



## WEST BENGAL BOARD OF SECONDARY EDUCATION

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# Tender for Biometric Time Attendance System for various offices of WBBSE.

Tender No. DWC/Estb/BTAS/04/12-13

TENDER DOCUMENT



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**WEST BENGAL BOARD OF SECONDARY EDUCATION**

Nivedita Bhavan, DJ-8, Sector-II, Salt Lake, Kolkata-700091.

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NOTICE INVITING TENDER -SEC A-I

**Biometric Time Attendance System for  
various offices of WBBSE**

**LAST DATE OF SUBMISSION UPTO 14:00 HRS. ON 04-10-12**

Issued to

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**The Secretary,  
West Bengal Board of Secondary Education,  
Nivedita Bhavan, DJ-8, Sector-II, Salt Lake, Kolkata-700091.**

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**Tender Document Price Rs.100 /- (Non-refundable)**

**WEST BENGAL BOARD OF SECONDARY EDUCATION**

## NOTICE INVITING TENDER Sec · A-II

Name of the work : Biometric Time Attendance System for various offices of WBBSE

The description, make and requirement of the items shall be as under :

Sl No	Item	Total Qty	Installation location	Preferred Make
1	Biometric device for Finger print Attendance system with in-built Time and Attendance software	8	*Salt Lake – 4 nos *Park Street -1 no Burdwan – 1 no Medinipur – 1 no North Bengal (Siliguri) -- 1 no  (There might be minor changes in the no of sets depending on actual requirement)	Siemens- Germany Honeywell- USA AES-UK Bioscript – USA Bosch- Germany Supreme- Korea



## WEST BENGAL BOARD OF SECONDARY EDUCATION

NIVEDITA BHAVAN, DJ-8, KARUNAMOYEE, SECTOR-II, BIDHAN NAGAR, KOLKATA-700091

NOTICE INVITING TENDER NO. DWC/Estb/BTAS/04/ 12- 13 DATED :

### NOTICE INVITING TENDER sec - A - i i i

Applications are hereby invited by the undersigned, for the works noted below, from reputed, bonafide & resourceful Electrical contractors having ability & experience of executing similar types of work. Out of the applications received a screening will be made and only those parties qualified, will be issued tender documents. The decision of the board about selection of the agency, irrespective of their status or duration, shall be final and binding.

Tenders are to be submitted in prescribed tender form along with Schedule of items of work, Additional /Special Terms & Conditions, Scope of work, copy of this notice etc. for which petitions are to be submitted to the **Secretary, W.B.B.S.E., Nivedita Bhavan, Bidhan Nagar, Kolkata-91 with the following.**

- I. Documents regarding performance of works in State/Central PWD and other Departments and /or other Public Bodies or in a highly reputed company/multinational for a minimum value of 4.0 lakhs for a single contract & submitting attested copy/copies of the same duly signed by the tenderer.(Only completion certificate/s issued by the department shall be entertained)
- II. Valid and up-to-date Income Tax, VAT and service Tax registration, Professional Tax registration Certificate & submitting attested copies of the same duly signed by the tenderer.
- III. Documents in support of average Annual Turn-over of three times of the contract price or Rs 12.0 lakhs during last 2 financial years (Based on Auditor's report and also IT return)

The above criteria as a guideline for minimum qualification but merely fulfillment of all the criteria shall not automatically qualify an agency as the department may like to pick up the most reputed and experienced agencies of the country.

For any information in item above found incorrect thereafter the tenderer will be liable to penal action like rejection of tender including forfeiture of Earnest Money/Security Deposit by the W.B.B.S.E.

Tenderer, who got the permission, **shall have to deposit the price of Tender Paper at Cash Counter of the Board through challan form, available in the office of the above mentioned Development Work Consultant, W.B.B.S.E.**

2. Along with the tender paper earnest money as mentioned below shall have to be submitted in the form of **Bank Draft/ Deposit at call (on Nationalised Bank) drawn/ properly pledged in favour of "West Bengal Board of Secondary Education"**. Earnest money of successful tenderer will be converted to a part of Security Deposit and that of others will be released in due course, after finalization of the tender, in favour of the agency/ tenderer who purchased & submitted the same with his tender, without any interest, on prayer.

