications for supply and Installation of Bio Metric Attendance System With PVC Card Readers.

1. TECHNICAL SPECIFICATIONS

Job 1 (A) Supply of Twenty One Numbers of BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER with specifications as under.

Each BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER must be fully integrated with one PVC Card reader and one keypad for entering employee's identification number.

The slot of the PVC Card reader should be wide enough through which card (which will be contained in a holder) can be swiped without any physical contact with the reader.

BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER must be based on optical sensor.

BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER must have Capacity of storage of at least.

- a) 4000 finger templates.
- b) 8000 transaction records.

Response time of enrolment for single finger placement should not be more than 5 Sec.

Response time of verification should not be more than 1 Sec.

LCD display of employee's identification and time of recording attendance.

Audio visual indication for acceptance/ rejection of finger print.

BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER should have SMPS power supply with Maintenance free (M/F) battery (Battery Backup of at least of at 8 hrs.) The MF battery must be contained inside the BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER unit only.

BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER should have facility to enable/ disable finger print reader.

BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER should be a wall mountable compact unit of dimensions not more than 190 mm x 265mm x 100 mm

BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER must be protected from adverse effect of atmospheric temperature, dust and dirt on finger.

The sensor must be enclosed inside the reader.

Time on different BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READERS should be synchronized.

The BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READERS must function as a stand alone independent unit or in network as per requirement.

The BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READERS must support both RS- 232 and RS-485 communication protocol.

Job (B) Supply of software

1. Communication-cum-template management software which
Must be password protected.

Will store templates in a media e.g. CD-ROM for quick restoration in case of any breakdown of reader.

Will dump transaction in a media in case the network (through which the BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER is connected to central PC) does not work.

Will download data into PC under password protection

Will have facility to enroll template in one reader and transfer that to other readers.

Will have facility to downloaded data from BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READERS preferably in encrypted form which can be converted into text and/ or standard dbf formats during the processing of the data.

2. Application software with the following facilities :-

Provision to specify the shift of attendance (general, morning, evening, night etc.) against each employee.

Provision to change shift periodically for specified group of employees as per the given rules.

The department/ section wise list of employees who have
Recorded attendance within the time (as specified and fed into the system)

Recorded attendance after the specified time
Not recorded attendance.

Display head count under above 3 categories

Provision to add/ delete/modify employee records/ templates.

Required facilities :

- Maintains Database of Employees with Photographs
- Maintains Database of organization such divisions, departments, categories etc
- Facility of Shift Scheduling in advance.
- Punctuality checking
- Provision of manual entry in case of punching exceptions (With Manual Entries Report)
- Checks for availing PL, CL, SL, Compensatory offs
- Extremely informative MIS reports categorized Daily, Monthly, Yearly, Miscellaneous, etc.
- The reports are Employee wise, Company wise and Department wise.
- Invulnerable security.
- The processed data is useful for Payroll system.
- Maintains Employee leave status w.r.t. Leave Rules laid down by the Management.
- ONLINE Leave Application
- Free updates of Time N' Track Server for period of agreement.
- Facility of adjusting Holiday with working days.
- Configurable Attendance Processing Module and Terminal-Server Data Push/Pull facility
- Powerful MIS with Graphical representation of various reports
- Explicit and Implicit Time In / Time Out facility.
- Reliable Employee Communication Tool (Personalized Messages)
- Supports integration with customized applications
- Centralized software, to manage attendance-logs and users

Central Server:

Master Forms: Employee, Department, Category, Bus, Leave, Shift, Paid Holidays, User Groups

Employee Management: Creating Employees, Assigning Compensatory Offs, Leaves, OT; Late Coming, Early OUT Reports, Attendance Calculation, OT Calculation.

Shift Management: Create New Shift, Manage Shift, Delete Shift, Create Shift Patterns, Assign Shift/Patterns to employees, Manage these assignments. The system offers facility to enter even extremely complicated patterns of shift to user from the outset reducing the time required for data entry. In case of ad-hoc adjustment of shifts, it is possible to give system

intimation about it.

OD: On Duty is type of shift that marks you present in the system and adds workday for you without time stamps (user is working outside the premises e.g. out on duty for polio campaign).

Leave, Short Leave, Compensatory off, Absent Permission Entries:

- There is a facility to make post-dated leave entry, deletion and alteration and the entry is updated without any additional processing.
- The leave balance is displayed on the screen while making the leave entry.
- Option is given to display individual leave availed details to cross check the leaves.
- Compensatory off, which is special type of leave can be applied for and approved by the HOD.

Adjustment Entry: Create, change, schedule, and delete attendance entry.

Processing:

First step towards processing is daily uploading of data from TimeN'Track terminal to Server and Exception Correction. Exceptions that are reported by system are: incorrect time stamping, consecutives ins/outs, first out, out of shift time stamping etc. Auto exception utility is also available with the system.

Next is leave processing, where the leave clerk processes the applied and approved leaves. Once data is ready from time stamping and leave, system makes Attendance report considering Company Holidays.

Adjustment Calculation-This enables to calculate the previous month's attendance adjustments.

Daily updation-This enables to update the attendance employee with shift, late coming, early departure, absent leave, OD, etc.

Leave carry forward (yearly)-this enables to calculate the entitlement of leave to each employee and carry forward the balance of leave as per rule.

Processing data for input to Payroll - while processing the following separate files to be generated:

Days to be paid and attendance bonus, 2nd shift days, 3rd shift days, leave encashment, and attendance adjustment.

Main Page Views

Shift User: Displays all Shifts and Users in every Shift.
User Shift: Displays all Users in Shift assigned to them.
Shift User: Displays all Shifts and Users in every Shift.

