



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No. 53/NKDA/Admn-258/2011

Date: 06/01/2014

Notice Inviting Quotation
N.I.Q No. 09 / EE – I /NKDA of 2013-14

Quotations are invited by the Executive Engineer-I, New Town Kolkata Development Authority from experienced resourceful agencies having proven experience in successful installation and implementation of at least two similar nature of works in a public sector unit or in an organization having manned with at least 300 employees giving bio-metric attendance for supply, installation, execution, training (03 months) and time bound support for 12 months of "BIO-METRIC ATTENDENCE SYSTEM IN THE OFFICE OF URBAN DEVELOPMENT DEPARTMENT"

About the proposed work:

Bio-metric attendance system is to be installed in Urban Development Dept. (UD) in their office at 'NAGARAYAN' at Salt Lake in order to systematically record and monitor the regular attendance of its employees through an Automated Computerized System based on Finger Print Reading.

A. Qualifications of the bidder

- a. The bidder should be a company/Agency registered in India
- b. The bidder should have an office in Kolkata to administrative, supervise and maintenance of the system going to be installed.
- c. The bidder Should have experience in successful installation and implementation of at least two similar bio-metric attendance systems in last two years in a public sector unit or in an organization having manned with at least 300 employees coming under the bio-metric attendance system
- d. The bidder should be capable of supplying the hardware and software for the attendance system (one board to be installed).

B. System requirement

- a. Separate Terminals required for Arrival and Departure of employees.
- b. Required 06(Six) terminals for attendance.
- c. All the terminals should be capable of operating on finger print reading without any access card. However, there will be provision for card based attendance without fingerprint reading for employees with dry fingers. These employees will be authorized by the UD authority to record their attendance without use of fingerprint readers.
- d. Embedded single Software window for controlling/ managing/ updating the whole attendance system and report generation on daily, weekly and monthly basis with output in MS excel, MS access and PDF format capable of being handled through standard PC of the following specification:

- i. Processor: Intel Xeon Processor, 3.4 GHz (minimum).
- ii. Operating system: Windows 2003 Server (or latest).
- iii. RAM (at least): 4 GB DDR3 (installed).
- iv. HDD: 320 GB with HOT SWAP (Minimum), (SATA/SCSI).
- v. Optical Drive: DVD (Read +Write).
- vi. Monitor: 19" Flat LCD.
- vii. Mouse: Optical (USB).
- viii. Key board: Standard (USB).
- ix. LAN: 2 X Ethernet [10/100/1000BaseTX].
- x. USB port (at least): 6 nos. (front side : 2nos. and rear side: 4 nos.)
- xi. Serial port/ COM port/ Parallel port
- xii. PCI slots (spare and unused): 2nos. (minimum).
- xiii. Sound card (on board or internal).
- xiv. 3 Years onsite warranty from OEM
- xv. Accessories: And all the software, drivers, cables, required for the Servers.

**** PC/Server will be provided by the Bidder.**

- e. There should be provision for future addition of terminals
- f. The same reader should be capable of being used for enrollment as well as authentication of employees based on finger print.
- g. Reports should be generated on real time without any time lag and no separate migrating interface should be required to export data from the embedded software in the reader to the software generating the reports.
- h. The system will be web based and on windows platform with live data view, edit and report generation.
- i. The reports generated from the system should be accessible over internet and the organization wide LAN with different user level permissions provided by UD. A suggested scheme of hierarchy is provided below:

The system administrator should have both view, edit and entry permission over all views, reports and database; Individual Departmental heads should have view permission for their respective department; one or two top level managers will have view permission for the entire organization; All employees (User level) will have view permission for their respective individual reports only.

- j. The system should have leave format based on the standard templates of UD with proper approval levels.
- k. The system should be capable of handling minimum 200 and maximum of 800 employees without changing or up gradation of the software or the basic hardware only by adding reader terminals.
- l. The system should have power backup of approx. 45 minutes, operating system backup and database backup.
- m. Following reports in format are required. This is an indicative list and modifications will have to be done within the same cost:
 - a. Professional reports for in/out time for all, individual and group level on a particular time and period.

