



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117

No: Kdh(M)/490/15,

Date: 29.10.15

**QUOTATION FOR SUPPLY, INSTALLATION & COMMISSIONING OF
BIOMETRIC FINGERPRINT ATTENDANCE SYSTEMS AT KHARDAH MUNICIPAL OFFICE**

In connection to the **supply, installation & commissioning of Biometric Fingerprint Attendance Systems at Khardah Municipal Office with the provisional capacity of maximum 1,000 nos. of employees strength (regular, contractual & seasonal) in three (03) shifts**, as per the administrative decision from the **Chairman-in-Council Meeting, Dated: 02-07-2015, vide Resolution No.13**; quotations in sealed covers are hereby invited from reputed, reliable and resourceful Vendors/ Manufacturers/ Agencies/ Resellers/ Service Provider, especially have the sufficient potentiality and experience of the above mentioned work according to the techno-commercial requirement specifications and all others eligibility criteria as well as the terms & conditions, as furnished in the **Terms of Reference (ToR)**, enclosed herewith.

The quotations should be dropped at the Tender Box of the Front Office, Khardah Municipality, addressed to The Chairman, Khardah Municipality, B. T. Road, Khardah, Kolkata - 700117 **under sealed covers**, clearly marked as "**Quotation for Supply, Installation & Commissioning of Biometric Fingerprint Attendance Systems at Khardah Municipal Office**" along with our **Quotation No. and Date** within the stipulated time frame, mentioned below. The Municipality does not bind itself to accept the lowest quotation and resume the exclusive right of accepting / rejecting any quotations or part thereof without showing any reasons.

- Sealed quotations will be received up to **12:00 P.M. on 17 – 11 – 2015.**
- Sealed quotations will be open at **03:00 P.M. on 17 – 11 – 2015.**

Taposh Paul
(TAPOSH PAUL)
Chairman
Khardah Municipality
Chairman
Khardah Municipality



This Page is Intentionally Left Blank



ToR for Biometric Fingerprint Attendance Systems

The ToR for **Supply, Installation & Commissioning of Biometric Fingerprint Attendance Systems at Khardah Municipal Office**, are furnished below --

ELIGIBILITY CRITERIA

- a. The quotationer should be a Registered Firm or Partnership Firm or a Company registered under the Companies ACT and should be in this Business of providing technical assistance in respect of the particular project for a period of 5 years.
- b. The quotationer should provide the proof / certification of experience in implementation of at least two similar type of projects, with an order value of a minimum of Rs. 50 thousand in the last 3 yrs as on 31st March 2015.
- c. The quotationer should have been associated with the Indian central/ state government/ public sector undertaking/ autonomous bodies in implementation of at least three nos. of similar projects as mentioned in Terms of Reference.
- d. The quotationer must be a national or a juridical entity from this country of India. All partners to a joint venture shall be from an eligible source country, and the joint venture shall be registered in this country of India. All goods and services shall originate from eligible source countries. In the case of plant and equipment, this eligibility test is applied only to the finished product offered in the bid and to its major and clearly identifiable components.
- e. During the evaluation process, this Municipality reserves the right, to request additional information or clarification from the quotationers. Such request and response to the same shall be purely of a clarifying nature, with no impact on the substantive content, quality or cost of the services offered.
- f. The final decision would be based on the technical capacity and pricing. Khardah Municipality does not bind itself in selecting the firm offering lowest prices.
- g. The quotation documents should be submitted neatly and all corrections, over-typing should be attested with the company seal.
- h. The Quotation Document should containing authorized signatures & seal on all the pages.
- i. Copies of at least two / three work orders in relation to the above type of work done during the last three years along with certificates of satisfactory completion from the clients.
- j. Khardah Municipality reserves the right to reject any or all the quotations without assigning any reason to relax or waive any of the conditions stipulated in the terms and conditions as deemed necessary in the best interest of this Municipality itself as well as Government of West Bengal for good and sufficient reasons.



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117

- k. Khardah Municipality will not pay any increase in duties, taxes and surcharges on account of any revision by the Government after expiry of the stipulated delivery period in the work Order.
- l. **Arbitration** In case of any dispute, the matter will be referred to an Arbitrator under "Arbitration and Conciliation Act 1996". The arbitration shall be held in Kolkata only and the Courts at Kolkata only shall have jurisdiction in relation thereto.
- m. **Proposer** hereinafter mentioned as **Quotationer** is responsible for establishing the status of the services for the purposes of any Tax liability. Any relevant Tax arising out of the said project before or after the completion of the project itself which is being the part and parcel of this quoted documents, in this circumstances, this Office of the Municipal Councillors of Khardah shall not be liable to pay any such amount over and above the total cost which is being proposed hereinafter mentioned as quoted by the quotationer for and which as a whole constitutes the proposal/ quoted documents.

