



ISD.OD.No.:

Date:

To

«COMPANY\_NAME\_»

«ADDRESS1»

«ADDRESS2\_»

«CITY»

«PINCODE»

**Sub.:** Quotation for Implementation of Smart Biometric Attendance System at five (5) office location of Surat Municipal Corporation.

Surat Municipal Corporation intends to buy and Implement Smart Biometric Attendance System at five (5) office location of Surat Municipal Corporation details is as per in the format for price bid and in quantity specified thereat. The specifications are as per annexure A and Annexure B. Price quotations are invited so as to reach **The Chief Accountant, Surat Municipal Corporation, Muglisara, Surat 395 003** on or before **16<sup>th</sup> Oct 2017 upto 18.00 Hrs. by R.P.A.D. or Postal Speed Post** only along with the Earnest Money Deposit of **Rs. 2,000/-** by Banker's Cheque or Demand Draft, payable at Surat, in favour of Surat Municipal Corporation. Quotation without Earnest Money Deposit will not be considered. The envelope containing quotation should be properly sealed and super scribed **"Quotation for Implementation of Smart Biometric Attendance System"**

The terms and conditions shall be as detailed below:

1. Prices to be quoted should be inclusive of all Central/State taxes, levies, Transportation, handling charges F.O.R. SMC premises packing, forwarding, transit losses, insurance, loading and unloading and all other breakage, leakage, losses shall be borne by the agency.
2. The prices/charges quoted should also include:
  - a. Cost of necessary power cables, signal cables, connectors, controllers and necessary device drivers.
  - b. The parts not covered under warranty should be clearly mentioned. In absence of any specific mention, all parts will be considered as free replaceable parts.
  - c. Delivery at installation site in SMC's main office or at any other office to be decided by the SMC, within Municipal limit.
  - d. Transit Insurance, Freight and loading, unloading charges up to SMC's site.
  - e. Installation & Commissioning of the Hardware.
3. The offer should be valid for acceptance for a **minimum period of 120 days from the date of opening of the quotations**. If desired by SMC, it will have to be extended for a further period also.
4. The right to reject accepts any/all quotations(s) without assigning any reason thereof is reserved.



5. The SMC may buy full/partial quantity from one/more agency(s) and may split/defer/stagger the order(s)/deliveries. The rates quoted by the agency will be applicable on partial quantity also. The quantity is estimated and may vary around 30 % at the sole discretion of SMC.

**6. Security Deposit**

The successful agency will be required to place Security Deposit @ 5% of the consideration of the Contract by Demand Draft or Banker's Cheque Payable at Surat in favour of Surat Municipal Corporation of any scheduled/nationalised bank within 10 days from the date of notice of award of contact, failing which a penalty @ 0.065% of the amount of security deposit will be imposed for delay of each day. The EMD placed may be considered for conversion towards the security deposit and amount falling short of the required amount shall be payable. No interest shall be paid on **Earnest Money Deposit** and/ or **Security Deposit** placed.

7. In case, the awardee i.e. the selected agency fails to supply specified quantity and quality of goods in time or the performance of such supply/supplies is/are not found up to the mark or found of an inferior quality vis-à-vis specifications, the security deposit will be forfeited at once.

**8. Agreement & Undertaking**

The Awardee i.e. the selected agency will have to enter into an Agreement & Undertaking with SMC for supply of goods and its/their installation, Commissioning etc. on a Rs.100/- stamp paper of Government of Gujarat at the agency's own cost within 10 (ten) days period from the date of Notice of Award. No claims for payments will be entertained without completion of this process.

9. Technical details of goods to be supplied shall be submitted along with the quotation.

10. It shall be noted that the lowest rate(s)/price(s) will not be the sole criterion for accepting quotation for any of the goods but emphasis will be given to the quality of the products and even the readiness to offer innovative technology thereof.

11. Any offer/quotation not meeting the terms and conditions mentioned hereinabove will be liable for rejection without assigning any reason thereof.

12. The successful agency shall deliver, install and commission the goods as detailed in this quotation within **14 days** from the date of the Work/Purchase order. A penalty of 0.2% of the consideration of contract for a particular item will be charged for delayed supply and installation for delay of each day thereafter.

13. The agency shall extend all the benefits to the SMC such as free samples of products, materials, goods, articles including any kind of discount, rebate, commission, incentives normally offered to any other buyer in the form of gift or otherwise as part of the sales promotion scheme(s). If any such sales promotion scheme(s) is /are already launched for the product and is/are in force while the quotation process is on, mention of details of such scheme(s) must be made explicitly in the offer.