- b. Late report with an option of informing the individual, departments in a standard format over mail, SMS and hard copy print out.
- c. The whole day's report should be mailed to the authorized person defined by UD over mail at mid-night.
- d. Generation of employee time-sheet and leave register.
- e. Summary report should be visible in system (employees in office/ employees left for the days, employees on leave etc.) live at any point of time through a standardized menu driven interface.

C. Responsibilities of the contractor/vendor

- a. Supplying and installation of all the hardware and software required to establish the system described at "B" above.
- b. The vendor should arrange a professional training on the whole system to the selected staff of UD.
- c. The system should be updated with the latest employee details to be provided by UD and the corresponding finger scanned through the system by the vendor and the vendor will have to maintain the system through onsite support for three months subsequent to successful installation of the system within which period the reporting system also should be stabilized according to the requirements of UD. At the end of the three months period the vendor should handover the system to UD with hardware and software details, as well as license documents (wherever applicable) of the software, hardware and training manuals. After handing over the Vendor should maintain the onsite time bound support of the system for a period of 12 months starting from the date of successful installation of the system.
- d. During the three months period of training as detailed above, daily/weekly/monthly report of attendance should have to be submitted to UD.

D. Payment milestone

- a. 60% payment after successful installation and live introduction of the system
- b. 40% payment after successful installation of the system completion of next three months monitoring and training of staff.
- c. 10% SD money will be released after completion of the 15 months on satisfactory performance of the installation, execution, training (for 03 months) & time bound support (for next 12 month). The UD department will have to give a satisfactory performance certificate before release of security deposit.

E. Bid Package

- a. Bid is to be submitted in two parts in separate sealed envelopes one for "Technical Bid" in a separate sealed envelope marked "Technical proposal for supply, installation and time bound support for bio-metric attendance system in the office of URBAN DEVELOPMENT DEPARTMENT", another for "Financial Bid" marked "Financial proposal for supply, installation and time bound support for bio metric attendance system in the office of URBAN DEVELOPMENT DEPARTMENT". Both these sealed envelopes should be submitted in a single covering sealed envelope marked "Proposal for supply, installation and time bound support for bio metric attendance system in the office of URBAN DEVELOPMENT DEPARTMENT"
- b. The technical proposal should have a statement describing the understanding of the bidder of the work, covering in details of the manpower strength, experience in similar projects, hardware

and software proposed and the proposed methodology of implementation. The credentials of the bidder showing proof of qualification should be annexed to the technical proposal. The detail proposal is described at "G, a" below.

- c. In the financial proposal, the bidder should quote rate inclusive of all cost of software, hardware, installation, implementation, development, data entry, support and any other cost that the bidder proposes in lump sum amount in INR inclusive of all taxes and levies on letter head of the bidding organization and signed by an official of the organization clearly showing his/her name, designation and office address. This financial bid should be valid for the entire contract period. The format for financial proposal is described at "G,(b)" below.
- d. Each page and all documents should be signed and stamped by the bidder.

F. Bid Security

Bid security of Rs.20,000/- will have to be submitted in the form of demand draft, drawn on a scheduled Bank of India in favor of **New Town Kolkata Development Authority** payable at **Kolkata**. This demand draft/Pay order will have to be submitted in the closed envelope of the financial proposal.

EMD of successful bidder will be retained. EMD for unsuccessful bidders will be refunded after issuance of work order to the successful bidder.

The balance security deposit (i.e. 10% of the value of the work less bid security) will have to be submitted by successful bidder as stated at the time of execution of agreement as per the enclosed format. The formal work order will be issued after execution of the agreement. Security Deposit shall be retained with NKDA till successful completion of 15 months after supply, installation, training (03 months) and time bound support.

