

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA  
(Formerly University College of Engineering, Burla)

Po: Engineering College, Burla, Dist: Sambalpur, Odisha, India, PIN: 768018

Phone: 0663-2430211, FAX: 0663-2430204, Website: [www.vssut.ac.in](http://www.vssut.ac.in)



Quotation Document for Supply, Installation and Maintenance of Automated Biometric Time Attendance Management System with necessary Accessories at VSSUT, Burla.

Quotation Call Notice No. VSSUT/CIF/

Date:

Submitted by

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Last Date and Time of Submission of : 18.02.2015 up to 4.00PM during Office Hours.  
Quotations by Registered/Speed Post  
only

Cost of Quotation Documents : Rs 500/-(rupees Five Hundred Only)

The Document is prepared by VSSUT, Burla. It should not be reused or copied or used either in partially or fully in any form. The information provided by the bidders in response to this quotation document will become the property of VSSUT, Burla and will not be returned.

Detail Quotation Call Notice

Quotation Call Notice No. VSSUT/CIF/

Date:

Sub: Inviting quotation for Supply, Installation and Maintenance of Automated Biometric Time Attendance Management System with necessary Accessories at VSSUT, Burla.

The Registrar, Veer Surendra Sai University of Technology, Burla” invites sealed quotation from intending reputed and experienced firms for Supply, Installation and Maintenance of Automated Biometric Time Attendance Management System with necessary Accessories at the University. This quotation document contains the following.

- (i) General Guide Lines for submission of quotation
- (ii) Scope of work
- (iii) Terms & Conditions of services
- (iv) Information sheet of the bidder
- (v) Undertaking by the Bidder
- (vi) The price bid

Important Dates

Last Date and Time of Submission of Quotations by Registered/Speed Post only : 18.02.2015 up to 4.00PM during Office Hours

Cost of Quotation Documents : Rs.500.00 (Rupees Five Hundred only)

Date and Time of opening of Quotations : 20.02.2015 at 4.00PM

Sd/-

Registrar

GENERAL GUIDE LINES FOR SUBMISSION OF QUOTATION

1. Eligibility: The bidder should verify its eligibility criteria as mentioned below before submitting the quotation and enclose the required documents in the sequence listed below, to avoid rejection or disqualification of your quotation. The bidder should meet the following criteria.
  - a. The bidder should be leading firm/company for providing such services.
  - b. The bidder must have wide experience in the field of providing solutions for applications relating to biometrics & smart cards in Govt. organization / public sector. The documentary evidence shall be provided by the firm in support of their experience.
  - c. The bidder should have large support network, with presence across India.
  - d. The bidder shall have sufficient experience to execute such services preferably in a University or an educational organization.
  - e. The bidder should be a registered company making profit for the last three years, having good business track record.
  - f. The bidder should be a registered firm in India, having C.S.T /VAT/PAN/TIN/Service Tax etc.
  - g. The bidder shall have service base located at Sambalpur or Bhubaneswar in Odisha.
2. The intending firms may visit the University, at their own expense on all working days during office hours before quoting, to acquaint themselves with the (i) scope and extent of work, (ii) extent of the university campus and (iii) environment in which their work is required to be carried out.
3. Cost of quotation documents: The cost of quotation documents is Rs.500/-(Rupees Five Hundred Only) (Non-refundable). The quotation documents can be downloaded from the University website [www.vssut.ac.in](http://www.vssut.ac.in) and have to deposit a DD equal to the cost of quotation documents drawn in favor of “The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla” payable at SBI, Burla along with quotation.
4. The quotation must be submitted in two parts :( i.) Technical bid &( ii).Price bid  
The two bids must be submitted in two separate sealed envelopes clearly marking the bid’s name and must be put in the single outer cover subscribing as “Quotation

