

BHARAT HEAVY ELECTRICALS LIMITED,
(A Government of India Enterprises)
Heavy Plates & Vessels Plant
Visakhapatnam – 530 012 INDIA.
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NOTICE INVITING TENDER(NIT)

**Category of Tender: TWO BID
(PRICED + UN - PRICED)**

SUB: BIOMETRIC ATTENDANCE SYSTEM

Our Ref: **MM/2/10/4052/CAP/W-051/5051**

DATE: 22.05.2015

Sealed quotations in duplicate are invited from suppliers on or before **13.06.2015** **SUPERSCRIBING OUR REFERENCE AND CATEGORY OF TENDER** on the cover, for supply of the under mentioned stores within the above due date, otherwise send **REGRET LETTER**, strictly subject to the Terms & Conditions attached herewith.

LATE TENDERS ARE NOT ACCEPTABLE.

ITEM No.	DESCRIPTION / SPECN. / SIZE	QTY
1.	BIOMETRIC ATTENDANCE SYSTEM	Lot
	Encl: 1. PRE QUALIFYING CRITERIA 2 Pages 2. TECHNO-COMERCIAL SPECIFICATIONS 22 Pages 3. UNPRICED & PRICED BID FORMAT 2 Pages	

For BHARAT HEAVY ELECTRICALS LIMITED,

MANAGER (MP-Misc. & CPS)



Bharat Heavy Electricals Limited, HPVP, Visakhapatnam - 12
Pre-Qualification Criteria (POC) for the Biometric Smart Card based
Attendance Recording System (BARS)

PRE-QUALIFICATION CRITERIA:

The Bidder shall fulfill the following qualification criteria, which shall be backed by necessary documents.

Sl No.	Description	Vendor Conformance (YES/NO)
1	Equipment: Bidder should be either Original Equipment Manufacturer (OEM) or Authorized Dealer/Agency (Authorization letter in case of Dealer / Agency, OR self declaration in case of OEM shall be submitted).	
2	Bidder shall submit credentials in support of previous experience (in the name of Bidder) in execution in the past Two years ending 31.03.2015 involving a supply / maintenance of biometric attendance recording system along with software in a Industry/Establishment having employees strength not less than 1500.	
3	Balance Sheet, P&L Account for the past 3 years (2011-12, 2012-13, 2013-14)certified by Auditor and Acknowledgement of IT return, shall be submitted.	
4	Bidder should not have been blacklisted by any PSU/Govt./Quasi Govt/Govt. Undertaking companies in India. To this effect, a self declaration should be given by the bidder.	
5	Bidder should have the ability for executing application software development, customization & implementation in an Industry / Establishment having employees strength not less than 1500. Bidder to give self declaration in this regard	
6	Bidder shall have office in Visakhapatnam and supporting document regarding Registered office address and Visakhapatnam office to be submitted. Also Copy of Certificate of Registration of company/ firm / proprietorship / partnership firm, etc. to be submitted.	
7	The bidder shall sign a Non Disclosure Agreement (NDA) with BHEL-HPVP. By signing the NDA, the bidder agrees not to disclose any confidential information, business or proprietary, as covered by the agreement. The proforma format for the Non Disclosure Agreement is attached in Annexure-1.	

Relaxation of the above pre-qualification and eligibility criteria will not be entertained under any circumstances.

Note:

- (1) The bidder shall fill up each of the above fields in “Yes” or “No” clearly.
- (2) Wherever supporting documents are sought, the same shall be attached along with this format.

(VENDOR SIGNATURE&SEAL)


Name:

Designation:



Bharat Heavy Electricals Limited, HPVP, Visakhapatnam - 12
Pre-Qualification Criteria (POC) for the Biometric Smart Card based
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ANNEXURE - 1

 BHEL – HPVP, VIZAG	THIRD PARTY NON-DISCLOSURE AGREEMENT
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THIRD PARTY NON-DISCLOSURE AGREEMENT

I, _____, on behalf of the _____ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with BHEL, HPVP, Visakhapatnam on contract is confidential and that the nature of the business of the BHEL, HPVP, Visakhapatnam is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the BHEL, HPVP, Visakhapatnam Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data,

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to BHEL, HPVP, Visakhapatnam all documents and property of BHEL, HPVP, Visakhapatnam, including: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to BHEL, HPVP's business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the BHEL, HPVP, Visakhapatnam and are reasonable given the nature of the business carried on by the BHEL, HPVP, Visakhapatnam. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at _____, this ____ day of _____, 20__.

Name:

Company:

Signature:

(with seal)



Bharat Heavy Electricals Limited, HPVP, Visakhapatnam - 12
TECHNO-COMMERCIAL SPECIFICATION FOR
BIO-METRIC SMARTCARD BASED ATTENDANCE RECORDING SYSTEM (BARS)

BHEL HPVP intends to install and commission Bio-metric SmartCard based Attendance Recording System (BARS) for its Employees. The Contract shall be executed on Outright Purchase basis with one year Warranty and subsequent four years comprehensive AMC for a total period of 5 years. Prices shall be given by the Vendor in the appropriate price formats only enclosed. The Warranty & comprehensive AMC period shall include all services, spares, support and maintenance as per the requirement of this specification. The BARS needs to be online with the existing data communication network. Total operation of the Hardware & Software items for the said system is to be executed by the Vendor.