14. The liability as to any damages and/or loss otherwise to any movable or immovable properties, assets during loading, unloading or otherwise during the period of supply, whether knowingly or



unknowingly done or occurred shall be made good forthwith to the SMC by the Awardee agency upon a communication made therefore.

15. The contract shall be governed by the Laws in India and shall be subject to the jurisdiction of Surat.
16. The agency **must** submit manufacturer or authorised distributor/ dealer/ channel partner/ service partner certificate of the hardware quoted and GST Registration Certificate.
17. Quotation once filled in, submitted shall not be allowed to be withdrawn till the validity of the bid remains in force or else the EMD shall be liable for forfeiture. The agency is expected to examine the Quotation Document carefully. Failure to furnish all information required as per the Quotation Document may result in the rejection of the bid.
18. The agency will be bound by the details furnished by him/her to SMC, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the agency is found to be legal action besides termination of contract.
19. All goods to be supplied shall be of specified or higher technology/version. The SMC or its representative shall have the right (if it so desires) to test the goods to ascertain their conformity to the specifications. The SMC shall notify to the agency for this purpose & nature.
20. On commissioning of the product, the successful agency shall ensure maximum uptime for the product/service during warranty period. The call must be attended within 2 working hours and problem to be resolved within 6 working hours of reporting by either repairing or replacing the Switch/Hardware with same or higher configuration in case of product replacement is required. Failing which a penalty as per below mentioned rate will be deducted from the amount payable and/or security deposit for each day of downtime.

Delay >6 Hrs. to 3 working days	Penalty at 0.5% of the product cost per day
Delay beyond 3 working days	Penalty at 1% of the product cost per day

21. **Payment:** SMC will not make any advance payment. Payment will be made once the ordered products are delivered and implemented. The Security Deposit will be released only after the successful completion of the minimum warranty period.

**Payment Schedule:**

**For item no. 1 to 3**

- 80% after successful installation and commissioning
- 10% after six month of the successful rollout of project
- 10% on completion of 1<sup>st</sup> year of warranty

22. **Application Hosting:** The Time Attendance system shall be hosted in SMC data center. SMC will provide the server to host the application and database. The selected bidder shall be required to install and configure the required database. The integrated data from all Attendance Devices



installed at various location should be available in a central database on a central server located at SMC datacenter i.e. all devices/application components should use a central database to store data. The data should be stored in such a way that whenever required it can be queried and made available in report format. The data should be stored in such a way that whenever required it can be queried and made available in report format.

23. **Network Connectivity & Support:** SMC will provide the necessary networking support at the Datacenter to connect the central database within SMC intranet and internet.

At the respective sites, SMC will provide the space for mounting the devices, power supply and the network connectivity. The solution must support the connection with the central server on real-time using the intranet or internet (with or without fixed IP) without repeated changes at client side.

24. **GST Clause:**

- GST (Goods & Service Tax) has come in existence from 1st July, 2017. Contractor/Successful Bidder is bound to pay any amount GST prescribed by the Govt. of India as per the terms of Contract agreed upon during the course of execution of this Contract.
- During the course of execution of Contract, if there is any change in Rate of GST (Goods & Service Tax) by the Government, the same shall be reimbursed/recovered separately by SMC, subject to the submission of Original Receipt/Proof for the amounts actually remitted by the Successful Tendered/Contractor to the Competent Authority along with a Certificate from Chartered Accountant of Contractor/Successful bidder certifying that the amount of GST paid to the Government and the same shall be intimated/submitted/claimed within 30 (Thirty) Days from the date of payment. Remittance of GST within stipulated period shall be the sole responsibility of the Successful bidder/contractor, failing which, SMC may recover the amount due, from any other payable dues with SMC and decision of Municipal Commissioner shall be final and binding on the Contractor/Successful Bidder in this regard. Further the non- payment of GST to the Government may lead to the termination of contract and forfeiture of Security Deposit/Performance Guarantee Amount.
- If imposition of any other new Taxes/Duties/Levies/Cess or any other incidentals etc. or any increase in the existing Taxes/Duties/Levies/Cess or any other incidentals etc. (excluding GST) are imposed during the course of the contract, the same shall be borne by the Contractor/Successful Bidder Only, in no case SMC shall be liable for the same.
- The contractor will submit the invoice to the SMC having GSTIN of SMC mentioned therein and taxes shall be shown separately on the face of the invoice so as to claim as ITC by SMC.