- for Biometric Time Attendance Management System” and also the quotation call notice number.
5. EMD for the amount of Rs.10,000.00 (Rupees Ten Thousands Only) in the shape of Bank draft drawn in favor of “The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla” payable at SBI, Burla or Bank guarantee is to be submitted. The EMD will not carry any interest. The EMD of unsuccessful bidder shall be returned within fifteen days of finalization of the work order. It shall be returned by speed post to the address of the bidder mentioned in Table-1. The University shall not be responsible for any non-receipt of the EMD by post.
  6. This quotation documents must reach to “The Registrar, Veer Surendra sai University of Technology, Burla, Sambalpur-768018 (Odisha) by the last date of submission under a sealed cover by registered/ speed post only. The quotations received after the due date & time is liable to be rejected. Quotation by FAX/ e-mail will not be entertained.
  7. This quotation documents must be filled in completely and signed by the authorized signatory of the bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this quotation document. (This document should be printed on both side of the A4 size paper sheet).
  8. The quotations shall be opened in the presence of all bidder or their authorized representatives on due date and time. The bidder's representatives shall carry the letter of authorization and are required to sign an attendance sheet. Only one representative for any bidder shall be permitted to attend the quotation opening.
  9. If the date of opening of quotation happens to be a holiday, a revised schedule will be notified. However, in absence of such notification, the quotation will be opened on the next working day. The time and venue remains unaltered.
  10. Any additional information you wish to provide may be attached separately.
  11. The quotation should contain the following documents.
    - a. Technical bid containing,
      - i. This quotation document signed on each page by the authorized signatory of the bidder.
      - ii. Self-attested copy of PAN, VAT registration, VAT clearance and service tax and incorporation etc., issued by appropriate government authority for the required services with seal of the quotation.

- iii. Bank draft (Non-refundable) towards the cost of quotation documents in favor of the Comptroller of Finance, Veer Surendra Sai University of Technology, Burla payable at SBI, Burla.
  - iv. Bank draft for EMD in favor of the Comptroller of Finance, Veer Surendra Sai University of Technology, Burla payable at SBI, Burla.
  - v. List of user Clients and documents related to experience of the bidder along with address and contact no..
  - vi. Detailed specification of product along with the service support.
  - vii. A technical capability document describing the relevant facilities and services available with them.
  - viii. Any other documents in support of the eligibility of the bidder.
- b. Financial bid: The financial bid shall specify the following,
- i. Cost for supply and installation of Biometric Attendance Management System as per technical specification and scope of work including training etc separately in the table-2A
  - ii. Charges for Comprehensive Annual Maintenance of Biometric System including all peripheral and accessories in the table-2B.
12. The quotation is liable to be cancelled, and the EMD shall be forfeited to the COF, VSSUT, Burla, in the event of any failure to comply with any of the clauses of the terms and conditions of this quotation call document or in the event of bidder withdrawing his offer before/ after finalization of this selection process. Bid without the required EMD amount will be summarily rejected.
13. The University reserves the right to reject any or all the quotations without assigning any reason and the decision of the university shall be final & binding.
14. The University reserves the right to call the bidders and to conduct negotiations, if necessary and has the right to select more than one bidder for one or more items at its discretion.
15. The element of applicable taxes is required to be shown separately and distinctly.
16. The University is not responsible for delay, loss or non-receipt of quotation documents sent by the post.
17. The authority reserves the right to select more than one bidder for one or more items at its discretion.
18. Any deviation in terms and conditions shall not be entertained. If it is necessary to change any of the terms and conditions of the contract during the contract execution process, it should be agreed upon by both the parties.

19. The University reserves the right to order all or part or none of the items and/or services given in this schedule. The University also reserves the right to order additional services based on the rates finalized as a result of this quotation.
20. Any dispute arising out of the deal shall be subjected to the jurisdiction of the court at Sambalpur within the State of Odisha.
21. The University reserves the right to add/delete/change any of the terms and conditions stipulated in this quotation call document.
22. The University may reject the bid even if it is accepted but the successful bidder fails to execute any of the terms and conditions mentioned herein.

23. A) Delivery Address:       The Registrar,  
  Veer Surendra Sai University of Technology, Odisha  
  BURLA-768018  
  Dist. Sambalpur (Odisha)
- B) Billing Address:       The Registrar,  
  Veer Surendra Sai University of Technology, Odisha  
  BURLA-768018  
  Dist. Sambalpur (Odisha)

### Technical Specification

The Biometric Attendance Control system is required to be installed at 06 different locations/ gates of the administrative building of the University as per the following requirement.

- i. For recording biometric attendance of about 500 employees every day in two shifts(morning & Evening)
- ii. The Biometric System includes Hardware,PC system, Application Software, UPS,Installation & training
- iii. The system shall be capable of reading figure print for time attendance of the employees.
- iv. The reader should function and record attendance even in standalone mode when network fails.
- v. Rugged construction, casing of the biometric reader shall be weather proof, dust resistant and corrosion free and works with dry, moist and rough figure prints.
- vi. The Technical Specifications given below are as per the requirement and indicative for your reference. However suitable make and model having all the required features shall be quoted with justification.