3. Tenderer must go through the tender papers, satisfy himself about the conditions of contract, well acquainted about the site conditions before submitting the tender. Intending tenderers are to quote their rates & amount against each item of work in the schedule of items of work for item rate tender or quote in Lumpsum with a price break-up for different items and submit the same with tender form as applicable and total tendered amount both in figure & words. Tender paper, specification etc. can be seen in the office of the Development Work Consultant,



on all working days during office hours. Authority reserves the right not to issue tender paper to any applicant and not to accept the lowest or any of the tenders.


4. In case of sudden closure of office on any scheduled last date(s) as indicated in this NIT, due to reasons beyond control and understanding, the next working day with the same time will automatically be treated as scheduled Last date(s) & time for the same, if otherwise not notified separately. Receiving of application, sale of tender paper and its subsequent submission will not be allowed beyond the scheduled time & date(s).

5. The right is reserved by the officer inviting this tender to revise or amend the tender documents prior to the date notified for submission of the tender. Such revisions, amendments shall be notified in the form of addendum or corrigendum.

Canvassing is strictly prohibited. **Tenderers shall submit tender papers in a sealed cover with name of the work, N.I.T. No. and name, address and signature of the tenderer on the sealed cover and drop in the tender box, kept in the office of the DWC (or elsewhere as directed by him) within the stipulated date and time and shall be opened in the above mentioned office in presence of intending tenderers. Date of commencement will be reckoned as will be mentioned in the work order.**

6. The Engineer-in-charge for this work shall be the DWC(Dev Work Consultant) or his authorized representative. All pre-tender and post tender technical correspondences and communication are to be made with the DWC.

Name of the work	Earnest Money (Rs)	Price of Tender Paper	Time of Completion
(i)	(ii)	(iii)	(iv)
<b>Biometric Time Attendance System for various offices of WBBSE</b>	<b>20,000.00</b>	<b>1000.00</b>	<b>5 (Five weeks)</b>
<b>(I) Last date &amp; time of receiving application</b>		<b>21-09-12—17:00 Hrs.</b>	
<b>(ii) Last Date &amp; time of sale of Tender Papers</b>		<b>28-09-12—15:30 Hrs.</b>	
<b>(iii) Last date &amp; time of dropping of Tender Papers</b>		<b>04-10-12-- 14:00 Hrs.</b>	
<b>(iv) Date &amp; Time of Opening Tender</b>		<b>04-10-12-- 14:30 Hrs.</b>	

  
**SECRETARY**

W.B.B.S.E.



## SECTION-B

### TERMS & CONDITIONS

#### **B. 1 General Conditions:**

- a) Throughout the Tender document the term “ SUPPLIER” shall mean the successful Tenderer.
- b) The Notice inviting Tender, the Terms & Conditions, and the Specifications etc. will constitute the Tender Document Set.
- c) The Administrator, West Bengal Board of Secondary Education reserves the right to accept or reject any tender offer without assigning any reason, whatsoever the president West Bengal Board of Secondary Education is not bound to accept the lowest price offer.
- d) Current and valid income Tax Certificate ,Service Tax Registration, Sales Tax Clearance Certificate dispensed with Sales Tax registration no.(if any) or VAT and Valid Trade license Certificate should be submitted along with tender: otherwise the quotation would be ignored.
- e) The quoted rates should be inclusive of all taxes.
- f) A tender not confirming to the Terms and conditions and specifications mentioned in the tender documents is liable to be rejected.
- g) The price schedule should reflect all the taxes levied separately . Basic price and taxes to be quoted separately.