Vendor is required to give a total solution & services as per specifications enclosed. All Equipments and services is the responsibility of the Vendor. In case, any extra item is required for complete functioning of the system, the same must be included and shall be quoted as a package. Vendor is to give in detail the methodology for implementation of the proposed solution.

Terms Used:

- OEM - Original Equipment Manufacturer / Principal Equipment Manufacturer
- Bidder - Bidder participating in the tender
- AMC - Annual Maintenance Contract
- ATP - Acceptance Test procedure
- BARS - Bio-metric SmartCard based Attendance Recording System

SI No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
1	<u>TECHNO-COMMERCIAL TERMS AND CONDITIONS</u>		
1.1	The quoted rates shall be inclusive of the following and shall remain FIRM without any variation: All required Hardware and Software for the system shall be supplied, installed and commissioned by the Vendor. It includes the following but not limited to -		
1.1.1	Supply, Installation and Maintenance of Biometric Smart Card Readers, ensuring connectivity to the readers including termination & configuration of Readers.		
1.1.2	Supply, Installation, configuration and maintenance of Application Software at Desktop workstation/Server. Desktop workstation/Server will be provided by BHEL.		
1.1.3	Creation of Database tables & Configuration to be provided as per requirements of BHEL.		
1.1.4	Integration with other existing systems and SAP-HR Payroll system.		



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Sl No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
1.1.5	Development & Customization of Application Software and reports as per BHEL requirements. To provide any extra report required by BHEL to carry out its day-to-day operations, during the entire Contract period of 5 years, will be Vendor's responsibility. However, time frame to fulfil such requirements may be decided mutually by Vendor & BHEL.		
1.1.6	Preparation and supply of Biometric Smart Cards will be in Vendor's scope and prepared Cards to be supplied within 48 Hrs from the time of request. It is the vendor's responsibility to come to BHEL premises immediately on request basis and collect all the necessary data for preparation and supply of the cards.		
1.1.7	All relevant Software upgrades/ Hardware upgrades/firmware shall form part of scope of the Contract and all Software modules shall be handed over to BHEL for future maintenance. In case of migration of PC, it is the responsibility of the Vendor to migrate the Software.		
1.1.8	Any other items required to complete the system in full as per BHEL enquiry is under Vendor's scope. Any items which are excluded by the supplier shall be brought out clearly in their offer.		
1.1.9	Freight, handling and packing charges, transit insurance, and installation shall be under Vendor's scope.		
1.2	<u>The quoted rates shall also include the following :</u> Replacement of faulty component /Equipment Installation charges Site inspection charges Cost of manpower All applicable Taxes, Duties & Statutory levies shall be paid as applicable. Bidder to clearly indicate the applicable taxes and duties in the price format.		
1.3	The completion date of installation and commissioning of the equipments and software shall be certified by BHEL. The Warranty / AMC period shall start from the above certified date.		



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SI No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
1.4	<p>A demonstration should be provided by the shortlisted Vendors in our BHEL premises by taking the finger prints of 50 Employees. The speed of the reader should be proved as ≤ 1.5 second starting from capturing of the finger print image from the SmartCard and comparing it with live finger print image as Employee place his/her finger & to complete the verification process. The offer is liable to be rejected if the speed of the reader is not proven as per the technical specification.</p> <p>During the demonstration, the bidder shall brief the system/database requirements required for implementation of web based attendance recording system to BHEL.</p> <p>Price Bid will be opened only after the qualification of Vendors in demonstration process.</p>		
1.5	<p><u>DELIVERY & PROJECT IMPLEMENTATION SCHEDULE</u></p> <p>The Bidder shall be responsible for timely delivery, installation & commissioning of all the Hardware/Software given in the scope of supply/work at the BHEL's premises. All the Hardware / Software shall be delivered within Three weeks from the date of placement of order and successfully installed and commissioned within Five weeks from the date of placement of order. LD will be levied in case of delays @ $\frac{1}{2}\%$ per week of delay, of either purchase value or AMC value as applicable, subject to a maximum of 10%. The completion date shall be the completion of Acceptance Test Procedure (ATP) and shall be certified by BHEL.</p> <p>Regarding cards, vendor shall deliver the cards within one week from the date of request. Subsequently, all card requests have to be delivered by the vendor within 48 hours from the date of request.</p>		
1.6	<p>Ordered items shall be inspected by BHEL at BHEL premises before installation. BHEL reserves the right to reject any item not complying with the specifications.</p>		
1.7	<p>In case of any relocation of BHEL office Vendor shall dismantle the system at the current location and integrate the system at the new location without any extra cost to BHEL. Transportation of Equipments shall be in BHEL scope.</p>		