S/L	Item	Specifications	Required configuration
1	Biometric device	Figure print identification time	Less than or = 2sec.
		Sensor type	URU scanner and ZK prism
		Scanner Resolution	600dpi or better
		Matching/ verification mode	1:N,1:1
		Fingerprint capacity/user	1500 user per 2 finger
		Strength	Maximum 04 templates per employee
		Access mode	Fingerprint
		Network communication	Wired /wirelessLAN and TCP/IP
		Network enabled	RS232,RS485,TCP/IPUSB
		Power Supply	AC/DC compatible
		Operation Mode	Standalone mode/Connect with PC via LAN/WAN
		Software	Customized the software as per University requirement
		FAR(false acceptance rate)	≤ 0.0001%
		FRR( False rejection rate)	≤ 1%

**SCOPE OF WORK**

Supply, Installation and monitoring of Biometric Time Attendance Monitoring System in the University as per the following requirement:

S/L	description	Quantity	Remarks
1	Biometric Equipment as per Technical Specifications	06	
2	Cabling	As per requirement	
3	Monitoring Units	As per requirement	
4	Installation including Software	Whole System	
5	Collection of Data/Fingerprint of all employees of the University.	As per University requirement	
6	Comprehensive Annual Maintenance of System and all accessories	03 years contract	

1. The selected firm shall be required to collect the data/finger prints of all the employees of the University and accordingly install the system.
2. The system should have a capacity of record storage of 50000 records.
3. The firm shall be responsible for facilitating the attendance of all the employees and submitting of attendance report after installation of the system for verification and testing.
4. The firm shall be responsible to integrate the leave module and incorporate current MIS outputs including memos in the system as required by the University. The generated report should be integrated with University Management System so that the Database can be accessed and processed further as and when required.
5. The generated report should be in Excel and PDF format and/or any other suitable format.
6. Monitoring of Device and take appropriate action
7. Maintenance of secrecy and confidentiality of data, as per the policy of University
8. A helpdesk system with trouble ticketing feature to be set up by the Bidder and report to be submitted on weekly basis.
9. Comprehensive Annual maintenance of the system and accessories after warranty period shall be for three years. The bidders is required quote cost for three years on yearly basis.
10. The firm has to make quarterly visit besides breakdown call booking and service report for each quarter is to be submitted. Breakdown complaint shall be attended and rectified within 24 hours.



TERMS AND CONDITIONS OF SUPPLY, INSTALLATION, TRAINING & MAINTENANCE

1. All the terms and conditions enumerated in the quotation document shall remain enforced and shall form part of the contract.
2. Acceptance Certificate: The firm must submit a certificate for the acceptance of the work order within seven days of the issue of the work order.
3. The firm may be required to install and run the system within a fortnight from the date of issue of the work order. Rate offered in the quotation shall not be enhanced under any circumstance.
4. The firm shall provide comprehensive warranty of the full system including PC for three year.
5. Initial fingerprints of all employees shall be the responsibility of the firm being the service provider.
6. **Maintenance service:** The period of contract for CAMC shall be for three years from the actual date of satisfactory installation of the system by the firm or after expire of warranty period. The comprehensive maintenance should include corrective maintenance i.e. replacement of spares etc. It can be extended depending on performance satisfaction.
7. Termination of contract: If service of the firm is not found satisfactory, the contract will be terminated by the University at any stage with one month notice and without any obligation on its part. Under such circumstances, payments shall be made only for the period for which the services have been availed. However, if the bidder desires to terminate contract, then a clear 3 months' notice is required to be given.
8. Payment: Payment of supply and installation Part: Payment will be made after successful supply, installation and testing the functioning of the system and also imparting training within 15 days. Payment of maintenance part: Payment shall be made on quarterly basis after completion of each quarter. No advance payment for maintenance is permissible.
9. The supplier shall submit all bills in triplicate on printed forms to the University. The billing must be done with Odisha State VAT billing.
10. The firm must submit valid and up-to-date VATCC, service tax certificate and PAN along with the bill before release of payment.
11. The University will make payments through account payee cheque drawn on SBI Burla, in Indian Rupees. No interest on any deferred claim arising out of this contract shall be payable in any case what so ever.

