

NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

Director's Block, GPO Post Bag No.92, Mawdiangdiang, Shillong 793 018, Meghalaya

Store & Procurement:

Email: store__neigri@bsnl.in

Tele Fax: (0364) 2538032

TENDER ENQUIRY No: NEIGR/S&P/Enquiry/OT- 55/2010 -11

Dated: 19/04/2011

No: NEIGR/S&P/55/2011 (Finger /Card Attendance System)

INVITATION FOR EXPRESSION OF INTEREST

Expression of Interest are invited on behalf of Director, NEIGRIHMS, Shillong from registered, reputed and experienced Firms / Agencies for undertaking the end to end implementation of Automated Control, Card & Finger Scan Attendance Record System on a Pilot Basis, in sealed cover, addressed to the Deputy Director (Admn.), NEIGRIHMS, Mawdiangdiang, Shillong - 793018 with the words "Tender no & date", enquiry number with due date boldly superscribed on the top of the envelope and the offer can be sent by registered /speed post or dropped in the Tender Box of the Institute placed near Store & Procurement Section, Top floor, Director's block.

EOI document can be had from the Stores and Procurement Officer-Procurement Section- II Floor, Director's Block, NEIGRIHMS, Shillong-793018 (Tel: 0364-2538032), Meghalaya on all working days during the office hours on payment of non-refundable Fee for Rs 1000.00 (Rupees one thousand only) by hand or by Post Rs 1100.00 (Rupees one thousand one hundred only), in the form of Demand Draft drawn on any nationalized Bank in favour of Financial Adviser, NEIGRIHMS, Shillong-793018. Firms / Agencies may refer to the Institutes website for detailed terms/ conditions, addendum or corrigendum relating to tenders.

The documents can also be downloaded from our website: www.neigrihms.nic.in . The EOI document downloaded from the website will be accepted only on furnishing of non-refundable tender fee in the form of crossed demand draft/pay order for Rs 1000.00 separately drawn on or any nationalized bank in favour of Financial Adviser, NEIGRIHMS, Shillong -793018. If the EOI document is downloaded from our website, it should be superscribed legibly on the left corner of the sealed cover as "TENDER COPY IS DOWNLOADED FROM NEIGRIHMS WEBSITE".

Enquiry No/Bid Reference No: NEIGR/S&P/ENQUIRY/OT -55/2010-11

Date of Commencement of Sale of Bidding Document - :19.04.2011

Last Date for Sale of Bidding Document - : Before the Closing Hours of 16.05.2011

Last Date And Time for Receipt of Bid - : 14.00 Hrs of 16.05.2011

Time And Date of Opening of Bid - : 14.30 Hrs of 16.05.2011

In the event of the date being declared as a closed holiday for Purchaser's Office, the due date for submission of bids and opening of bids will be the following working day at the appointed times, in the presence of attending bidders/tenderer or their authorized representatives, if any.

Stores & Procurement Officer
For or on behalf of Director, NEIGRIHMS

CC.

- a) Accounts Officer / IPC / Tender Committee members- For information and wide circulation please
- b) Deputy Director (Admn.): for information please & to direct the concerned section to upload on the Institute's website and send details by e-mail/fax to State Information Officer, Meghalaya State Unit of NIC, 104, Secretariat Building, Shillong-793001, Tel:2225501,2241813 E-mail: sio-megh@nic.in
- c) State Information Officer, Meghalaya State Unit of NIC, 104, Secretariat Building, Shillong-793001, Tel:2225501,2241813 E-mail: sio-megh@nic.in : For kindly upload details in the relevant section of website of Government of Meghalaya/ Government Tenders.