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SI No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
1.8	<p>Uptime of the Machines shall be guaranteed for the system on quarterly basis. Any down time beyond 4 hours will result in the reduction of quarterly bill amount as per the calculation below –</p> <p><u>DOWNTIME CALCULATION</u></p> <p>Deduction from payments will be made based on downtime of Equipment(s) monitored on hourly basis. The amount to be deducted will be calculated as per the deduction formula given below: Downtime Deduction = Rs.10 per Machine per hour</p> <p>For example, if 3 Machines are down for 1 hour beyond the allowable 4 hours time, the downtime deduction shall be 3 x Rs.10/- = Rs.30/- per hour.</p> <p>Note: Any downtime during the Warranty period shall be deducted from the AMC amount of the 1st Quarter.</p> <p>If the downtime for any Equipment falls more than 72 hours continuously in one month during the 5-year period, the Equipment shall have to be replaced by the Vendor, without any extra charge.</p> <p>Any recovery towards downtime will be deducted from the running bills of the Contractor during the entire Contract period.</p>		
1.9	<p>The offers shall be evaluated based on total outright purchase value, with one year Warranty and 4 years AMC as given in the price formats. Card printing and supply shall also form part of the Contract.</p> <p>Rates are to be quoted inclusive of all applicable taxes and duties, freight, handling and packing charges, transit insurance, installation, regular insurance and on-site comprehensive maintenance including spares.</p>		
1.10	<p><u>MAINTENANCE</u></p> <p>Bidder shall provide 24x7 maintenance and support on call basis for the entire period of five years (including Warranty and AMC period). All complaints shall be attended within four hours from the time of call.</p> <p>Maintenance service shall cover services, repairs and replacements necessary to keep the Equipments and Software in good working condition during the Contract period. Periodic maintenance checks should be carried out to keep the Equipments and software in good working conditions.</p>		



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Sl No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
1.11	<u>TRAINING</u> The Bidder shall provide proper training to BHEL personnel, with respect to Bio-metric attendance system.		
1.12	<u>DOCUMENTATION</u>		
1.12.1	Vendor shall provide un-priced BOM (Bill of Material) sheet along with technical compliance.		
1.12.2	Vendor must provide the technical compliance in the specified format only, as given in the enclosed specification sheet.		
1.12.3	Full product specification and supplier address.		
1.12.4	Technical specification of all sub systems and supplier address.		
1.12.5	Operation, Maintenance and Service manuals for both hardware and software.		
1.12.6	Proof for ISO standards used.		
1.12.7	Certificate of newness of Equipment and any other statutory documents should be furnished.		
1.12.8	Instruction pamphlet containing the usage of the biometric SmartCard reader and DO's and DON'T's.		
1.12.9	Any other document sought in this technical specification.		



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Sl No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
1.13	<p><u>PAYMENT TERMS</u></p> <p>Payment Terms for the supply portion along with one year warranty shall be fixed as 100% payment within 45 days against 10% BG for the total PO value, including AMC for Five years.</p> <p>The BG shall be valid for a period of Five years from the date of installation, as certified by BHEL.</p> <p>An installation Certificate will be issued by BHEL after completing the Acceptance Test Procedure (ATP) terms.</p> <p>Payment Terms for AMC shall be paid at the end of every Quarter, after the completion of the one year Warranty period. This shall be certified by the User Department for further bill processing. In case AMC is not provided by the Vendor as per the requirement of this specification, the BG shall be forfeited.</p> <p>Charges for Biometric Cards issued to Employees will be made at the end of each quarter along with the AMC bills. (on the basis of actual quantity issued).</p>		
1.14	<p>Termination: BHEL reserves the right to terminate the order / Contract, due to withdrawal by the bidder, non-compliance of Contract Terms & Conditions or non-performance of the Equipment/system. BHEL shall be at liberty to cancel the purchase order and to recover from the Bidder the extra cost and the other loss incidental to the breach of Contract on the part of the Bidder. The termination shall also be applicable if proper service, spares and maintenance as per the requirement of this specification is not provided during the Contract period.</p> <p>On termination of the Contract, no charges shall be payable to the Bidder for the remaining period calculated from the date of such non-compliance. The given Bank Guarantee shall be forfeited in such cases.</p>		
1.15	<p>Fore-closure: BHEL reserves the right to fore-close the contract at any point of time. In case of fore-closure of the Contract by BHEL for reasons not attributable to the Bidder, payment shall be made on pro rata basis for that quarter only up to the date of closure.</p>		



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SI No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
1.16	<u>VALIDITY OF THE TENDER</u> Validity of the offer should be 60 days from the date of tender opening (Part I).		
1.17	Risk Purchase Clause - Alternatively the purchaser at this option will be entitled to terminate the Contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute therefore. The supplier shall be liable for any loss which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in LD clause above.		
1.18	<u>OFFERS NOT COMPLYING WITH THE SPECIFICATIONS SHALL BE LOADED SUITABLY AS FOLLOWS:-</u> <u>Payment Terms:</u> Loading of any deviation in the payment terms w.r.t. NIT terms shall be referenced as follows; Base rate of SBI (as applicable on the date of Bid opening; Techno-commercial Bid opening in case of two part Bids) + 6%, shall be considered for loading for the period of relaxation sought by Bidders. <u>Liquidated Damages (LD):</u> Any loading on LD clause shall be to the extent to which it is not agreed to by the Bidder (at offered value).		



