



Government of West Bengal
Office of the District Magistrate & District Collector, Nadia
Krishnagar, Nadia
(ITCELL)

Tender Notice No.

97/17

Dated.- 15.11.16

Inviting of the tender for Development of e-Attendance System With Fingerprint Recognition

Inviting of the tender in plain paper are hereby invited from the bonafide Company for development of **e-Attendance System With Fingerprint Recognition** will be received in the dropbox kept at the chamber of the undersigned up-to 3 P.M. on 22.11.2016. The NITs received will be opened on the same day at 3:30 P.M. in the office chamber of the Addl. District Magistrate(Gen), Nadia.

Price List – The NIT must be specified under the following categories (Rate to be given in Rs.):-

Sl	Particulars	Unit	Price in Rs
1	Bio Metric Unit with specific Model Nos	Per unit	
2	Web Based Software Development Cost	One Time	
3	Bio Metric Registration charge of employees in the Portal	Per Employee	
4	Installation and configuration charges of Bio Metric Unit	Per Unit - One time	
5	Domain and Web Server space charges	per year	
6	Annual Maintenance Cost with spare parts replacement,(First one year free)	per year	
7	Smart Card (Plastic Card with inbuilt chip)for the employees, containing all the information of a particular employee in the chip which will also serve as an Identity Card, with plastic card cover and pre-printed ribbon	Per Card	

The quoted rate should be valid for one year from the date of NIT.

The Bid price shall be inclusive of all Input Taxes as applicable to meet the deliverables as part of this project. The bidder must quote the rate both in words and figures.

The payment of the bidder shall be made after satisfactory completion of the work, and on production of bill in duplicate

The authority reserves the right to accept or reject any or all the NIT's without assigning any reasons thereof.


Additional District Magistrate (Genl.)
Nadia

Memo no. 97(5) I.T.

Date:- 15.11.16

Copy for wide circulation to:-

1. Officer-in Charge, I.T.Cell, Nadia
2. D.I.O. N.I.C., Nadia
3. D.P.M. e-District, Nadia
4. P.A. to District Magistrate, Nadia for kind placing
5. Office Notice Board


Additional District Magistrate (Genl.)
Nadia

ANNEXURE - "A"

Executive Summary:

"e-Attendance System With Fingerprint Recognition" will provide a real time employee attendance system, administrative report & attendance across departments.

Rational/Context of the Project

- Organization admins will be able to monitor all the employee attendance schedules and manageslots. Employee would have flexibility to provide their attendance from any branch or department of the organization. This will provide flexibility and mobility of the employee.
- Employee can view their attendance report through web interface providing their Employee credentials.
- Each officer of the Department/ Section will have the admin rights of the particular section
- District Magistrate will have the admin rights of all the sections and the officers

Expected Outcome

- Register user with the system by admin
- Option for Manual Attendance by admin
- Track in-time and out-time
- Generate Monthly Report
- Department Wise Attendance Report
- Employee Wise Report
 - Department wise attendance in Dashboard (real time)

Problems/ Issue Addressing Process

- Power Cut or Internet problem

- SOLUTION

- Device will run from battery backup and still can validate the user
- After validating the user system will store the login time & logout time local database of the device
- Once the power/ internet is restored, the data from the local database will synch with the web server (using push technology)