General Terms & Conditions

1. Bidder should have been in business of implementation of Automated Control, Card & Finger Scan Attendance Record System or related works for a period of at least 3 years with proven track record as on 01/01/2011, as evidenced by the Certificate of Incorporation and Certificate of Commencement of Business issued by the Registrar of Companies.
2. The applicant should have past satisfactory experience in Supply, Erection, Testing and Commissioning of Attendance System for any reputed organization for which the firm has to submit both work order copy as well as the completion certificate from the competent authority.
3. The Bidder should have had an annual turnover of Rs 25 lakhs or above in last 2 financial year from implementation of related projects. The bidder should submit duly certified statement from their appointed statutory auditor.
4. Please note that no counter proposal is acceptable to us and conditional / late offer are liable to be rejected.
5. Vendors / Bidders are required to submit copies of Sales tax/ VAT registration, PAN Card & other associated documents regarding the existence of the firm issued by the competent authority.
6. This is an invitation for submission of Expression of Interest (EOI) for end to end implementation of Automated Control, Card & Finger Scan Attendance Record System on a Pilot Basis
7. This document should not be construed as Tender / Request for Proposal (RFP) in any form and would not be binding on NEIGRIHMS in any manner whatsoever.
8. Parties are advised to study the EOI document carefully. Submission of EOI shall be deemed to have been done after careful study and examination of the EOI Document with full understanding of its implications.
9. The EOI should not be used by bidders to market their Product or Services
10. NEIGRIHMS reserves the right to qualify or disqualify any or all application without assigning any reasons.
11. NEIGRIHMS reserves the right to update, amend and supplement the information in EOI document including qualification process at its discretion but before the date of submission of response to EOI
12. EOI submission should be accompanied with an Earnest Money of Rs 20,000.00 (Rupees Twenty Thousand only) (Refundable), in the form of a DD /FD /BC in favour of Financial Adviser NEIGRIHMS, Shillong payable at Shillong. The EOI received without EMD and cost of EOI document shall be summarily rejected.
13. No work will be allotted to Non-tribal bidder, contractors, suppliers, stockist, bonded warehouse, private carriage contractors, cooperative societies, etc except under a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong.
14. The Institute will evaluate the EOI's and based on the criteria set forth will short list qualified applicants. Only the short listed applicants would then be invited to make a presentation (free of cost) on their capabilities and their proposed methodology for execution of this project.
15. Bid documents (RFP's or Quotation) will be issued only to the short listed applicants.
16. Settlement of disputes - Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.

Technical Requirement:

1. The Attendance system should support both Finger & Card system for attendance recording purposes
2. It must have the capacity of recording 50000 transaction records
3. Free SDK must be available for software customization
4. It has to support multiple units of one organization at a single location
5. It has to support one unit at multiple locations
6. Support multiple input units installed for one company
7. Rules, Time management parameters can be easily customized on the device
8. Easy to manage employees, departments and multiple shifts
9. Support leave management
10. Flexibility of reports generated by the software -Daily Attendance Statistics report, Attendance general report, Staff on -duty /Off -duty report department attendance report, etc
11. Data available in Excel /HTML /ASCII or related format for further calculation.
12. The Automated Control Card & Finger Scan Attendance Record System should support dial up, and other modes for data transfer, meaning thereby that attendance recorded should be transmitted immediately to the required location.

