Tender Document

FOR

Supply, Installation, Commissioning, Testing and Maintenance of Biometric Attendance System (BAS)

Gurukula Kangri Vishwavidyalaya
P.O. Gurukul Kangri, Haridwar – 249404
Uttarakhand, India

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CHAPTER – 1

INSTRUCTIONS TO BIDDERS

1. **General:**

   a. Bids are invited for **Supply, Installation, Commissioning, Testing and Maintenance of Biometric Attendance System as per schedule of requirement (Chapter 3) in this document.**
   b. Bidders are advised to study the tender document thoroughly. Submission of tender shall be deemed to have been done after careful study and examination of the tender document.
   c. The bidder shall not, transfer or assign the order or any part thereof or interest therein or benefit or advantage thereof in any manner, whatsoever.
   d. Canvasing in any form in connection with the tenders is strictly prohibited and the bids submitted by the bidders who resort to canvasing are liable to rejection.
   e. GKV shall not pay any costs incurred towards preparation and submission of the bid or any other expenditure in this regard.
   f. All pages of the tender document shall be invariably signed by the authorized Personnel and Company's rubber stamp affixed. Photocopies of all certificates shall be self-attested by the authorized personnel.

2. **Eligibility Criteria:**

   a. Joint venture/ consortium is not permissible.
   b. Bidder should be registered either under Shop & Establishment Act or under Companies Act or Under NSIC/SSI.
   c. Should have minimum 3 (Three) years or above proven track record in the field of activity of similar nature. (Bidders who are registered with NSIC/MSME authorities and startups recognized by DIPP for the tendered services/items are exempted from this requirement).
   d. The bidder must ensure a minimum Annual Financial Turnover of Rs. 25 Lacs (Rupees Twenty Five Lacs) in the last three financial years. Audited annual accounts for last three years to be submitted. (Bidders who are registered with NSIC/MSME authorities and startups recognized by DIPP for the tendered services/items are exempted from this requirement).
   e. If authorized dealer / distributer for branded makes submit the bid, an authorization letter from principals clearly indicating that the vendor is authorized to sell and provide services for the items mentioned in the scope of supply given in the tender documents shall be produced.
   f. The bidders should have their firm registered with the GST Department, with respect to GST and shall furnish copies of the relevant registration certificate with their Bid**.**
   g. The Bidder must have valid PAN issued by Income Tax Authorities, in India.
   h. The agency should be ISO 9001:2015 and a documentary proof should be attached with the bid.
   i. Biometric devices should be BIS/STQC certified.

3. **Clarification from Purchaser:**

   A prospective bidder requiring clarification on the tender documents may notify to the purchaser in writing by E-mail (to net.adm@gkv.ac.in), well before the due date of submission of bids, and a response will be sent in writing by E-mail to the clarifications sought prior to the date of opening of the tenders.

4. **Clarification from Bidder:**

   GKV may, at any time during the evaluation of Technical Bids, seek clarifications/ additional information from the Bidders. This may include discussions/demo/Proof of concept with technical faculties of the Bidders and/ or visit to Bidders' site to verify claims made in the Technical Bid.

5. **Amendment of Tender Documents:**

   a. At any time prior to the date of submission of bids, the purchaser may, whether at its own initiative or in response to a clarification sought by a prospective bidder, modify the tender documents by amendments.
   b. The amendments/clarifications, if any, which are uploaded on the portal www.gkv.ac.in shall form an integral part of the tender document, and shall be binding on all bidders.
   c. It shall be the sole responsibility of the prospective bidders to check the web site http://gkv.ac.in from time to time for any amendment in the tender documents. In case of failure to get the amendments, if any, GKV shall not be responsible for it. Interested bidders are required to keep abreast of latest corrigendum(s) issued by Purchaser till the date of submission of bid.

6. **Sealing and Marking of bids**:

   All tenders in response to this invitation shall be submitted in Technical and Financial parts. The technical and financial bids are required to be submitted in a separate sealed envelopes super scribing "**Technical bid for Biometric Time Attendance System (BAS)"** and "**Financial bid for Biometric Attendance System (BAS)**". Both the separate sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Biometric Attendance System (BAS)**".

7. **Schedule of Tender:**

   a. The sealed bids will be accepted **till 14:00 Hrs. on 28-01-2020.** The sealed bids must be sent **by Speed Post** addressed to the **Chairman, BAS Committee, Department of Computer Science, Gurukula Kangri Vishwavidyalaya, Haridwar – 249404 , Uttarakhand, India.**
   b. The Technical Bids will be opened at **15:00 hrs. on 28-01-2020** in the Meeting Room of the Department of Computer Science, Gurukula Kangri Vishwavidyalaya, Haridwar – 249404.
   c. If the tender opening day happens to be a holiday, the tender will be opened on the next working day at the same time.
   d. Tender received after the specified time and date of opening will be treated as "**Late**" while tenders received after the last date specified for receipt of tender but before the date of opening of the tender are treated as "**Delayed**". Such tenders shall not be opened at all and unopened tenders shall be returned to the bidders.