G. Proposal format and scoring criteria

- a. Format for technical proposal :

Sl. No. (1)	Item (2)	Points to be covered in technical proposal (3)	Annexure (5)	Remark (6)
1	Registered in India		Document showing registration Certificate of registration/Copy of PAN card in name of company	
2	Branch in Kolkata		Proof of having office in Kolkata. Trade license/Telephone bill/ Municipal tax bill in the name of the company	
3	Details of last two similar work	i)Name of the client	Documentary evidence of successful implementation of project	

Sl. No. (1)	Item (2)	Points to be covered in technical proposal (3)	Annexure (5)	Remark (6)
		ii)Number of employees handled through the system	Number should be mentioned in the completion certificate	
		iii)Start date of the work		
		iv)Final go live date	Date to be mentioned in completion certificate	
		vi)Software Used		

Certification of warranty and authorization from the OEM is required to be submitted with the technical proposal. An Indian Manufacturer with service centre set up in Kolkata will be preferred.

b. Format for financial bid:

The financial proposal will be submitted in the following format printed on official letter head of the bidder and signed sealed by a competent official of the bidder

To Date
The Chief Executive Officer
New Town Kolkata Development Authority
Sub: Financial proposal for supply, installation and time bound support for bio metric attendance system in the Office of URBAN DEVELOPMENT DEPARTMENT

Sir,
We hereby propose a total cost of Rs.<Rupees in Figure and whole number> (Rupees in words)only inclusive of all costs, taxes and levies for supply, installation and time bound support for bio metric attendance system in the office of URBAN DEVELOPMENT DEPARTMENT. This amount is valid for the whole period of the contract for the work.

SL No	Item	Qty	Rate per unit	Total
01.	Bio Metric Terminal with Enclosure and Battery Backup	06		
02.	Server as per specification	01		
03.	Web Application charges	01		

Yours faithfully

.....

Signature

Name:

Designation:

Office Address:

H. Important timeline

Last date of submission:	22/01/2014 upto 02:00 PM
Opening of technical proposals:	22/01/2014 at 03:00 PM
Opening of financial proposals:	22/01/2014 at 03:00 PM
Final selection:	24/01/2014 upto 03:00 PM
Installation of system:	within 15 days of acceptance of work order.

I. Miscellaneous provisions

- a. Decision of NKDA will be final in all matters
- b. The entire process will be governed by the rules of NKDA and Government of West Bengal
- c. The selected bidder will have to enter into an agreement as per enclosed format before starting the actual implementation.

Sd/-
Executive Engineer-I
New Town Kolkata Development Authority

Memo No. 53/1(9)/NKDA/Admn-258/2011

Date: 06/01/2014

Copy forwarded for information and necessary action :-

1. The Special Secretary, Urban Development Department, Govt. of West Bengal.
2. The Chief Executive Officer, New Town Kolkata Development Authority.
3. The Chief Engineer, New Town Kolkata Development Authority.
4. The Finance Office, New Town Kolkata Development Authority
5. The System Manager, New Town Kolkata Development Authority.
6. Amit Bhattejee, SAE, New Town Kolkata Development Authority.
7. P.A to the Chairman, New Town Kolkata Development Authority.
8. Office Notice Board.
9. Official Website of New Town Kolkata Development Authority (www.nkdamar.org)

Executive Engineer-I
New Town Kolkata Development Authority

Memorandum of Agreement

ARTICLES OF AGREEMENT MADE ON THIS2014 between NEW TOWN KOLKATA DEVELOPMENT AUTHORITY (having its office at 3,MAJOR ARTERIAL ROAD NEW TOWN KOLKATA - 700 156 , hereinafter referred to as NKDA which expression shall include its successors and assigns on the ONE PART .

AND

..... being the successful bidder having its office at hereinafter referred to as AGENCY which expression shall include his /her respective heirs, executors and administrators on the 2nd PART .

WHEREAS, NKDA is authorized by UD (Urban Development) Department to invite NIQ (Notice Inviting Quotation) to accept lowest rate and to issue work order to execute agreement for installation of a Biometric Attendance System to Systematically record and monitor the regular attendance of the employees of U.D. Dept. at it's office at "NAGARAYAN", DF-8, Sector-I Bidhannagar, Kolkata-700064 through an automated computerized system based on finger print scanning.