#### **B. 2 Earnest Money :**

- a) Earnest Money. (non interest bearing) in the form of Bank Draft/Banker’s Cheque for Rupees Twenty thousand only (Rs.20,000/-) from any Nationalized Bank drawn in favour of West Bengal Board of Secondary Education, payable at Kolkata must be attached with the tender bid.
- b) The Earnest money deposit of unsuccessful Tenderers shall be refunded within three weeks from the date of final acceptance of the Tender.
- c) The Earnest money deposit will be forfeited in case the Tenderer withdraws his offer before finalization of the Tender.
- d) The Earnest money deposit of the successful Tenderer shall be forfeited if he fails to deposit the Security Money within the specified period.
- e) EMD is exempted for NSIC registered SSI Units.Relevant document must be submitted to claim the exemption.



### **B.3. Warranty and post Installation support:**

The successful Tenderer must furnish a warranty for Providing free post Installation Comprehensive support during a warranty period of Two years from the date of successful installation and commissioning.

### **B.4 Annual Maintenance Contract**

- a) Along with the Tender bid the Tenderer must quote charge for comprehensive Annual Maintenance Contract (AMC) applicable after the expiry of the period of warranty.
- b) Any Tender without quote for the AMC shall not be considered.
- c) The AMC shall include cost of transportation & halts of the servicing staff of the SUPPLIER and cost of any components that might require to be replaced in course of clearing faults.
- d) Department reserves the right for third party maintenance after expiry of the warranty period.
- e) The manufacturer/supplier should give undertaking that all component/spares would be made available and comprehensive support will be provided on the whole Biometric time attendance System, for a minimum period of five years.
- f) Comprehensive support will be as specified under Support and post Installation warranty.

### **B.5 Delivery:**

Free of cost delivery to the consignee at the ordered site at Kolkata, Burdwan, Medinipur and Siliguri within four weeks after placement of Purchase Order. Time of completion of entire work including commissioning at all locations will be 5 weeks from the date of issue of order.

### **B.6 Late Delivery Clause:**

In case the SUPPLIER fails to supply the item within specified time frame (as mentioned in item (B.5) a penalty shall be imposed @ 0.5% per week or part thereof of the value of the delayed supply for each week of delay or part there of. Maximum Penalty will be restricted to 10% of the agreed price for the contract and beyond that the Purchase Order shall be treated as cancelled and the security deposit will be forfeited.

### **B.7 Credentials and Pre-Qualifications of the Tenderer:**

- a) Authorized dealership/distribution certificate copy should enclosed. Orders will be placed only to genuine dealer/distributor of respective product.
- b) c) A profile of the bidding firm is to be enclosed in the attached Performa (Section-C)





c) Submission of a tender will bind the tenderer for acceptance of ALL the conditions specified in the tender document. It is understood and agreed that, the Tenderer after careful examination of the Tender Document and Specifications of the tender, has satisfied himself on the various terms, conditions and specifications set out therein, before offering the tender.

d) The bidder should have yearly turnover of Rs. Fifty lakhs for the last financial years. Balance sheet to this respect must be submitted along with the tender offer.

### **B.8 Security Deposit:**

Tenderer shall deposit a sum which is equal to the 5% of the ordered value of the article to the Board in the form of Bank Draft /Bank Guarantee on any Nationalized Bank drawn in favour of West Bengal Board of Secondary Education. EMD shall be refunded after deposit of Initial SD of 5%.

- a) Within 14 days from the date of acceptance of tender (Security Deposit will not carry any interest) with an intimation to the Secretary, WBBSE.
- b) Firm order will be placed within one week after receipt of Security Deposit and on signing of agreement.
- c) Security Deposit will be refunded after two years' of successful installation and commissioning of the system.
- d) Security Deposit will be forfeited for unsatisfactory performance by the supplier.

### **B.9 Price Validity:**

4 months from the date of opening of the price bid.

### **B.10 Payment Schedule:**

90% of the payment will be paid on completion of supply and installation of the items and the rest 10% will be released after satisfactory functioning of 6 months from the date of commissioning. The bills, duly pre-receipted, should be submitted in triplicate along with two copies of signed delivery challans. All payments will be made along with two copies of signed delivery challans. All payments will be made by Cheque in Indian Rupees.