Utilities

Update Database, Repair Database, Edit Logs, Get Attendance Logs, Get Fresh Registration

Data and Synchronization with Terminals, Backup database.

Help

Context Sensitive help in HTML and User and Administrator Manual in various formats.

Terminal:

Terminal is the system, which serves as the Time-IN & Time-OUT data capturing system. It is installed at the access control points and also at the gates of the client premises where the attendance is to be recorded. Primarily the Terminal serves following two purposes. Besides these two functions, the Admin is given some rights to make desired policy changes as and when necessary.

1. Registration &
2. Authentication

The user, whose daily attendance has to be recorded, must first register (finger Print template is generated and recorded) on Terminal. Unless one is registered on the Terminal, his / her records cannot be generated. The System Admin / user comfortably does this.

Authentication or commonly known as verification, is done by the Terminal each time the user Enters or Exits. The time-stamping of the user is done at Terminal end and later on depending on clients policy this data is pulled on the Server which is later processed to generate desired MIS reports.

Daily Reports

- Time Stamp Exception Report (Error Report)
- Absenteeism report for *a* particular date.
- Continuous absenteeism reports
- Early departure, late coming report
- Half-day incoming and outgoing report
- OD report
- Strength report of a particular day, which will give the details of shift wise attendance and absenteeism along with percentage.
- Time card
- Weekly report
- Machine-wise punching report
- Time Stamp report (Comprehensive)
- Summary report; as per sample attached

Monthly Reports

- Purchasing adjustment report
- Man-days worked
- Attendance master report
- Leave balance report
- Man-hours work report
- Total absenteeism for HRA deduction

- Single Time Stamp report
- Yearly report
- PL enjoyed
- SL and PL balanced and credit report
- Yearly muster (Form-20)
- Attendance award calculation

Yearly Reports

- Input for Award Calculation
- PL Enjoyed
- PL Not entitled
- SL and PL balance and Credit Report

Reports on the web (In HTML Format)

- Monthly Attendance Report
- Monthly IN OUT Details (User View)
- Monthly IN OUT Details (HR MGR View of any User)
- Monthly OD (Out door Duty details)
- Leave availed monthly (Viewed by the User)
- Leave availed by the Local employees monthly (Viewed by the Local Administrator).
- Leave availed by "ALL" employees monthly (Viewed by the Central Server Administrator)

Database Server:

Can be integrated with Oracle 9i as well as VB Front end MS SQL Server. SQL 92 compliant

Job 1 (C) Supply of 4000 Nos. of PVC Cards

The PVC card should be of size of standard credit card.

Personal data to be printed on both sides of card. Contents and design will be given by COLLECTOR OFFICE, AURANGABAD.

Job 1 (D) Implementation work

1. The Twenty one BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READERS will be installed at sixty different location and are to be connected to the Central Windows NT based PC (which will be supplied by COLLECTOR OFFICE, AURANGABAD.) and will offload the recorded time and attendance into the central PC as and when required. Installation of BIO METRIC ATTENDANCE SYSTEM WITH PVC CARD READER and software is to be done by the supplier.

2. Creation of one time master data and finger print template of all employees.
3. Initial handhold support at our office on all working days for first two months and in next one month on demand.

Job 1 (E) Comprehensive Maintenance

The Supplier must maintain the total system during one-year warranty and 3 years of post warranty period.

Delivery Period

The permissible delivery of the entire system is 4 weeks from the date of supply order.

5. Payment terms

80% after successful installation and commissioning against performance bank guarantee and 20% after successful operation for 3 months.

Post warranty annual maintenance charges will be paid quarterly.

6. Price (Rate)

All the rates should be inclusive all duties and taxes, transportation & all other expenses (except Octroi). Octroi exemption certificate to be given by KMC. No escalation in rates will be given on any account

Tenderer
(Seal & sign)

Chairman, District Setu Society
& Collector Aurangabad

COLLECTOR OFFICE, AURANGABAD
BILLS OF QUANTITY

Name of work : Supply, Installation (Both hardware & software), Testing and commissioning of Biometric based Attendance System, (Integrating attendance software with existing payroll software) with three years post warranty comprehensive maintenance & training to the staff.

S.N.	Description	Per	Quantity	Rate (in Rs.)	Amount (in Rs.)
1.	Biometric Devices with PVC card reader. As per Technical Specifications Job 1(A) mentioned in Tender document.	Each unit	21 Nos.		
2.	SOFTWARE : As per Technical Specifications Job 1(B) mentioned in Tender document.	Each Job	01 Completed job		
3.	Supply of PVC cards with the size of standard Credit Card with facility to embed photo of employee & necessary information.	Each	4000 Nos.		
4.	Comprehensive maintenance charges for three years, after warranty of 12 months from the date of commissioning	Month	36 Months		
				TOTAL	Rs.

I am / we are Asstt. to carry out this work at the rates & amount quoted above.

Tenderer
(Seal & sign)

Chairman, District Setu Society
& Collector Aurangabad

COLLECTOR OFFICE, AURANGABAD

BILLS OF QUANTITY (PART B)

Name of work : Supply, Installation (Both hardware & software), Testing and commissioning of Biometric based Attendance System, (Integrating attendance software with existing payroll software) with three years comprehensive maintenance & training to the staff.

S.N.	Description	per	Rate (in Rs.)
1.	Cable required for LAN etc. for the distance more than 10 mtrs. from Biometric device (supply & laying)		
	a) Cable for RS.	RMT	
	b) Cable for RS.	RMT	

Tenderer
(Seal & sign)

Chairman, District Setu Society
& Collector Aurangabad