With regards,

Sd/-  
Deputy Commissioner  
Surat Municipal Corporation

### Quotation for Implementation of Smart Biometric Attendance System

<b>Item No.</b>	<b>Description</b>	<b>Make &amp; Modal</b>	<b>Delivery Period</b>	<b>Quantity</b>	<b>Unit Rate (w/o Taxes)</b>	<b>Amount (w/o Taxes)</b>	<b>GST (%)</b>	<b>Amount inclusive of all taxes</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G= E*F</b>	<b>H</b>	<b>I= G*(100+H)%</b>
I.	<b>Biometric Devices Type A</b> as per Technical Specification in <b>Annexure A</b> including installation charge with 1 year warranty			3 nos.				
II.	<b>Biometric Devices Type B</b> as per Technical Specification in <b>Annexure B</b> including installation charge with 1 year warranty			3 nos.				
III.	Time Attendance Software System			1 nos.				
<b>Total</b>								

Name :

Company stamp :

Place :

Date :

Signature of Authorized Person

Designation :

## Annexure A

#	Feature	Descriptions
1.	Authentication Method	Biometric authentication based of face recognition, finger print recognition, Card, Password and combinations (configurable) with the following priority <ol style="list-style-type: none"> <li>1. Face</li> <li>2. Finger</li> <li>3. Card</li> </ol>
2.	Processor	1GHz Processor or better for fast processing.
3.	Display	- Screen Size – 3.5” Touch Screen Colour Display
4.	Memory	<ul style="list-style-type: none"> <li>- Memory to store up to 1,000 Face and 2,000 Fingerprints on terminal itself.</li> <li>- Device Memory: RAM – 1 GB</li> <li>- Memory to store minimum 1,00,000 transaction logs along with min 4,000 picture logs</li> </ul>
5.	Communication	<ul style="list-style-type: none"> <li>- Built-in wired Ethernet connectivity</li> <li>- Protocol support DHCP/SSL/IPv4</li> <li>- Connectivity using direct SIM card / USB Dongle preferred</li> <li>- Built-in Wireless connectivity with wifi preferred</li> <li>- Device must be capable to communicate with the central server (with fixed IP) through intranet/internet without fixed IP</li> </ul>
6.	Camera	<ul style="list-style-type: none"> <li>- Built-in 1.3 MP camera with IR sensor</li> <li>- It should read a face in 0 lux conditions means extreme dark environments and even with considerable background light of 20,000 lux.</li> </ul>
7.	Fingerprint Scanner	<ul style="list-style-type: none"> <li>- 500 dpi optical sensor</li> <li>- Minimum sensor area 13 mm X 15 mm</li> </ul>
8.	Keypad	Touch screen based

9.	RF Card Reader	<ul style="list-style-type: none"> <li>- High Frequency Contactless Smart Card Reader</li> <li>- Read Range: Up to 10 cm.</li> <li>- Capability to read MIFARE RFID Card</li> <li>- The protocol of data from the reader shall be an open format and non-proprietary.</li> </ul>
10.	Authentication mode & speed	<ul style="list-style-type: none"> <li>- System should be able to perform in 1:1 and 1:n authentication modes. <ul style="list-style-type: none"> <li>o For 1:1 mode: &lt; 1 second</li> <li>o For 1:n mode: &lt; 4 second</li> </ul> </li> </ul>
11.	FRR / FAR for Face & Finger Recognition	FRR – 0.1% or better / FAR – 0.001% or better
12.	Operating Temperature	Temp. 0 degree to 45 degree
13.	Indicator	<ul style="list-style-type: none"> <li>- Indication through Sound and Display</li> <li>- Sound (24 bit). Sound should be audible to the users even after placement of the protective enclosure.</li> <li>- Provision to provide a unique tone for various status conditions such as successful attendance marking / failure to mark attendance, etc.</li> <li>- Appropriate visible display message should be shown based on the event type.</li> <li>- The display and sound should be synchronised.</li> <li>- In case of failure to read the face, the system should show appropriate message for marking attendance through finger and subsequently card and pin.</li> </ul>
14.	Support for backup	<ul style="list-style-type: none"> <li>- Support for data export/import/backup on external media using USB or MicroSD/SD/etc. card</li> </ul>
15.	Certificates	<ul style="list-style-type: none"> <li>- CE / FCC / ROHS Certifications</li> </ul>
16.	Security	<ul style="list-style-type: none"> <li>- Ability to detect live face and live fingerprint</li> <li>- Device must ensure that the person marking the presence is actually present.</li> <li>- Attendance should not be marked using image / video</li> <li>- Attendance should not be marked using fake fingerprints made of Rubber, Silicon, Gel, etc.</li> </ul>
17.	Template on Card	Device should support the Template on card feature by reading the face or finger templates stored on card & comparing the same at the time of marking of presence, in case the template is not stored locally on the device.