12. The prices charged by the firm for maintenance services performed under the contract shall not be higher from the prices quoted by the firm in this quotation.
13. The firm shall submit a performance security for 10% (Ten percent) of the average annual value of the maintenance part in the form of bank guarantee to cover the entire period of contract. Performance security will be released only after successful completion of the period of the contract i.e. three years as stipulated in 3 above. The performance Security will not bear any interest.
14. The assets and articles once purchased and installed by the University shall be property of the University.
15. New or changed software / hardware requirements, particles and policies that effect University should be intimated and implemented by the firm if required so.
16. The tracking of changes done to the systems and network infrastructure is a part of this contract. This should be documented to the University.
17. The University may conduct periodic review with the firm support head or with the Onsite Engineer assigned at University.
18. The professionals (preferably certified professionals) deployed for the University for Maintenance Work should have knowledge of biometric attendance management system on various platforms.
19. Penalty: If the firm fails to provide the maintenance services for more than 48 hours, penalty equal to charges for the period (this period excludes the time span due to force majeure such as earth quake, fire etc., or any such event, which are beyond the act of human) for which services has not been provided, may be imposed and deducted from the next bill.
20. Jurisdiction and Right to Amend Rules: The University reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the maintenance service provider firm in due course. The University rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid maintenance contract either during subsistence of the contract or thereafter, the Vice-Chancellor of the University is the sole arbitrator to decide the same and his decision is final and binding on both the parties. If differences persist even after attribution and there are compelling reasons to go the court, it will be decided in the court of Sambalpur only.

Table-1 INFORMATION SHEET OF BIDDER

S/L	Description	To be filled in by the supplier
1	Name of the Vendor	
2	Address with phone No./FAX/ e-Mail	
3	Contact Person(s) Phone No. /Mobile No.	
4	Contact Escalation Matrix	
5	Details of Bank Draft towards the cost of quotation documents	
6	Details of EMD	
7	VAT /Service Tax registration details	
8	Experience Details	
9	Financial Turn Over (Annual) for last three years	

DECLARARION: We hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the quotation is liable to be rejected.

UNDERTAKING BY THE BIDDER

To  
The Registrar,  
Veer Surendra Sai University of Technology,  
Burla, 768-018.

Subject: Quotation for Supply, Installation and Maintenance of Automated Biometric Time Attendance Management System with necessary Accessories at VSSUT, Burla.

Dear Sir,

Having examined the conditions of this quotation call document I/we, undersigned, offer for Supply, Installation and Maintenance of Automated Biometric Time Attendance Management System with necessary Accessories at VSSUT, Burla.

”

I/We undertake to take up the work order within 15 days' time, calculated from the date of issue of your work order.

1. I/We understand that you are not bound to accept the lowest or any quotation, you may receive.
2. I/We enclose all the sheets of this quotation call document duly signed by me on every page, as a token of having studied the specifications pertaining to this site and having accepted the same.
3. Certified that I/We have studied the full contents of the quotation call document and enclosures and agree to quote by the terms and conditions herein. In case of non-observance of any of the conditions mentioned in the quotation form, my/our quotation may be cancelled.

Dated:

Signature of

In capacity of

Duly authorized to sign the quotation for and on behalf of

Name and Address of the authorized Signatory

Signature

Date:

Table-2A: Price for the Supply,Installation & Training

Name of the Bidder- : \_\_\_\_\_

Address: \_\_\_\_\_

Sl. No.	Description	Qty	Rate	Amount	Taxes as applicable	Total Amount
a	Biometric Time Attendance System as per specification (It includes cost of 06 units of machines, application software, installation of machines in positions and networking/ cabling of machines ,as required for integration with main PC).	01				
b	i. Branded PC with i-7processor, RAM-4GB, DVD writer, Win-8 OS or higher, 19" TFT screen  ii. UPS-1KVA with battery.	01				
c	Imparting Training for operation and collecting data/fingerprints of all employees of the University	LS				
Total Cost:						

Grand Total Price (In Words)

\_\_\_\_\_

\*\* The bidder must submit the sheets mentioning the designation wise breakup for the total cost of services for each year.

##No correction on this sheet shall be entertained.

Table-2B: Price for Comprehensive Annual Maintenance

Name of the Bidder- : \_\_\_\_\_

Address: \_\_\_\_\_

Sl. No.	Description	Qty	Rate	Amount
a	CAMC for Biometric System and Accessories for Three years including warranty period.	01		
1	1 <sup>st</sup> Year			
2	2 <sup>nd</sup> Year			
3	3 <sup>rd</sup> Year			
4	Taxes,			
5	Others, if any			

Grand Total Price (In Words)

\_\_\_\_\_

\*\* The bidder must submit the sheets mentioning the designation wise breakup for the total cost of services for each year.

##No correction on this sheet shall be entertained.