SCOPE OF THE PROJECT

TECHNICAL SPECIFICATION OF BIO-METRIC SMARTCARD ATTENDANCE RECORDING SYSTEM

- B.1. Bio- metric SmartCard Reader
- B.2. Attendance / Bio-metric SmartCard
- B.3. Networking / Communication
- B.4. Software specification
- B.5. Master details & basic validation requirements
- B.6. Acceptance and test procedure for project
- B.7. Maintenance and backup



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SI No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
B.1	<u>BIO-METRIC SMARTCARD READER</u>		
B.1.1	The Bio-metric SmartCard reader shall have the Mifare® technology suitable to read Bio-metric SmartCard at a distance from 0.1 to 5 cm and read finger print with fault rejection ratio < 1% and fault acceptance ratio < 0.0001%. The Vendor should supply the reader with enclosure and clock & key.		
B.1.2	The Bio-metric SmartCard readers verification speed which includes reading of SmartCard, finger print and verification to give the output should be ≤ 1.5 second in 1:1 mode and identification speed shall be ≤ 1.5 second in 1:N mode. The supplier should mention the response time, when validation is done centrally from the central database. The number of punching per minute in both 1:1 and 1:N mode shall be indicated in the offer. Note: 1:1 means comparing the finger print with the finger print image stored in the biometric SmartCard. 1: N means comparing the finger print image with the finger print image stored in the readers' memory.		
B.1.3	Bio-metric SmartCard reader shall have provision to register the Attendance of Employee without SmartCard, i.e. by feeding the staff no., and capturing the finger print image.		
B.1.4	12 nos. of Bio-metric Smart Card readers shall be installed for computerized Attendance recording system at different locations. Required spares shall be maintained in good condition by the Vendor for anytime replacement at Vendor works.		



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Sl No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
B.1.5	<p>The Bio-metric Smart Card reader will have LCD wide-angle display to facilitate enhanced readability even in dim lighting conditions with Alphanumeric character, Backlit display and keypad (for recording various types of movements of Employees). Under normal circumstances date, time, IN /OUT mode shall be displayed. While showing the Card, staff no., punched time, date, validation of each punch shall be displayed with a beep sound. Provision shall be provided on the Bio-metric Smart Card readers for audio and visual display (5 mm LEDs) with a relay output. LED indication for Power / battery mode, IN /OUT, Accept / Reject and network Status to be provided. Required length of Power cable for the readers is under Vendor's scope.</p> <p>Provision to be given to the administrator to know the status of memory consumed.</p>		
B.1.6	<p>The readers shall have minimum 128 KB of SRAM for storing of transactions in case when the network is off line. It shall also have minimum 256 KB flash memory for programs and other applications. In case when the network is off line, it should be capable of storing more than 10000 punch records (with date, time, Card no. and recorder Sr. No.) for minimum period of 48 Hours., and the biometric SmartCard readers should have the memory capacity to store minimum 1500 Employees master details with 3 finger prints in the reader .</p>		
B.1.7	<p>Reader shall be operated in 230V, AC \pm 10%, with Integrated surge protection system and ambient temperature of 10 to 48 ° C. In case of power failure, each reader shall be suitable to punch in/out by means of battery backup for a minimum period of 6 Hours. The exact hours shall be indicated in the offer. Minimum 3 years In built battery backup for real time clock and stored data.</p>		
B.1.8	<p>Data stored at Bio-metric Smart Card readers shall be pushed and updated in the Central Database Server as and when punching is recorded.</p>		
B.1.9	<p>Provision shall be made to assign a particular Reader unit or a group of designated units to a particular group of Employees.</p>		



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SI No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
B.1.10	Provision shall be made in Reader unit to avoid any duplicate punch within a short span of time (adjustable) and the same shall be indicated as already punched in the display.		
B.1.11	The Reader unit shall be suitable to work in open environment conditions.		
B.1.12	Finger print image shall have compliance as per ISO/IEC 19794-4:2005(E), Minutiae data format standard as per ISO 19794-2:2005(E) and Contactless Smart Card reader should read the biometric Smart Cards complied with ISO 14443A.		
B.1.13	Finger print sensor shall be impact resistant, scratch resistant, weather durable and Corrosion free optical non contact type finger scanner. The finger print reader should be capable to read greasy, oily and dirty finger print. The performance of the finger print reader should be demonstrated in the above mentioned conditions during the evaluation.		
B.1.15	Finger print sensor shall allow maximum allowable finger rotation +/- 35° and displacement 5mm.		
B.1.16	Finger print reader should be able to transfer the finger print patterns of the Card to the Card reader memory and match these patterns when the finger is put on the sensor. The reader should be able to match any of 3 finger patterns.		
B.1.17	The reader shall have in built TCP/IP with 100/1000 Mbps data transfer speed.		
B.1.18	The Reader unit shall be provided with an external switch to select IN / OUT and a reset switch if it is required to reset the reader.		
B.2	Attendance / Bio-metric Smart Card		