### **B.11 Terms and Conditions regarding submission of Tender:**

- a) The tender document is not transferable.
- b) Tender offer should be kept inside a sealed envelope. This sealed envelope should have to be put in another sealed envelope. Both the inner and outer envelopes are to be sealed with proper sealing wax and shellac. The envelopes should be addressed to: Secretary, West Bengal Board of Secondary Education, Nivedita Bhawan, DJ-8 Salt Lake, Kolkata-700091
- c) All the envelopes containing the Tender offer shall be super scribed "Tender for Supply and Commissioning of Biometric Time Attendance System"
- d) Sealed Tender is to be dropped in the Sealed Tender Box kept in the office of DWC (or any other location as informed at the time of dropping) at 4<sup>th</sup> Floor, Nivedita Bhawan, DJ-8, Salt Lake, Kolkata - 700091



- e) Tender offer must refer to the notice Inviting Tender.
- f) Each page of the Tender offer must be signed by the Tenderer or authorized signatory on behalf of the Tenderer.
- g) Price must be quoted both in figure and words.
- g) The bidder shall quote unit price inclusive of all levy & taxes,packing,forwardingmfreight and insurance etc.
- h) The Tender submitted must not contain any ambiguity. In case of any ambiguity in the price offer, the amount quoted in words shall be considered.
- i) The Price quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- k) The bidder should quote the items prices as per Schedules of Requirements given in section-E
- l) Canvassing in any form is forbidden and will amount to disqualification.
- m) The bidder should give a certificate that none of his/her near relative is working in the units where he is going to apply for the Tender .In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all partners and in case of limited companies by all the directors of the company excluding Govt. of India/Financial Institution nominees and independent non official part time directors appointed by Govt. of India or the Governor of the State.

**Due to breach of these conditions by the companies or firm or any other person the Tender will be cancelled and bid security will be forfeited at any state whenever it is noticed and BSNL will not pay any damage to the company or firm or the concerned person.**

This company or firm or the person will also be debarred for further participation in the concerned unit.

**The format of the certificate to be given is as follows:**

“I \_\_\_\_\_ S/O \_\_\_\_\_  
\_\_\_\_\_ R/O \_\_\_\_\_ hereby certify that none of my relative (s) as defined in the tender document is/are employed in BSNL unit as per details given in tender document .In case at any stage it is found that the information given by me is false/incorrect. WBBSE shall have the absolute right to take any action as deemed fit without any prior intimation to me.

Note:- Near relative includes

1. Member of a Hindu undivided family.
2. They are husband and wife.
3. Anyone related to the other in the manner as father ,mother, son (s) and son’s wife (daughter-in-law),brother (s) and brothers wife,sister(s) and sister’s husband (brother-in-law).



**B. 12 Document to accompany the Tender Offer:**

Attested copies of the following documents:

- a) The Latest Income Tax PAN No. (the original of which may have to be produced by the successful Tenderer before the issue of the firm order)
- b) Latest Sales Tax Registration Certificate.
- c) Original earnest money deposit receipt of Rs.20,000/-
- d) List of Credentials in favour of the Tenderer
- e) Original bids duly signed on each sheet
- f) Valid Trade License
- g) ISO 9001:2000 Certificate (Preferable)
- h) Relevant statutory Certificate
- i) Copy of Balance Sheet showing yearly turnover of Rs.Twelve Lakhs for the last two financial year or thrice the quoted value whichever is lower.
- j) Certificate of non employment of near relatives.

All the bidder or their authorized representatives should be present at the time of opening tender.

**B. 13 Evaluation:**

The tender will be evaluated in two stages. The technical bid will be evaluated first. The financial bids will be opened only for those bids, which are successful in technical evaluation and declared technically responsive.