GENERAL INFORMATION FROM THE QUOTATIONER(S)

1. Name of the company
2. Type of the company
3. Address with telephone nos. and FAX no. of the company
4. Email address of the company
5. website of the company
6. Contact person's name and designation with mobile nos.
7. Date of incorporation of the company
8. Number of similar work successfully undertaken since inception of the company (with supporting evidence)
9. All the pages in the quotation documents submitted must bear with authorised signature and office seal of the quotationer(s)
10. The profile of the company

FINANCIAL INFORMATION FROM THE QUOTATIONER(S)

TURNOVER OF THE COMPANY				Net Worth of the Company as on 31 st March 2015
FY 2012-13	FY 2013-14	FY 2014-15	Average of last 3 FYs	



THE REQUIREMENT SPECIFICATION

01	<p>Entire Electrical Work for the Required Systems :</p> <ul style="list-style-type: none"> ✓ Supplying and Laying of 20mm PVC Pipe / Casing with other necessary fittings viz. Bends, Couplers, Joint Boxes, etc. ✓ Supplying and Laying of Electrical Cable along with other necessary fittings, etc. ✓ Supplying and Fixing of 15A, 5Pin Complete Socket cum Switch and MCB with suitable Front Plate & Back Box along with other necessary fittings, etc. ✓ Supplying & Commissioning of ISI std. Branded Spike Guard with required chord length. ✓ Supplying & Commissioning of 1100-VA Branded UPS System (APC / Emerson).
02	<p>Entire LAN Work for the Required L Systems :</p> <ul style="list-style-type: none"> ✓ Supplying and Laying of 20mm PVC Pipe / Casing with other necessary fittings viz. Bends, Couplers, Joint Boxes, etc. ✓ Supplying and Laying of CAT6e Type LAN Cable along with other necessary fittings, etc. ✓ Supplying & Installation of 10/100/1000 Based 08-Port Branded Unmanaged Network Switch with suitable Enclosure / Rack. ✓ Supplying of Hand Made Patch Chord with both end termination of RJ-45 Connectors.
03	<p>Supplying, Installation and Commissioning of Biometric Fingerprint Attendance System with Integrated Software System :</p>
04	<p>Installation, Testing and Commissioning for one complete job at your doorstep including Fingerprints Registrations with Complete Software Testing & Training :</p>
05	<p>Providing three (03) years on-site comprehensive replacement warranty / necessary service delivery with operation and maintenance after successful supply, installation and commissioning of the entire systems :</p>

THE KEY FEATURES TO CONSIDER A VENDOR FOR BIOMETRIC FINGERPRINT ATTENDANCE SYSTEM

(1) **Make with Model No. :**

(2) **Product Information :**

- Size & Weight of the Device :
- Card Reader Facility (Optional) :
- In-built Battery Backup Facility (Optional) :
- Other Relevant Information of the Device :

(3) **Technical Specification :**

- User Fingerprint Capacity :
- DPI of the Fingerprint Sensor :



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117

- Storage Capacity of Transaction Records :
- Data Communication Facilities :
- Finger Recognition Speed :
- Fingerprint Verification :
- Fingerprint Sensor Area :
- Other Relevant Information :

(4) Integrated Software Specification :

- Software (LAN Based Front-End & Back-end Support) :
- Software Access Control (Admin with Multiple Users) :
- Software Report Formats (PDF and Export to XL) :
- Facility to generate flawless 03 Shift Reports
- Standard Types of Reports in Auto-Printable Size :
- Operational User Guide (Audio-Visual / Bi-Lingual) :
- Other Key Features of the Integrated Software :

(5) Detailed System & Process Architecture :

(6) Training & User Manuals Covers :

(7) Software & Hardware Support Covers :

(8) Operation & Maintenance Covers :

(9) Any Other Additional Offers From The Vendor :

NEGOTIATIONS WITH THE SUCCESSFUL QUOTATIONER

This Khardah Municipality reserves the exclusive right to further negotiate with the Successful quotationer. While negotiating, the following aspects may be considered:

- Lowest price quoted upon the maximum nos. of items furnished in the BOQ
- Further reduction in total charges for undertaking the Work
- Advancing the delivery schedule and delivery of additional services

SECURITY DEPOSIT

An amount of 10% of the Bill Value of Schedule --1 and 2 from the BOQ, which will be kept as a “**Security Deposit**” and will release after 1st year successful running of the entire systems.