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Sl No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
B.2.1.	<p>The Smart Card should be able to hold 3 finger print patterns in 4K cards.</p> <p>The 4K Smart Cards should be usable for other applications using digital certificates etc.</p> <p>Biometric Smart Cards for 1500 Employees and apprentices. Further requirements shall be informed as and when required. PO shall be amended suitably for the extra quantities.</p>		
B.2.2.	<p>Bio- metric SmartCard shall be used for identity, Attendance & movement. Preparation of Bio- metric SmartCard including preparation of finger print image and template are at Vendor's scope.</p>		
B.2.3	<p>Bio- metric SmartCard should have security protection for Read / Write. SmartCard shall be of best quality & reputed make.</p>		
B.2.4	<p>The Card shall contain the following entities Front Side</p> <ol style="list-style-type: none">1. Company name and logo2. Name, Staff No3. Card validity, D.O.B. & Blood Group4. Signature of issuing authority & Employee5. Employee's Photo6. Four different colour bands for different Employee groups		
B.2.5	<p>The Card shall contain the following entities Back side</p> <ol style="list-style-type: none">1. Existing standard Instructions2. Date of Issue3. Address		
B.2.6	<p>The Card should be automatically blocked for use, once the Card validity expires. Also, provision must be made in Software, to block the Card for various reasons at any point of time by BHEL.</p>		



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Sl No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
B.2.7	<p>On request basis, Vendor shall come to BHEL premises immediately with all preparedness for capturing finger print image, Employee photograph, Employee signature and to get other relevant information from BHEL for preparation of SmartCard. Vendor shall complete the above work and give the printed Bio-metric SmartCards to BHEL within 48 hours from the time of request. Whenever, Vendor prepares Bio-metric SmartCard on request basis, Vendor shall ensure the updating of the details in master record.</p> <p>However, for initial lot, Vendor shall complete all the above activities within a week from date of request.</p>		
B.2.8	<u>GENERAL</u>		
B.2.8.a.	The Bio- metric SmartCard shall have a unique key number to relate with the staff no. to avoid duplication/ copying.		
B.2.8.b.	For Card preparation Vendor shall indicate in the offer the list of inputs required from BHEL.		
B.2.8.c.	BHEL reserves right to increase or decrease the requirement of Cards.		
B.3.	<u>NETWORKING / COMMUNICATION</u>		
	Network requirement for the proposed Computerized Attendance system is as follows:		
B.3.1.	The existing data network, consisting of the fast Ethernet LAN shall be provided by BHEL and fully made use of by the vendor for setting up the Computerized Attendance recording system.		
B.3.2.	Vendor should inform any problem regarding uptime and availability of network to BHEL immediately.		



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Sl No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
B.4	<p><u>SOFTWARE</u></p> <p>The SmartCard data shall be updated on-line in the database located at the Computer Centre.</p> <p>Desktop workstation will be given by BHEL for application Software installation and report generation (given in Annexure-B) and customization of reports. However if BHEL changes the workstation, it is the responsibility of the Vendor to transfer all the Softwares, data & customizing as it was existing in the old PC.</p> <p>Server loaded with Database will be provided by BHEL. One copy of all the master details of the Employees shall be maintained in the server.</p>		
B.4.1.	<p><u>APPLICATION SOFTWARE REQUIREMENT SPECIFICATIONS</u></p> <p>All Computerized Attendance recording system related Software, installation, Program development, configuration, data entry and commissioning shall be done by the Vendor.</p>		
B.4.1.1.	<p><u>DATA MANAGEMENT AND MONITORING/ CONTROLLING SOFTWARE</u></p> <p>Suitable Data Management and Monitoring/Controlling Software should be provided by Vendor. Vendor will be required to do modifications in the Software as per BHEL's requirements.</p>		
B.4.1.2	<p>Monitoring/Controlling the maintenance functions:</p> <p>Periodic checking of Functioning /non-functioning of the Bio-metric SmartCard Readers deployed on the network due to any reason.</p>		
B.4.1.3	<p>Indication for Bio-metric SmartCard Readers working on Power or battery backup.</p>		
B.4.1.4	<p>A graphical display / interface for monitoring the above devices on network shall be preferable.</p>		
B.4.1.5	<p>Administrator access rights to be given for change of parameters like time, date, Employee master data, etc.</p>		



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BIO-METRIC SMARTCARD BASED ATTENDANCE RECORDING SYSTEM (BARS)

SI No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
B.4.1.6	Data Management: Continuous monitoring and continuous online downloading of data into database table for each date having prescribed format. Format may change during the implementation.		
B.4.1.7	The change of data like inclusion/exclusion of Employee staff no., Employee status etc. related to Attendance management system on the Biometric SmartCard Readers. This data is to be picked up from the central server.		
B.4.1.8	100% reliable and fool proofing of data transfer from biometric SmartCard reader to database and vice versa.		
B.4.1.9	Provision to be made to upload the leave and On Duty data prepared by BHEL as Excel file into the Software and the same to be processed with the Attendance data to generate a report as per the format prescribed by BHEL for payroll processing.		
B.4.1.10	Vendor shall demonstrate the working of Attendance recording procedure for downloading the data, uploading leave & On Duty data into the Attendance management system and processing it for various report generation.		
B.4.1.11	Complete documentation of the system (both Hardware and Software) should be provided by Vendor.		
B.4.1.12	Any extra item required like Hardware / Software /man-hours to make the total system successfully operational shall be in the scope of Vendor as a package.		
B.4.1.13	Supply, installation & configuration of any additional Software /component required for the desired functioning of the entire system application including the Operating System shall be Vendor's responsibility.		