**B.14 Submission of bids:**

The bids shall have to be submitted in sealed envelop-“One for technical and other for financial”

**B.15 Ordered Quantity:**

The purchaser reserve the right to pace 50% of additional ordered quantity of any item within the price validity period

**B.16 Disputes and Arbitration:**

- a) In the event of any doubt, dispute or differences arising under the Tender Agreement or in connection wherewith except as to matters the decision on which is specifically under the terms and Conditions of this Tender. the same shall be referred to the sole arbitration of the Preident, West Bengal Board of Secondary Education or any other appointed by him as the Arbitrator.
- b) No objection to any such appointment on any ground shall be entertained however, the Arbitrator will not be one who had an opportunity to deal with the matter to which the agreement relates to or that in the course of his duties has expressed his view, on all or any of the matters in dispute or in difference.
- c) The award of the Arbitrator shall be final and binding on the parties.
- d) All incidental expenses in the arbitration proceeding will be borne by the party as directed by the arbitrator.



e) The venue of the Arbitration proceeding will be decided by the Arbitrator, but within the jurisdiction of Kolkata

f) Case against any Award /Awards made by the sole Arbitrator hereunder shall be filled in the concerned Courts in the city of Kolkata only.

### **B.17 Modification or withdrawal of offer**

a) Any bidder can modify, substitute or withdraw his bid after bid submission provided that written notice of such modification of withdrawal is received by designated officer "Prior to the deadline fixed for submission of bids" (i.e. Closure of tender Box). This notice should be in writing and delivered in sealed and marked envelope additionally marked "Modification" or "Withdrawal" and dropped in Tender Box before deadline fixed for submission of bids.

### **B.18 Technical Support and Post Installation warranty**

- a) The bidder should have own in-house software development and customization set-up in Kolkata
- b) The bidder shall have proper office in Kolkata to support and service in Kolkata and other places of West Bengal.
- c) If the After-sales-service is provided by a separate agency/third party, it should either be a Authorised service Centre or certified by the original Equipment Manufacturer (OEM)
- d) Terms and conditions of service support should be mentioned in the offer, the price of AMC to be indicated in the price bid separately.
- e) Trade licence, VAT and Service tax registration to be submitted with the offer.

### **B.19 Agreement**

After receipt of work order an agreement as per proforma shall be signed between the agency and the Board which will contain all the signed tender document including the price bid and all the correspondences . The agreement to be inked on a Non-judicial stamp paper of minimum Rs 20=00 purchased in the name of Secretary, WBBSE.

### **B.20 Training**

On successful commissioning of the entire system, the agency shall impart training for day-to-day operation to a maximum 6 nos of the chosen executive/staff of the board free of cost. In case the training needs outstation visit, the board and lodge has to be arranged by the supplier free of cost. However, the conveyance for the employees would be borne by the board.



**SECTION-C**

**Performa for Tenderer's profile**

**C.1 Information about Tenderer (To be submitted along with the Tender):**

1. Name of the Firm:
2. Registered Address:
3. Contact Phone Number (s):
4. FAX Number:
5. Whether the Firm a :
  - i) Central /StateGovt. Undertaking
6. Sole Proprietary Co. or Partnership Firm/(P) Ltd. Co.
7. Name of Sole Proprietor Or Names of Partners/Directors.
8. Name of Person Authorized to sign Tender bid & negotiate and the capacity in which he is authorized
9. Permanent Income Tax A/C No.
10. Engaged in the Business of Manufacture/Supply of the items since when.
11. Company Profile indicating Level of Expertise available ,with supporting reference (Extra Sheet/s may be attached).
12. Annual Turnover for last two years quantity of work-wise.
  - + in number of executed Work Orders
  - + the Bill Amounts.
13. A list (with full addresses) of prominent organizations where the bidding Firm have undertaken similar suppliers.