13. The Automated Control Card & Finger Scan Attendance Record System should have adequate battery backup (upto 72 hours) and protection from physical damage.
14. Reliability is the most important factor of any Time and Attendance system. Moreover, the system needs to be more responsible when it is to operate in standalone mode in remote locations. Therefore, in this case reliability and responsibility are considered to be the two most important factors for the finger /card attendance system.
15. The system must have a foolproof mechanism so that only authenticated attendance data is generated. There should be security checks at every level so that nobody can attempt to manipulate the system operations in her / his favour. Taking into consideration the problems in getting round the clock electric power supply in the Institute, it has been decided to have external uninterrupted power supply unit with a battery backup of minimum 72 hours.
16. ETDC (Electronics Test and Development Center) Certificate must be submitted as a proof of testing for the OEM system recorders for the adherence to standards on Calibration, Quality, Reliability, Quality and Environmental conditions that will be deployed.
17. All machines will have specific code based on its location. For example, one can have 7 digit code, with initial two digits representing the different grades of employees and last three digits representing the location. (Something on lines of PIN codes of postal department)
18. Methodology for coding or giving ID's to machines and employees will be finalized in consultation with the concerned authorities.
19. All employees will register their Finger print /Card reader in the system and it shall be accepted only if the administrator accepts this e-registration, after impression of the finger print /card reader of the employee is taken. The system should be possible to make necessary changes, additions, deletions, etc in this data in case of transfers, promotions, recruitments, retirements, deaths, etc of the employees. It is again specified that any such change or addition or registration or authentication or such other modification can only be done in physical presence of the administrator, which shall be confirmed by impression of the administrator.
20. Special design will be needed in the machine that allows the machine to keep its internal clock ticking even in case of protracted electric supply failure. This is over and above the battery back up of 72 hours, which is needed for remaining part of machine (i.e. minus the clock). Alternatively, clock may work on long lasting battery (say six months or more).
21. Enrolment (Registration) Specifications: Two different fingers of every user should be registered and for every finger of that person three sample fingerprint template should be recorded. In all six (6) fingerprint templates of two (2) fingers should be recorded for each enrolment. Usually only one finger shall be used. The second finger impression shall be tried by the employee in case the usual finger is not getting recognized by the system due to injury to the finger or soiling of the finger due to, say tobacco. Usual finger should be right index finger and second finger should be left index finger. If the user doesn't have index finger, then middle finger shall be used and in case of absence of middle finger also ring finger shall be used.
22. Attendance Authentication: Users should put the registered finger /card reader on the sensor for authentication. An audio message in English with a glow of green LED or any such other appropriate audio-visual message should be given. For such a case the LCD should display PIN and/or name of the employee on the screen. For unsuccessful attempt, another message in English (please try again) with a glow of red LED or similar audio-visual message should be given. Again, this is suggested modality and this is subject to change, if the selected party comes up with simpler and/or better idea.
23. The machine may also have USB port in such rare case where there is no connectivity and that administration deems it fit to get the data using pen drive. In case of transfer of data using Pen Drive where the central server machine is located Delicacy of the Data must be checked. While merging or uploading the data no duplicate entries must be created on the server database.
24. Attendance records must be captured on the specified timetable provided by the authorities and not beyond these timelines. For e.g. if the Morning allowed time for attendance is between 10.00 to 10.30 am then anyone trying to register his or her attendance beyond 10.30 should not be allowed.
25. Data Storage: The machine should store all transaction data (attendance log). For security purpose this data may be stored in encrypted format. At the time of data transfer with Dial up, the machine should retain the basic data and only a copy of the data till date should be transferred through Dial Up. Thus the machine should go on storing the attendance data up to its capacity. Data storage should be as per the FIFO (First In, First Out) logic. Once full storage capacity (minimum 60 days storage capacity) is achieved, the system should store new transaction by overwriting the very first transaction. Same procedure should be followed for subsequent operations. However if due to temporary network failure or congestion or any other reason, the

data transfer is not successful immediately after marking the presence, there should be system in built to transfer this data later in the day.

26. The employee's finger print impression/ card reader will be stored in the system. When he goes from one location to another within the Institute to mark his presence in the machine, the data containing following information should be transmitted to central location/server
 1. Name of the employee and his unique no.
 2. Details of the employee department, cadre, etc.
 3. Place of attendance (i.e. unique id of the machine)
 4. Day and time of the attendance. The data should be collected in the server computer at a central location. It is necessary to have back -up of this data so that in case of some problem, it is readily available.

Stores & Procurement Officer
For Director, NEIGRIHMS, Shillong

General Particulars to be provided by the Bidder:

1. Name of the Bidder:
2. Date of incorporation:
3. Mailing Address:
4. Phone Number / Mobile no. :
5. Fax Number:
6. E-mail:
7. Constitution of the Applicant:
8. Year of commencement of business:
9. Sales Tax Registration Number (along with latest sales tax clearance certificate):
10. PAN Card No.:
11. No. of offices world wide and list thereof:
12. Associate Firms/Companies with details of activity and turnover:
13. Key financial indicators (Please submit copies of audited Profit & Loss statement, Balance sheet along with Auditor's Note):
 - Total Income:
 - Other Income:
 - Profit before Tax:
 - Profit after Tax:
 - Share Capital:
 - Capital and Reserve:
14. List of Clients whose work has been undertaken (proof of work order to be produced) :
15. Name and address of Bankers (Enclose solvency certificate from the Bankers) :

Any other information considered relevant:

I /we hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my above mentioned Automated Control, Card & Finger Scan Attendance Record System are correct and genuine. I/ we, am /are, therefore liable to face the appropriate actions as deemed fit by the Institute in the event of any of the information, particulars, copies of certificates and testimonial is not found correct / genuine or not attached as required documents.

Place:

Date: Signature with seal of the company/Firm