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BIO-METRIC SMARTCARD BASED ATTENDANCE RECORDING SYSTEM (BARS)

SI No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
B.4.1.14	Preparation and supply of Additional Bio-metric Smart Cards, Replacement of lost/damaged Bio-metric Smart Cards, Renewal of Bio-metric Smart Cards and Change in Bio-metric Smart Card Data required during the Contract period or change in business rules in application Software will be Vendor's responsibility.		
B.4.1.15	Vendor has to ensure the availability of such additional requirement as & when needed. PO shall be suitably amended as and when required for the additional quantities. Payment shall be made along with the payment for the Equipment on quarterly basis. Rates for supply of biometric cards shall be FIRM for the entire contract period.		
B.5	<u>MASTER DETAILS</u>		
B.5.1	The following masters are to be supported by the package: Employee master containing Name, Staff Number, Department, Designation, Category Code, Employee's Photo, Three finger prints images, Blood Group, Date of Birth, etc.		
B.5.2	System should provide a facility to add, modify or delete master data by authorized persons.		
	<u>BASIC VALIDATION REQUIREMENTS:</u>		
B.5.3	There should be a minimum of two punches (IN and OUT). The unique key number has to be validated with the staff number & finger print image available in clock /server Employee master.		
B.5.4	Any reader shall be used for both IN and OUT punch of Attendance. Depending on the grace time allowed for IN punch, short absence hours are to be calculated if IN punch is beyond the grace time. Details of grace time will be furnished by BHEL.		
B.5.5	In case of Late IN & Early OUT punch, short absence hours are to be calculated for defined cadre.		
B.5.6	If an Employee works less than an hour, it is to be treated as FULL day absence.		



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Sl No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
B.5.7	If an Employee does IN punch after the grace time and OUT punch after 4 hours from the start of the shift, it is to be treated as half-a-day working. In this case, short absence hours and absence hours for the second half of the shift are to be calculated. Calculation for short hour absence and EOL hours to be furnished by BHEL.		
B.5.8	If there is only one punch or NO punch , then it is to be treated as FULL day absences (8 hours)		
B.5.9	If an Employee has worked only in first session or in second session, then 4 hours absence has to be created for the session NOT worked.		
B.6	<u>ACCEPTANCE TEST PROCEDURE (ATP) FOR THE PROJECT</u>		
B.6.1.	Complete system supply, installation and running of system as per requirements and technical specifications must be completed for proceeding with ATP.		
B.6.2.	Soft copy and hard copy of complete system documentation, user manual, giving details of configuration, wiring diagrams, layout, Marking and labeling of all cables, ports, terminations, running instructions etc., to be submitted. This will serve as reference document in case of any problem/ system augmentation etc		
B.6.3	After the installation and commissioning of the system as per the technical specification following are to be done :		
B.6.3.a.	Demonstration of minimum 25 number of transactions from each biometric Smart Card Reader (in 1:1, 1: N mode), and Smart Card reader in offline as well as online mode for proving the specified verification speed of the reader.		
B.6.3.b	Online report for all the above swipes.		
B.6.3.c	Demonstration of smooth working of all Software modules as per specifications fetching data from the central application server and from Time Office PC.		



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Sl No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
B.6.3.d	Demonstration of web based report viewing facility on local area network with proper authorization & authentication.		
B.6.3.e.	Demonstration of working of biometric SmartCardreader on battery, in case of power failure during day & night, emergency situation.		
B.7	<u>MAINTENANCE AND BACKUP</u>		
B.7.a	During the period of the Contract, all defective parts/ modules shall be replaced/rectified free of cost without any cost implication on BHEL. Any part / module that become faulty shall not be blamed to be the fault of BHEL. The faulty parts / modules shall be repaired within the scope of the Contract.		
B.7.b	Real time clock and memory back up Batteries of all Bio-metric Smart Card readers are to be compulsorily replaced once in 2.5 years and also in the end of the 5 year.		
B.7.c	Supplier has to replace the finger print reader sensor on BHEL request to ensure fail proof operation. Replacement should be done under BHEL supervision. Newness Certificate should be produced for all sensors after replacement.		
B.7.1	<u>DETAILS OF MAINTENANCE AND OTHER ACTIVITIES:</u>		
B.7.1.1.	Vendor shall be responsible for the continuous and smooth operation of the Hardware and Software for the entire period of five years.		
B.7.1.2	Maintain the reports used by Time Office staff and make them available for all the days throughout the year.		
B.7.1.3.	On-line status check shall be done for all the readers through the Software available.		
B.7.1.4.	Updating clock time setting for Biometric SmartCard readers shall be dynamically linked to BHEL's Network Time Protocol (NTP) server time.		
B.7.1.5.	Maintaining log of monitoring for Equipment complaints and Immediate action for rectification.		