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117

SCHEDULE OF PAYMENT

Sl. No.	Percentage (%) of Payments	Conditions / Events
1	0%	No Advance payment shall be made.
2	80% of the Negotiated Bill Value of Schedule: 1 and 2 from the BOQ	On successful delivery, installation and commissioning of the Biometric Fingerprint Attendance System along with the required necessary electrification, power backup function and necessary LAN work of the entire systems of which the " Completion Certificate " (Original, Duly sealed & signed) is to be obtained from this municipal authority. The bills for payment would only be raised after that.
3	10% of the Negotiated Bill Value of Schedule: 1 and 2 from the BOQ	After proper installation and commissioning the entire systems, wherever required and verification thereof at respective locations and successful performance for at least 03 months places of installation. It is essential to have the " No Complaint Certificate " (Original, Duly sealed & signed) from this municipal authority regarding performance / shortcoming of the entire installed systems.
4	10% of the Remaining Bill Value of Schedule: 1 and 2 from the BOQ	Release of remaining 10% of the Bill Value of Schedule--1 and 2 from the BOQ which is kept as " Security Deposit " after 1 st year successful running of the entire systems.
5	50% of the Negotiated Bill Value of Schedule: 3 from the BOQ	After successful running and also issuing the " 2nd Year No Complaint Certificate " (Original, Duly sealed & signed) from this municipal authority regarding performance / shortcoming of the entire installed systems at the end of the 2 nd Year Operation and Maintenance.
6	50% of the Remaining Bill Value of Schedule: 3 from the BOQ	After successful running and also issuing the " 3rd Year No Complaint Certificate " (Original, Duly sealed & signed) from this municipal authority regarding performance / shortcoming of the entire installed systems at the end of the 3 rd and Final Year Operation and Maintenance.

*** Note:** Remittance Charge on payment made (if any) shall be borne by the qualified quotationer only.

Taposh Paul
 (TAPOSH PAUL)
Chairman
Khardah Municipality
Cha..man
khardah Municipality



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117

BOQ FOR STATED WORK FOR THE ULB of KHARDAH MUNICIPALITY

Sr. No.	Item Description	Make	Model	Unit	Qty	Unit Rate (Rs.)
1	Supplying and Laying of 20mm Dia PVC Pipe / Casing for Electrical Wiring with other necessary fittings viz. Bends, Couplers, Joint Boxes, etc.	ISI Std.		Mtr.		
	(a) Supply					
	(b) Labour					
	(c) Operation and maintenance cost for 2 nd & 3 rd year					
	Total Cost (a + b + c)					
2	Supplying and Laying of 20mm Dia PVC Pipe / Casing for LAN Cabling with other necessary fittings viz. Bends, Couplers, Joint Boxes, etc.	ISI Std.		Mtr.		
	(a) Supply					
	(b) Labour					
	(c) Operation and maintenance cost for 2 nd & 3 rd year					
	Total Cost (a + b + c)					
3	Supplying and Laying of Electrical Cable along with other necessary fittings, etc.	Finolex/ Havells		Mtr.		
	(a) Supply					
	(b) Labour					
	(c) Operation and maintenance cost for 2 nd & 3 rd year					
	Total Cost (a + b + c)					
4	Supplying and Laying of CAT6e Type LAN Cable along with other necessary fittings, etc.	D-link/ Digi-Ink		Mtr.		
	(a) Supply					
	(b) Labour					
	(c) Operation and maintenance cost for 2 nd & 3 rd year					
	Total Cost (a + b + c)					
5	Supplying and Fixing of 15A, 5Pin Complete Socket cum Switch and MCB with suitable Front Plate & Back Box along with other necessary fittings, etc.	Anchor/ Pritam/ Havells		Nos.		
	(a) Supply					
	(b) Labour					
	(c) Operation and maintenance cost for 2 nd & 3 rd year					
	Total Cost (a + b + c)					
6	Supplying & Commissioning of ISI Standard Branded Spike Guard with required chord length.	Branded		Nos.		
	(a) Supply					
	(b) Labour					
	(c) Operation and maintenance cost for 2 nd & 3 rd year					
	Total Cost (a + b + c)					