## SECTION-D

### **Salient Features of Biometric Fingerprint attendance system**

#### **The Product Feature :**

- Fingerprint reader with durable and highly accurate optical sensor
- 1 –touch 1-second employee recognition
- Capacity to store 2200 templates and 50000 transactions
- No need to enter PINs
- Supports 50 time zones, 5 groups and 10 unlock combinations
- Tamper-proof switch and alarm outputs
- Request-to-exit and alarm contacts
- Operates stand-alone without a computer
- TCP/IP, serial and Wiegand interfaces
- Real time 1 –touch data export to 3<sup>rd</sup> party hosted & non-hosted applications
- Audio-visual indications for acceptance & rejection of valid and invalid fingerprints

#### **Time and attendance Software feature**

- Company/Department/Designation/Creation
- To support Multiple Time Attendance Devices (Fingerprint/RFID/FDBC etc)
- Holiday assignment and Calculation
- Attendance views
- Annual leave assignment and calculation
- Manual attendance entry option
- Access control feature with scheduler and movement report
- Grace period for work Start /End times
- User defined leave types
- Attendance data re-processing
- Automated Late-in/Early-Out calculations
- Monthly leave Entitlement and Balance
- Complex and Rotating shifts
- Overlapping shifts
- Customizable attendance Report
- Daily, Monthly and yearly reports
- Automatic downloading of Data feature
- History of edited data by the user
- Color coded report
- Recycle Bin
- It should be a server client application with required time technology
- Should support multiple database
- User creation with roles and permission
- Supports USB
- Reporting by E mail to the authorized personnel
- Centralised database system
- Enhancement capability to accommodate Payroll and HR software as an future option
- A separate open data base needs to be provided with the table containing user ID, punching date and punching time

**Technical Features**

<u>Particulars</u>	<u>Technical Specifications (Minimum)</u>
1. PROCESSOR	64 Bits
2. Templates	2200
3. Transaction capacity	50,000
4. Sensor	Optical sensor 530 DPI
5. Operation Modes	Finger /Card-(optional)
6. Scanner (Sensor)	High quality optical /Chip Sensor
7. Wiegand signal	Input and output
8. In-built Reader (Optional)	Proximity Card
9. External Reader Port	1 Reader port (26 Bits wiegand ) for Exit
10. Communication Port	RS-485,TCP/IP, USB host
11. Baud rate	9600 bps (Default)
12. Facility Code	8 (3 digit code)
13. Power supply	12 volts DC
14. I/P Voltage range	9 to 24V DC
15. Peak current at 12 V DC	400 ma
16. Operating temperature	Upto 50 degrees Celcius
17. Operating humidity	20% to 95%
18. Access control Interface for	3 <sup>rd</sup> party electric lock, door sensor, exit button
19. Alarm and door bell in access control	Yes
20. Standard function	SMS, DLST, Webserver, Workcode
21. GPRS	Optional and provision should be there to integrate with external GPRS module
22. Anti-Pass Book	Local (Controller wise)
23. No of fingers that can be enrolled in the machine per employee	More than 2 fingers
24. Verification Speed	< 1 Second
25. Quality standard	CE, FCC
26. LCD	16x2 Alphanumeric
27. Keypad	12 Key Numeric Keypad
28. Access/Remote Management System	Yes
29. Reporting/Attendance Software edition	Lite,Classic,Professional and Enterprise etc
30. LCD Messaging	User defined Local/Global/Banner
31. LED/Buzzer	Bicolor LED bar,Multi Bone Buzzer O/P
32. Battery Backup Power Supply	minimum 4-5 hours
33. Optional Functions	ID, Mfare, HID, Scheduled-Bell,9 digit user ID, Self-service query, automatic status switch, Soap,printer

**SECTION - E****PRICE SCHEDULES OF THE REQUIREMENTS**

(Submit separately in an envelop as financial bid)

<b>Sl No.</b>	<b>Item**</b>	<b>Qty</b>	<b>Basic Price</b>	<b>ST</b>	<b>VAT</b>	<b>Any other specify</b>	<b>Total</b>
1.	Biometric Device unit including application software complete	8 Sets					
2.	*Any other (Please specify)						
	GRAND TOTAL						
A	#Comprehensive AMC for one year duration						

The quantities mentioned are indicative. The bidder may modify the same as per their own specification

\*Any other please specify.(may attach a separate sheet) with price break-up

\*\* Department shall have the option to modify the quantities as per requirement

#The Basic AMC rate for one year duration shall be valid for Two years from the date of AMC agreement. Statutory increase/ decrease of Taxes and duties will be adjusted.

Signature of the Contractor