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SI No.	Description	Bidder's Compliance Yes / No	Bidder's Remarks
B.7.1.6.	Vendor shall maintain critical spares for immediate replacement pertaining to this system.		
B.7.1.7.	Any service call shall be attended immediately (maximum with in 4 hrs from the time of call)		
B.7.2	<u>WEEKLY SCHEDULE OF WORK.</u>		
B.7.2.1.	Updating time, Machine IDs and temporary Card details into the server.		
B.7.3	<u>MONTHLY SCHEDULE OF WORK</u>		
B.7.3.1	Preventive maintenance schedule shall be planned for checking of all the Biometric SmartCard readers, and Battery backup, Power check, networking & connectivity check.		
B.7.3.2.	Updating master file for additions, deletions and transfers of Employees. Activate Set recorder programme to all Card readers for updating master record.		
B.7.3.3.	An excel file containing the leave and On-duty details shall be provided by BHEL every month. The same has to uploaded into the Software and processed with the Attendance data and a report as per the format prescribed by BHEL should be given as output by the Software.		
B.7.3.4.	It is the responsibility of the Vendor to take back the used batteries. It should not be stored in BHEL complex.		
B.7.4	<u>HALF YEARLY SCHEDULE OF WORK</u>		
B.7.4.1.	Battery for Real time clock to be checked.		



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TECHNO-COMMERCIAL SPECIFICATION FOR
BIO-METRIC SMARTCARD BASED ATTENDANCE RECORDING SYSTEM (BARS)

CHECKLIST OF FORMATS

S. No.	Annexure to be attached	Format attached as Annexure	Whether attached (Yes/No)
1	No Deviation Certificate	Annexure A	YES/NO
2	List of reports to be generated	Annexure B	YES / NO
3	Unpriced Format without prices, indicating the % of statutory levies/ Taxes – To be submitted with Technical Bid	Annexure C	YES / NO
4	Priced Format with prices, indicating the % of statutory levies/ Taxes – To be submitted with Price Bid	Annexure D	YES / NO



FORMAT FOR “NO DEVIATION CERTIFICATE”

NO DEVIATION CERTIFICATE

This is to certify that our offer is exactly in line with your above referred Tender.

This is to expressly certify that our offer contains no deviation either Technical or Commercial in either direct or indirect form.

Signed By:

Name : _____

Designation : _____

Organization : _____

Date & Place : _____

Phone/Fax/Mobile/Email:_____

Stamp & Seal : _____

Place:

Date:



REPORTS TO BE GENERATED

1. *Daily Attendance Report - For Administrator & Employees separately
- For Employees daily view report of their Attendance*
2. *Monthly Attendance Report - Employees & Apprentices separately*
3. *Late In report*
4. *Early Out Report*
5. *No In and No out Punch report*
6. *Department Wise Report*
7. *Grade Wise Report*
8. *Cadre Wise Report*
9. *Report of those who punched without Bio-metric SmartCard - Employees & Apprentices separately*
10. *Lunch Report - Employees & Apprentices separately*
11. *Lunch Recovery Report - Employees & Apprentices separately*
12. *Location Wise Report - Employees & Apprentices separately*
13. *Employee Wise Report for a given period – Only for Regular Employees*
14. *EOL report for apprentices for payroll processing*
15. *Movement Report*

NOTE:

*Requirement of reports may undergo change during Contract period and it is the responsibility of the Vendor to customize the report as per BHEL requirement without any cost implication to BHEL and make available of the reports that are requested.

