

Memo No:261 / NKDA / Admn – 258 / 2011

Dated : 30/01/2012

### **Invitation of bids**

**EOI NO. : 32 / NKDA/ Admn of 2011-12.**

Bids are invited by the Chief Executive Officer , 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 with at least 200 employees in the attendance system for supply , installation, execution and support for “ BIO-METRIC ATTENDENCE SYSTEM FOR NKDA ” in the office of New Town Kolkata Development Authority (NKDA) at New Town, Rajarhat .

#### **About NKDA**

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Govt. of West Bengal constituted the New Town Kolkata Development Authority; a statutory organization formed under the West Bengal Act XXX of 2007 i.e. The New Town Kolkata Development Authority Act 2007 duly passed by the West Bengal legislature and assented by Honourable President of India. The Act was first published in the Kolkata Gazette, extraordinary, of the 30th June 2008. The Development Authority was formed to provide for planned development as well as rendering various services & amenities in the areas within New Town Kolkata and matters connected therewith.

#### **About the proposed work:**

NKDA intends to install a biometric attendance system to systematically record and monitor the regular attendance of its employees through an automated computerized system based on finger print scanning.

#### **A. Qualifications of the bidder**

- a. The bidder should be a company/Agency registered in India
- b. The bidder should have an office at Kolkata
- c. Should have experience of successful installation and implementation of at least two similar biometric attendance systems in last two years in a public sector unit or in an organization with at least 200 employees in the attendance system
- d. Should be capable of supplying the hardware and software for the attendance system.

## **B. System requirement**

- a. Separate Terminals required for Arrival and Departure of employees.
- b. There should be an option of recording visitors in/out time along with the photo.
- c. Required 4 terminals, 2 terminals for attendance and 2 for departure
- d. All the terminals should be capable of operating on finger print without any access card
- e. 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.
- f. There should be provision for future addition of terminals
- g. Required Reader for scanning of finger print and entry on same terminal
- h. Reports should be live and online without any time lag or requiring any migrating programme.
- i. The reports generated from the system should be accessible over internet with different user level permissions provided by NKDA
- j. The system should have leave format with proper approval levels.
- k. The system should be capable of handling minimum 200 and maximum of 500 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 as suggested by NKDA are required. This is an indicative list and modifications may 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 NKDA 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 NKDA staff selected by NKDA
- c. The system should be updated with the latest employee detail provided by NKDA and the corresponding fingerprints scanned through the system by the vendor and the vendor will have to maintain the system through onsite support for two months subsequent to live introduction of the system within which period the reporting system also should be stabilized according to the requirements of NKDA and should have additional one month hand holding period with the NKDA staff .At the end of the three month period the vendor should handover the system to NKDA with hardware and software details, manual of the software and hardware and training manuals. After the hand over the Vendor should maintain the warranty of the system for a further period of 12 months
- d. During the three months of support as detailed above, weekly report of attendance should be submitted to NKDA.

### **D. Payment milestone**

- a. 50% payment after successful installation and live introduction of the system
- b. 40% payment after satisfactory completion of next three months (coterminous with hand over described at “C” above)
- c. 10% payment after completion of the 12 months of warranty support.

**E. Bid Package**

- a. Bid 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 New Town Kolkata Development Authority (NKDA)”, another for financial bid marked “ Financial proposal for supply, installation and time bound support for bio metric attendance system in the office of New Town Kolkata Development Authority (NKDA)”. 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 New Town Kolkata Development Authority (NKDA)”
- b. The technical proposal should have a statement describing the understanding of the bidder of the work, covering in detail 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 as required under “A” above should be annexed to the technical proposal. The detail proposal structure and the scoring criteria is described at “H, a” below.
- c. In the financial proposal, the bidder should quote an all inclusive (cost of software, hardware, installation, implementation, development, data entry, support and any other cost that the bidder proposes) 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 “H, b” below.
- d. Each page and all documents should be signed and stamped by the bidder

### F. Bid Security

Bid security of Rs.50,000/- will have to be submitted in the form of demand draft/Pay order payable to **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

### G. Method of selection

- a. The selection will be made through a quality and cost based method with 60% score for technical merit and 40% score for financial offer.
- b. The offers will be opened in the presence of representatives of the bidders and the technical proposal will be opened at the same time. The sealed financial bids will be kept inside a closed cover for future processing.
- c. After evaluation and scoring on the technical proposal, the financial bids will be opened in presence of the representatives of the bidders.
- d. Final selection will be made on the basis of composite score as described at “G,a” above.