AND

WHEREAS , the agency has fulfilled the primary conditions of depositing Rs (Rs) as security money and offered Rs (Rsonly) as price of the work which stood lowest amongst all the bidder after proper evaluation of Technical and financial bid & the offer has been accepted by the authority and Work order has been issued Vide No Dt. for supply and installation, training and time bound support of hardware and software as specified in the notice.

NOW , IT IS DECLARED AND AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS :

1. 06 (Six) Bio Metric machines(Terminals) to be installed will be the property of the Urban Development Dept. Govt. of West Bengal.
2. The AGENCY would submit an Activity schedule for the supply, installation, execution and operation and maintenance of Bio Metric Attendance System to be Installed at the floors within the premises at "NAGARAYAN" within three days from the date of receipt of work Order.
3. The system requirement which has been laid down in the notice for NIQ should be followed by the AGENCY wherein NKDA would extend necessary co-operation if required and permissible.
4. The AGENCY agreed to take up the following responsibilities as specified in the tender notice namely.

- a. Supplying and installation of all the hardware and software required for establishing the system described in the quotation notice.
 - b. The AGENCY has agreed to give guarantee of uninterrupted satisfactory Services of those six machines so installed for a period of 15 (fifteen) months after installation which includes supply, installation, execution, training (03 months) and time bound support for 12 months.
 - c. The AGENCY has agreed to install standby machines which will be deployed in the service. If any machine so installed suddenly develop any technological snag the agency has to take immediate necessary action so that the uninterrupted services of the machines are ensured.
 - d. The AGENCY has agreed to provide professional training to the staff of the department in such manner so that the staff while handling those machines independently, will not cause any damage to the machines and the system and in the in the event of any such damages the AGENCY will be liable to repair the same without cost.
 - c. The system should be updated with the latest employee details to be provided by UD and the corresponding finger scanned through the system by the vendor and the vendor will have to maintain the system through onsite support for three months subsequent to successful installation of the system within which period the reporting system also should be stabilized according to the requirements of UD. At the end of the three months period the vendor should handover the system to UD with hardware and software details, as well as license documents (wherever applicable) of the software, hardware and training manuals. After handing over the vendor should maintain the onsite time bound support of the system for a period of 12 months starting from the date of successful installation of the system.
 - d. During the three months period of training as detailed above, daily/weekly/monthly report of attendance should have to be submitted to UD
5. NKDA shall pay the AGENCY 60% of the offered amount of Rs..... (Rs) only after installation and live introduction of the system and uninterrupted satisfactory services as per requirements mentioned inviting bidder . The next 40% payment will be made after successful installation of the system completion of next three months monitoring and training of staff. 10% S.D. of the offered and accepted amount of Rs will be paid to the AGENCY after expiry of 15 months on satisfactory performance of the installation, execution, training (for 03 months) & time bound support (for next 12 month). The UD department will have to given a satisfactory performance certificate before release of security deposit.
6. The NIQ, the schedule of Quantities , system requirements , responsibilities of the AGENCY, training to the members of staff and offers and back up Supports for the period as specified in the NIQ on behalf of the AGENCY shall form the basis of this agreement and the decisions of the

NKDA in reference to all matters or dispute as to materials and workmanship shall be final and binding on the agency.

7. The Security Money as a whole which have already been deposited by the AGENCY shall be released without interest after 15(fifteen) month from the date of Live introduction of the system on condition that the machines and the system shall provide uninterrupted trouble –free satisfactory service which includes supply, installation, execution, training (03 months) and time bound support for 12 months.
8. The Security Money will be forfeited to the Authority in case of incomplete work or any defect(s) found after completion.
9. The AGENCY will be held responsible if, subsequent to such installation and introduction of the system, if is found that the procurement of those machines have violated any provisions of Trademark ACT, 1999 or any other related Acts .

In witness whereof the parties hereto have hereunto set their respective hand and seals the day year first above written.

WITNESSES

1.

1.

2.

2.