18.	Enrolment	Enrolment by capturing face template and template of two(2) fingers for each employee
19.	Software/firmware updates	<ul style="list-style-type: none"> <li>- All software/firmware updates to be provided free of cost during the contract period.</li> <li>- There should be provision to update the software/firmware from the central console.</li> </ul>
20.	Other features	The download punch information of employees from the readers should be transferred to the central server in real-time.
21.	Other features	<p>To capture picture of authorized or unauthorized users &amp; transfer the same to server on real time basis w/o any delay unless network is down.</p> <p>The device should have full functionality in off-line mode. It should be able to send all events once connectivity is re-established (employees must be able to punch in/out for shift, break, entry, exit, etc. while device is offline).</p>
22.	Other features	The device must have built-in real-time clock and the same should be in sync with the server time.
23.	Other features	The reader should be rugged and should be capable to operate in diverse office/working environment. It should be capable to work 24*7; it should be built within a tamper proof rugged body to make it more secure and rodent proof; device must be strong enough to sustain shock/drops from table heights etc.
24.	Power Supply	The device shall come with India style power plug and should work in standard power supply condition (230 V single phase power supply).

## Annexure B

#	Feature	Descriptions
1.	Authentication Method	Biometric authentication based of face recognition, finger print recognition, Card, Password and combinations (configurable) with the following priority  <ol style="list-style-type: none"> <li>1. Face</li> <li>2. Finger</li> <li>3. Card</li> </ol>
2.	Processor	1GHz Processor or better for fast processing.
3.	Display	- Screen Size – 3.5” Touch Screen Colour Display
4.	Memory	- Memory to store up to 500 Face and 1,000 Fingerprints on terminal itself. - Device Memory: RAM – 512 MB - Memory to store minimum 50,000 transaction logs along with min 2,000 picture logs
5.	Communication	- Built-in wired Ethernet connectivity - Protocol support DHCP/SSL/IPv4 - Connectivity using direct SIM card / USB Dongle preferred - Built-in Wireless connectivity with wifi preferred - Device must be capable to communicate with the central server (with fixed IP) through intranet/internet without fixed IP
6.	Camera	- Built-in 1.3 MP camera with IR sensor - It should read a face in 0 lux conditions means extreme dark environments and even with considerable background light of 20,000 lux.
7.	Fingerprint Scanner	- 500 dpi optical sensor - Minimum sensor area 13 mm X 15 mm
8.	Keypad	Touch screen based
9.	RF Card Reader	- High Frequency Contactless Smart Card Reader - Read Range: Up to 10 cm.

		<ul style="list-style-type: none"> <li>- Capability to read MIFARE RFID Card</li> <li>- The protocol of data from the reader shall be an open format and non-proprietary.</li> </ul>
10.	Authentication mode & speed	<ul style="list-style-type: none"> <li>- System should be able to perform in 1:1 and 1:n authentication modes. <ul style="list-style-type: none"> <li>o For 1:1 mode: &lt; 1 second</li> <li>o For 1:n mode: &lt; 4 second</li> </ul> </li> </ul>
11.	FRR / FAR for Face & Finger Recognition	FRR – 0.1% or better / FAR – 0.001% or better
12.	Operating Temperature	Temp. 0 degree to 45 degree
13.	Indicator	<ul style="list-style-type: none"> <li>- Indication through Sound and Display</li> <li>- Sound (24 bit). Sound should be audible to the users even after placement of the protective enclosure.</li> <li>- Provision to provide a unique tone for various status conditions such as successful attendance marking / failure to mark attendance, etc.</li> <li>- Appropriate visible display message should be shown based on the event type.</li> <li>- The display and sound should be synchronised.</li> <li>- In case of failure to read the face, the system should show appropriate message for marking attendance through finger and subsequently card and pin.</li> </ul>
14.	Support for backup	<ul style="list-style-type: none"> <li>- Support for data export/import/backup on external media using USB or MicroSD/SD/etc. card</li> </ul>
15.	Certificates	<ul style="list-style-type: none"> <li>- CE / FCC / ROHS Certifications</li> </ul>
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