### H. Proposal format and scoring criteria

- a. Format for technical proposal with scoring criteria:

Sl. No. (1)	Item (2)	Points to be covered in technical proposal (3)	Score (4)	Annexure (5)	Scoring criteria (6)
1	Registered in India			Document showing registration Certificate of registration/Copy of PAN card in name of company	

Sl. No. (1)	Item (2)	Points to be covered in technical proposal (3)	Score (4)	Annexure (5)	Scoring criteria (6)
2	Branch in Kolkata			Proof of having office in Kolkata. Trade licence/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	
		ii)Number of employees handled through the system	2-4	Number should be mentioned in the completion certificate	0 for less than 200 employees, 2 for 200 employees and proportionate higher score for higher number of employees handled. 0 here will lead to disqualification
		iii)Start date of the work			
		iv)Final go live date	2-4	Date to be mentioned in completion certificate	0 for less than 2 years old date. 2 for 2 years old date, 3 for 1 year old date, 4 for six months or less. 0 here will lead to disqualification
		vi)Software Used	2-6		2 for each of B,e;B,h;B,I above
		vii)Reports			

Sl. No. (1)	Item (2)	Points to be covered in technical proposal (3)	Score (4)	Annexure (5)	Scoring criteria (6)
		designed			
4	Proposed system	Understanding of the work	0-5		as estimated by NKDA
		Methodology of implementation	0-5		Higher score for simpler and quicker method as estimated by NKDA
		Hardware used in the setup	3-12		3 for each of B,a;B,b;B,d;B,g above
		Software details with the limitations	3-9		3 for each of B,e;B,h;B,i above
		Report details	1-5	Hard copy of reports proposed	1 for each of the requirements under B,m above
		Delay in generating reports, accuracy of reports	2		2 for live (less than 60 second time lag) report, 0 otherwise
		Number of Employees that will be supportable this system			qualifying criteria as required at B,k above
		Minimum hardware requirement for database			

Sl. No. (1)	Item (2)	Points to be covered in technical proposal (3)	Score (4)	Annexure (5)	Scoring criteria (6)
		Authentication and access process(flow chart with details)	0-4		Higher score for ease of access process and user friendly interface. Simpler flow will be appreciated with higher score.
		Data and Battery backup of system			
		Visitor tracking setup in the software and hardware			qualifying criteria as required at B,k above
		Security of database and system (finger scan, photos and other detail can't be edited)	0-4		Higher score for higher security set up
		<b>Grand Total of score</b>	60		

Bidders will have to submit their technical proposal in this format using columns (1),(2) and (3). Other columns are for explanatory purpose. Documents are to be submitted as described in column (5) above.

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  
The Chief Executive Officer  
New Town Kolkata Development Authority

Date

Sub : Financial proposal for supply, installation and time bound support for bio metric attendance system in the office of New Town Kolkata Development Authority (NKDA)

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 for supply, installation and time bound support for bio metric attendance system in the office of New Town Kolkata Development Authority (NKDA)This amount is valid for the whole period of the contract for the work.

Yours faithfully

.....  
Signature

Name:

Designation:

Office Address:

- c. Financial score will be within a grand total of 40 with highest score to the least cost bidder and proportionately lower score for higher cost bidders.

## I. Important timeline

Pre bid meeting: **February 14, 2012**

Last date of submission: **February 16, 2012**

Opening of technical proposals: **February 16, 2012**

Presentation by bidders on technical proposal: **February 17, 2012**

Opening of financial proposals: **February 22, 2012**

Final selection: **February 24, 2012**

Tentative date of starting work: **March 1, 2012**

**J. 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 before starting the actual implementation.