- Problem with fingerprint device

- SOLUTION

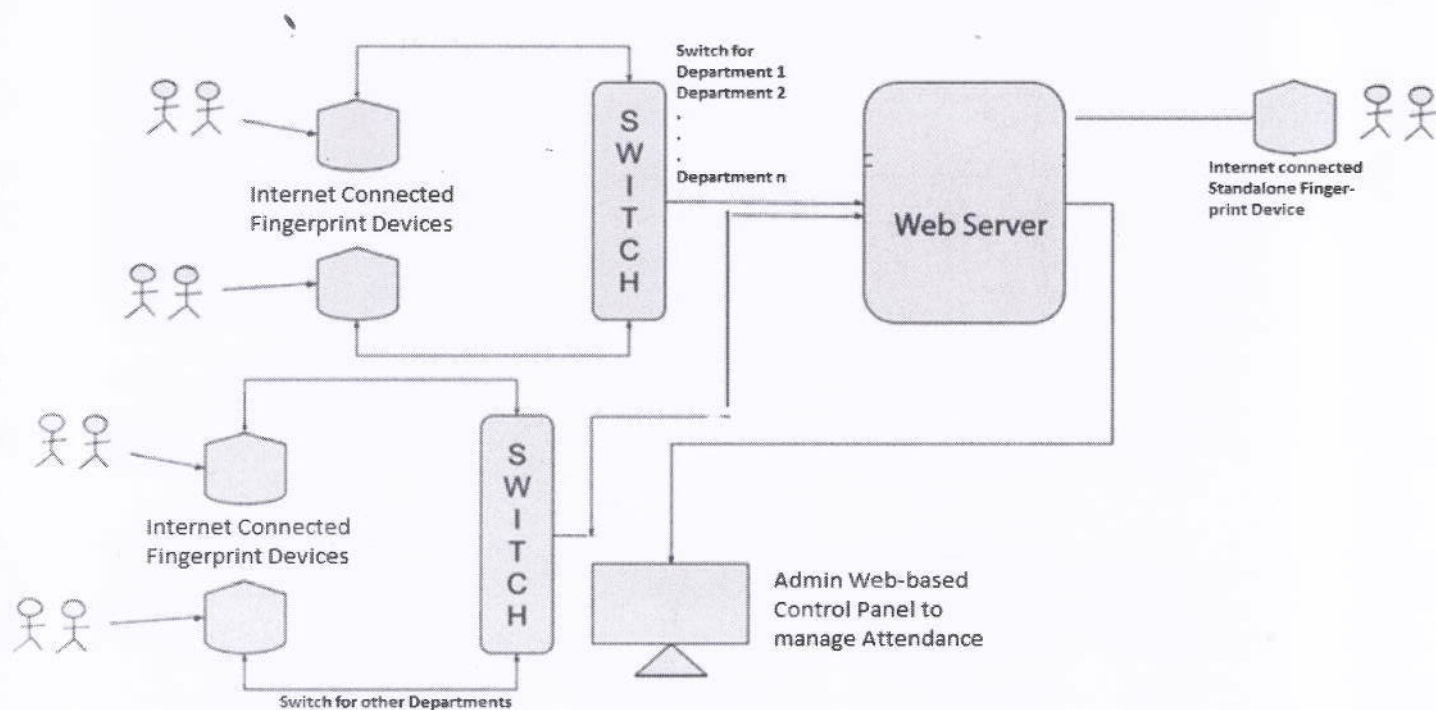
- admin can put attendance for a user of his section through web control panel
- For one user there will be two finger mapping with the system



**Additional District Magistrate (Genl.)
Nadia**

ANNEXURE – "B"

2. System Execution Process



Annexure – "C"

Checklist of the photocopy of the Documents to be submitted by the bidder

<u>Sl</u>	<u>Document Name</u>	<u>Whether submitted (Y/N)</u>
1	Price List as mentioned	
2	Current Trade License	
3	Income tax return of last 3 years	
4	VAT registration certificate	
5	Credentials of previous work	
6	Bidder details as per Annexure "D"	
7	Filled in Checklist(as per Annexure "C") of the documents submitted	

[Handwritten Signature]

**Additional District Magistrate (Genl.)
Nadia**

ANNEXURE- "D"

Bidder details

Sl. No.	Items	Details
1	Name of the Bidder	
2	Address of the Registered Office	Address Telephone E-mail
3	Address of the Office at Nadia (If Present)	Address- Telephone FAX E-mail
4	Name and Designation of the contact person authorized to make commitment to the Office of DM, Nadia on behalf of the bidder	Name Designation Mobile Phone E-mail
5	Bidder's Website (if any)	
6	Details of qualified engineers/ support personnel for this project	Number: Qualification and nature of Work handled:

(Signature with stamp of the Bidder)

ANNEXURE- "E" –
Terms and conditions

1. Total cost of the project will be a determining factor in selection of L1.
2. The work will be of supply and commissioning of the bio-metric devices, developing of the website as mentioned, registration of the employees and its configuration as per requirement of District Administration. The configuration requirements may vary from time to time which must be attended within 24hrs of request. Post-implementation monitoring and evaluation.
3. All the development must be documented.
 - a. User Document – This document will be used by the user and will be served as a manual in performing day to day tasks.
 - b. Technical Document – The technical document shall be prepared and submitted to OC IT/ DIO, NIC along with the source code of the complete website.
4. The vendor will manage and monitor the Website. Any downtime must be reported to OC IT/ DIO, NIC/ DPM, e-District beforehand. Steps must be taken to migrate the website to different server, in case of downtime, to avoid user harassment.
5. Post Implementation Phase
 - Post-implementation maintenance and support for 1 year
 - Continuous Capacity Building for the officials
 - Exit Plan & Proper handover post completion with certificate of satisfaction
6. The successful bidder would be required to complete the delivery as per specifications **within 30 Days from the day of receipt of Work Order**. The design of the website has to be duly approved before hand by the District Administration.
7. Any queries regarding the quotation must be clarified before the last date of submission. OC IT/ DIO, NIC Nadia/ DPM, e-District, Nadia may kindly be contacted regarding this during office hours, for any queries.



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