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117

7	Supplying & Commissioning of 1100-VA Branded UPS System (APC / Emerson).	APC / Emerson		Nos.		
	(a) Supply					
	(b) Labour					
	(c) Operation and maintenance cost for 2 nd & 3 rd year					
	Total Cost (a + b + c)					
8	Supplying & Installation of 10/100/1000 Based 08-Port Branded Unmanaged Network Switch with suitable Enclosure / Rack.	Cisco / D-Link		Nos.		
	(a) Supply					
	(b) Labour					
	(c) Operation and maintenance cost for 2 nd & 3 rd year					
	Total Cost (a + b + c)					
9	Supplying of Hand Made Patch Chord (2 Mtr. / 5 Mtr.) with both end termination of RJ-45 Connectors.	D-link/ Digi-Ink		Nos.		
	(a) Supply					
	(b) Labour					
	(c) Operation and maintenance cost for 2 nd & 3 rd year					
	Total Cost (a + b + c)					
10	Supplying, Installation and Commissioning of Biometric Fingerprint Attendance System with associated accessories / KIT including the integration of the corresponding Software System along with the Installation, Testing and Commissioning for one complete job at your doorstep including Fingerprints Registrations with Complete Software Testing & Training with supply of User Manuals.	LOT		Nos.		
	(a) Supply					
	(b) Labour					
	(c) Operation and maintenance cost for 2 nd & 3 rd year					
	Total Cost (a + b + c)					
Schedule 1:				Total Material Supply Cost		
Schedule 2:				Total Labour Cost		
Schedule 3:				Total Operation and Maintenance Cost for 2nd and 3rd Year		
GRAND TOTAL (In Rs.) →						
(GRAND TOTAL IN WORDS)						



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117

TERMS & CONDITIONS

- a) The quotationer(s) should be a Registered Company and the Quotation submitted should also contain photocopies of certificates of CST / Local Taxes, VAT Registration Certificates, I. Tax Clearance Certificates, Property Tax Clearance Certificates, Company's PAN Card, Current Trade License Certificates, Other Essential Credentials (if any), etc.
- b) The quotationer(s) preferably have the International Standard certification in information security (ISO 27001 : 2005), Quality management system (ISO 9001 : 2008).
- c) The rate offer on the quoted items should be inclusive of all shorts of taxes & duties, delivery, installation and other charges, if any.
- d) The quotationer to be awarded for L1, should quoted the lowest price in all the categories in the Item Description, as furnished in the BOQ. Otherwise, this municipal office has the every right to negotiate the price with the qualified quotationer(s) who has been quoted the lowest price for the maximum numbers of categories in the Item Description from the BOQ.
- e) The quotationer to be awarded for L1, should bring all necessary equipments & machinery, required manpower, etc for execution the said job with their own cost and liabilities.
- f) The quotationer to be awarded for L1, should successfully complete the entire job within the next 30 nos. of working days from date of receipt of the work order within the normal office hours, except holidays. The failure of the same may **penalised for the deduction of @2% of the negotiated bill value of Schedule: 1 & 2 as furnished in the BOQ for each day delayed service delivery.**
- g) The quotationer to be awarded for L1, should provide necessary training along with the soft copy / hard copy training manuals to the employees of the Khardah Municipal Office at free of cost after successful implementation of the system. The training date will be informed to the L1 Vendor after issuing the "**Completion Certificate**" from this municipal office.
- h) The payment will be made as per the "**Schedule of Payment**", as furnished in this ToR.
- i) The Quotationer to be awarded for L1, should provide **on-site comprehensive replacement warranty / necessary service delivery of the entire systems for the next three (03) years**, of which the first one (01) year will be at free of cost for and the next two (02) years will be at the vendor's quoted price for operation and maintenance cost as accepted / negotiated, as mentioned in the BOQ, from the date of issuing the "Completion Certificate" from this municipal authority.
- j) The L1 Quotationer to be awarded for work order, should attend and provide necessary support and service delivery on each complaint received within 24 HRS (Verbal / Written / Mail), as and when required during first year principal warranty period as well as the next two years AMC period at free of cost as mentioned in the BOQ, furnished in this document.
- k) The Quotationer(s) should confirm the acceptance of all the 'Terms and Conditions' relating to payment terms, delivery, validity etc. furnished in the tender notice. Offer by quotationer(s) not conforming to the tender's terms and conditions explicitly will be rejected.