Outright Purchase Basis (Including AMC upto 5th year) - UNPRICED BID (To be submitted along with Technical Bid) (All values in Indian Rupees)													ANNEXURE - C	
Sino	Item Description PART-A	Item Qty	Price per qty, with standard warranty excluding taxes	Std. Warranty period in no. of years	Specify type of Tax, %age and Value of tax applicable on "B"	Price per qty, with standard warranty including taxes	Total AMC Period (Years)	AMC value per qty after warranty period per quarter excluding taxes	Specify type of Tax, %age and Value of tax applicable on "G"	AMC value per qty, after one year warranty period per quarter including taxes	Total AMC value per qty with Tax for 4 years (16 Quarters)	Total Price including Equipment price, warranty, Taxes, Duties and AMC per qty	Total Price including Equipment price, warranty, Taxes, Duties and AMC for total qty	
		A	B	C	D	E=B+D	F	G	H	I=G+H	J=I * 16	K= E + J	L = K * A	
PART-A	1	Biometric Smart Card Readers with LCD Display and battery backup.	14	QUOTED	1		QUOTED	4	QUOTED		QUOTED	QUOTED	QUOTED	
	2	Application software for Time Attendance with Integrated Employee Database.	1 SET	QUOTED	1		QUOTED	4	QUOTED		QUOTED	QUOTED	QUOTED	
	3	If any other items is required, that may be specified by vendor with quantity :												
	4	_____	_____											
	5	_____	_____											
	6	_____	_____											
							PART-A					Netcash outflow for 5 years (M=ΣL)	QUOTED	
PART-B		PART-B One time payment	QTY	Rate per Qty without any taxes (O)	Specify type of Tax, %age and Value of tax applicable on "G"	Rate per Qty, including Taxes	Total value including tax for full Qty.		NOTE: *The initial quantity of 1200 is for the current requirement of Biometric Smart Cards and further addition in quantity shall be informed as and when required. Same rate shall be applicable till the end of contract period. Payment shall be made at the end of the quarter along with the AMC. **The initial requirement of R/W Blank Biometric Smart Card is 500 and further addition in quantity shall be informed as and when required. Same rate shall be applicable till the end of contract period.					
			N	O	P	Q = O + P	(R)=(Q)*(N)							
	1	Integration with SAP-HR and existing Payroll System, whenever required	1	QUOTED			QUOTED	QUOTED						
	2	Supply of Blank Mifare SmartCards	1700	QUOTED			QUOTED	QUOTED						
	3*	Preparation and Printing of SmartCard	1200	QUOTED			QUOTED	QUOTED						
	4**	Preparation and Printing of Blank SmartCards	500	QUOTED			QUOTED	QUOTED						
	5	Card holder with Preprinted Lanyard and clip	1700	QUOTED			QUOTED	QUOTED						
6	Installation and Commissioning of Biometric SmartCard readers including data and electrical cable of approx. 200 meters with 3 pin sockets with casing and capping.	12	QUOTED			QUOTED	QUOTED							
				PART-B	Netcash outflow in Rs (S = ΣR)		QUOTED							
	TOTAL NETCASH OUTFLOW FOR TOTAL 5 YEARS			In Rs=(Part A + Part B) i.e., (M)+(S)			QUOTED		(In words) QUOTED					
													(VENDOR SEAL AND SIGNATURE)	

Outright Purchase Basis (Including AMC upto 5th year) - PRICED BID (To be submitted alongwith Priced Bid) (All values in Indian Rupees)													ANNEXURE - D	
Sino	Item Description PART-A	Item Qty	Price per qty, with standard warranty excluding taxes	Std. Warranty period in no. of years	Specify type of Tax, %age and Value of tax applicable on "B"	Price per qty, with standard warranty including taxes	Total AMC Period (Years)	AMC value per qty after warranty period per quarter excluding taxes	Specify type of Tax, %age and Value of tax applicable on "G"	AMC value per qty, after one year warranty period per quarter including taxes	Total AMC value per qty with Tax for 4 years (16 Quarters)	Total Price including Equipment price, warranty, Taxes, Duties and AMC per qty	Total Price including Equipment price, warranty, Taxes, Duties and AMC for total qty	
		A	B	C	D	E=B+D	F	G	H	I=G+H	J=I*16	K=E+J	L=K*A	
PART-A	1	Biometric Smart Card Readers with LCD Display and battery backup.	14		1		4							
	2	Application software for Time Attendance with Integrated Employee Database.	1 SET		1		4							
	3	If any other items is required, that may be specified by vendor with quantity :												
	4	_____	_____											
	5	_____	_____											
	6	_____	_____											
							PART-A Netcash outflow for 5 years (M=ΣL)					QUOTED		
PART-B	PART-B One time payment	QTY	Rate per Qty without any taxes (O)	Specify type of Tax, %age and Value of tax applicable on "O"		Rate per Qty, including Taxes	Total value including tax for full Qty.		NOTE: *The initial quantity of 1200 is for the current requirement of Biometric Smart Cards and further addition in quantity shall be informed as and when required. Same rate shall be applicable till the end of contract period. Payment shall be made at the end of the quarter alongwith the AMC. **The initial requirement of R/W Blank Biometric Smart Card is 500 and further addition in quantity shall be informed as and when required. Same rate shall be applicable till the end of contract period.					
		N	O	P		Q = O + P	(R)=(Q)*(N)							
	1	Integration with SAP-HR and existing Payroll System, whenever required	1											
	2	Supply of Blank Mifare SmartCards	1700											
	3*	Preparation and Printing of SmartCard	1200											
	4**	Preparation and Printing of Blank SmartCards	500											
	5	Card holder with Preprinted Lanyard and clip	1700											
6	Installation and Commissioning of Biometric SmartCard readers including data and electrical cable of approx. 200 meters with 3 pin sockets with casing and capping.	12												
				PART-B		Netcash outflow In Rs (S = ΣR)								
TOTAL NETCASH OUTFLOW FOR TOTAL 5 YEARS				In Rs=(Part A + Part B) i.e., (M)+(S)					(In words)					
													(VENDOR SEAL AND SIGNATURE)	