Taresh Paul

(TAPOSH PAUL)
Chairman
Khardah Municipality



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117

:- ANNEXURE :-

Annexure – I

PROFORMA for Details of the Similar types of the Projects ((Use separate tables for each project)

Sl. No.	Item	Details
General Information		
1.	Customer Name / Government Department	
2.	Name of the Project	
3.	Name of the Contact Person and Contact details for the project	
Project Details		
4.	Start Date / End Date	
5.	Current Status (work in progress, completed ¹)	
6.	Contract Tenure / Maintenance	
Size of the project		
7.	Order Value of the project	
8.	Total Cost of the services provided by the Quotationer	
Description of the services provided by the Quotationer (Please furnish in details)		
Please provide testimonials and certificates from customer in support of the project completion & experience:		



Annexure – II

CV's of the Project Team

Give the profiles of key people / core members who will be involved in the assignments. This should consist of one Project Manager and one Key Consultant at least, who will carry out the major tasks, having relevant experience and domain expertise.

Sl. No.	Item	Details
1.	Name	
2.	Contact Nos.	
3.	Email IDs	
4.	Current Job Designation	
5.	Role In Current Project	
6.	Whether Primary / Secondary	
7.	Experience In Yrs.	
8.	Number of Years with This Organization	
9.	Current Job Responsibilities	
10.	Summary of Professional / Domain Experience	
11.	Highlights of Similar Types of Assignments Handled and Significant Accomplishments	
12.	Educational Background, Training / Certifications	



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117

Annexure – III**MEASUREMENT SHEET**

ULB Name : KHARDAH MUNICIPALITY

Address : Office Of The Municipal Councilors Of Khardah, Khardah Municipal Office,
21, B. T. Road, Khardah, North 24-Parganas, Kolkata – 700 117.

Vendor Name:

Address:

Contact Person name:

Contact No.:

Date:

Sr. No.	Job Details	From (Location)	To (Location)	Make	Unit	Measurement (Mtrs)
1	20mm PVC Conduit Laying	Location F1	Location T1		Mtr.	
		Location F2	Location T2		Mtr.	
			Mtr.	
		Location Fn	Location Tn		Mtr.	
2	CAT6e Cable Laying	Location F1	Location T1		Mtr.	
		Location F2	Location T2		Mtr.	
			Mtr.	
		Location Fn	Location Tn		Mtr.	
3	Electrical Cable Laying	Location F1	Location T1		Mtr.	
		Location F2	Location T2		Mtr.	
			Mtr.	
		Location Fn	Location Tn		Mtr.	
Vendor Signature with Seal		ULB Personnel / IT Coordinator Signature with Seal			Chairman Signature with Seal	
Name:		Name:			Name:	
Date:		Date:			Date:	

*** Please note, that for inspection of the relevant locations and necessary measurement guidelines, you are requested to contact Sri Pranab Bhattacharjee, Executive Officer or Sri Subrata Chakrabarty, Office Superintendent and Sri Kaushik Kr. Ray, I. T. Coordinator, during the office hours between 02:30pm and 04:30pm, except our official holidays.**



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117

Annexure – IV

MATERIAL SUPPLY SHEET

ULB Name: KHARDAH MUNICIPALITY

Address : Office Of The Municipal Councilors Of Khardah, Khardah Municipal Office,
 21, B. T. Road, Khardah, North 24-Parganas, Kolkata – 700 117.

Vendor Name:

Address:

Contact Person name:

Contact No.:

Date:

Sr. No	Details of supply	MAKE	Unit	Total Qty
1	20mm Dia PVC Pipe / Casing for Electrical Wiring			
2	20mm Dia PVC Pipe / Casing for LAN Cabling			
3	ISI Std. Branded Electrical Cable (Havells / Finolex)			
4	ISI Std. Branded CAT6e Type LAN Cable (D-Link / Digi-Link)			
5	15A, 5Pin Complete Socket cum Switch and MCB with suitable Front Plate & Back Box			
6	ISI Standard Branded Spike Guard with required chord length			
7	1100-VA Branded UPS System (APC / Emerson)			
8	10/100/1000 Based 08-Port Branded Unmanaged Network Switch with suitable Enclosure / Rack (Cisco / D-Link)			
9	Patch Chord with both end termination of R-J45 Connector			
	(a) 2 Mtr. Length			
	(b) 5 Mtr. Length			
10	Biometric Fingerprint Attendance System Device with the associated Accessories / KIT			
Vendor Signature with Seal	ULB Personnel / IT Coordinator Signature with Seal	Chairman Signature with Seal		
Name:	Name:	Name:		
Date:	Date:	Date:		

===== END OF THE DOCUMENT =====