8. **Purchaser's Right to vary quantities at the time of placement of Supply Order/signing of Contract:**

   The Purchaser reserves the right to vary the quantities and/or split the order among the selected Bidders.

9. **Purchaser's right to accept any Bid and to reject any or all bids:**

   The Purchaser reserves the right to accept any bid, and to annul the bid process and reject all bids at any time, without assigning any reason, prior to placement of supply order/ signing of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the Purchaser's action.

10. **Bidder Qualification**:

    The "**Bidder**" as used in the tender document shall mean the one who has signed the Bid. The Bidder may be either the Service Provider or his duly authorized representative.

11. **Bid Security** (**Earnest Money Deposit):**

    a. Bid Security (Earnest money) amounting to Rs. 1,00,000/-(One Lakhs only) in the form of Account Payee - Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee in favor of **Registrar, Gurukula Kangri Vishwavidyalaya, Haridwar** payable at **Haridwar**, should be attached along-with the Bid. If the bid is received without EMD, the same shall not be considered and rejected summarily.
    b. Bidders who are registered with NSIC/MSME authorities for the tendered services/items are exempted from payment of EMD on production of attested copy of certificate issued by NSIC/MSME. Similarly, startups as recognized by DIPP shall also be exempted from payment of EMD on production of necessary proof.

c. The Purchaser, in case of short-listed Bidders, shall retain the Bid Security (Earnest Money) up to a maximum period of 6 calendar months from the date of opening of the Bid. No interest will be payable by the Purchaser on this amount.

d. The Bid Security (Earnest Money) may be forfeited:

    i) If a Bidder withdraws his/her bid during the period of bid validity; or
    ii) In the case of the finally selected Bidder, if the Bidder fails;

- To sign the Contract in accordance Clause 1 of Chapter-2; or
- To furnish Performance Security in accordance with Clause 2 of Chapter-2; or
- If at any stage any of the information/ declaration is found false.

e. Bid Security (Earnest Money) in respect of the finally selected Bidder will be discharged upon the Bidder signing the Contract, pursuant to Clause 1 of Chapter-2 and furnishing the Performance Security, pursuant to Clause 2 of Chapter-2.

12. **Period of Validity of Bids:**

Bids shall remain valid for 120 days from the date of Bid opening. A Bid valid for a shorter period may be rejected by the purchaser as non-responsive. The rates of the successful bidder will be valid for **60 months** from the date of issue of the letter of the acceptance.

13. **Withdrawal, Substitution and modification of tenders**:

A Bidder may modify, substitute, or withdraw its Bid before the date and time of submission of the bids. No Bid shall be modified, substituted, or withdrawn by a Bidder after the Bid Due Date and time.

14. **Terms and conditions of Tendering Firms:**

a. Printed terms and conditions of Bidder shall not be considered as forming part of their Bids.
b. Bidder must state categorically whether or not his offer conforms to all the tender terms and conditions. If there is a variation in any of the terms and conditions, the extent of variation and the reasons thereof shall be clearly mentioned in the bid.
c. Bidder must state categorically whether or not his offer conforms to the specification given.

15. **Bid Requirements:**

a. The Bidder must quote for all the items and quantities as listed under the schedule of requirements (Chapter-3). Partial quoting will not be accepted.
b. The successful bidder shall be required to furnish Performance Security for 10% of the contract price at the time of award of contract as per the Clause-2 of Chapter-2.
c. Conditional bids, Telex/Fax bids and incomplete bids will be summarily rejected.
d. The bid shall contain no interlineations; erasures or overwriting and all pages of the Bid must be signed and sequentially numbered by the Bidder.
e. Bids not accompanied by earnest money will be rejected.
f. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form or any condition from bidder side is inserted the tender will be liable to be rejected.

16. **Contents of Bid**:

(A)	**Technical Bid (Cover I)**
1.	Details of Bidder as per **Appendix – 3**
2.	Letter of Bid as per **Appendix - 4**
3.	Signed and Stamped Tender document
4.	Manufacturer's Authorization Certificate as per **Appendix – 5**

5.	Signed and Stamped compliance sheet of Technical Specification
6.	Technical printed Literature of the Hardware and Software offered
7.	ISO Certificate of Bidder
8.	GST Tax Registration Certificate of Bidder
9.	Proof of similar orders or exemption certificate
10.	PAN certificate of Bidder
11.	Registration Certificate of Bidder
12.	BIS/STQC certificate of devices
13.	Proof of Annual Turnover or Exemption certificate
14.	Earnest Money Deposit or Exemption Certificate
(B)	**Financial Bid as per Appendix - 1 (Cover II)**

CHAPTER – 2

CONDITIONS OF CONTRACT

1. **Award of Contract**:

   Prior to the expiry of the period of bid validity, the Purchaser will notify the finally selected Bidder in writing that its bid/tender has been accepted by issuance of Letter of Award (LOA). Within the **7 (seven) days** of receipt of such intimation, the successful bidder shall give its acceptance to GKV and sign the Contract as per **Appendix – 2**. If a need for extension of the bid validity period arises, it should be extended by mutual agreement. The initial period of contract will be Sixty (**60) months.**

2. **Performance Security:**

   a. Within 14 (Fourteen) days of receipt of LOA as in clause 1, the finally selected bidder shall deposit Performance Security at the rate of **10% of the contract value in the form** of Bank Guarantee drawn on any scheduled bank in favor of "**Registrar, Gurukula Kangri Vishwavidyalaya, Haridwar".**
   b. The Performance Security shall be valid for a period of **Sixty four (64)** months from the Contract date and the same will be released/discharged after the completion of Warranty period.

3. **Delivery Period:**

   The bidder will ensure for supply, installation and commissioning of Goods and services within 3 weeks of signing the contract.

   Any delay by the supplier in the performance of delivery and installation and Commissioning of the Goods and Services shall render the supplier liable to any or all the following sanctions-forfeiture of its Earnest Money Deposit, imposition of liquidated damage as per Clause 10 below or/ and cancellation of the purchase order for default.

4. **Payment Schedule:**

   a. 70 % of the contract price shall be paid to the supplier within 60 days after the successful supply, installation and commissioning of the entire system.
   b. The balance 30 % will be paid to the supplier @ 6 % per annum after the satisfactory maintenance at the end of each year during the warranty period.
   c. Payment of taxes and other applicable Government levies will be made according to the rules and regulations as existing on the date of the payment.
   d. No advance payment shall be given to any agency on any ground whatsoever.

5. **Packing & Forwarding:**

   The Supplier shall provide proper packing of the Stores to prevent their damage or deterioration during transit to the final destination site. The Supplier shall notify Purchaser of the date of each shipment from his works and the expected date of arrival of goods at the site.

6. **Inspection and Tests**:

   a. The Purchaser shall have the right to inspect and or test the Stores for conformity to the Tender Specifications/approved sample. **The Stores that meet the acceptance test shall only be accepted by the Purchaser.**
   b. Should any inspected or tested Stores fail to conform to the specifications, the Purchaser may reject them and the Contractor/Supplier shall replace the rejected Stores.

7. **Warranty:**

   a. The Vendor will be responsible for the comprehensive onsite warranty for the entire period of the Service Contract after the acceptance of installation & testing.

b. The Warranty shall be comprehensive and shall apply for Software used, items/parts used in the system such as consumable, services outsourced to others and for subscriptions that are necessary for functioning of BAS.

c. The vendor will do preventive maintenance once a quarter for upkeep of the Systems running. The schedule will have to be adhered to strictly by him.

8. **Service Level Agreement:**

During the warranty period Service Level Agreement will be applicable as specified below:

Sr. No.	Services	Time limit and penalties
1.	Service support should be available on all the working days of GKV.	Sundays and General Holidays exempted
2.	Time limit for attending the call	Within 06 hours
3.	Penalty clause for the delay in service.	a. Up to seven days – Rs. 200/ day/ticket b. Next seven days – Rs. 400/day/ticket c. Next seven days – Rs. 500/day/ticket
4.	If the vendor fails to service/ replace the unit.	An amount equivalent to double the quoted/accepted price of the device will be charged to the vendor.
5.	The penalties will be calculated on half yearly basis and penalty order (if any) will be raised to vendor at the end of every year.	Vendors are required to pay the penalties within a period of 20 days from the day the order was raised, failing which GKV will deduct the amount from the Performance Security.

9. **Delay in the Supplier's performance**:

The completion of work shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the delivery Clause above. An unexcused delay by the Supplier in the performance of its delivery or service obligations shall render the Supplier liable to imposition of liquidated damages in accordance with Clause-10 below and thereafter, upon reaching the maximum deduction set out therein, to termination for default in accordance with Clause-12 below accompanied by forfeiture of Performance Security.

10. **Liquidated Damages:**

If the Supplier fails to complete the work within the time period as specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, (not by way of penalty) a sum equivalent to 0.5 (Half) percent of the contract price for each & every week (part of a week being treated as a full week) of delay until actual delivery /installation /commissioning , up to a maximum deduction of Ten Percent (10%) of the contract price.

11. **Force Majeure**:

The Contractor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of the clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions, freight embargoes etc.

12. **Termination for Default:**

a. The purchaser may without prejudice to any other remedy for breach of Contract, by **Ten (10)** days written notice of default sent to the Supplier and upon the Supplier's failure and neglect to propose and/or execute any corrective action to cure the default, terminate this Contract in whole or in part:

      (i)   If the Supplier fails to deliver/install/commission system within the time period(s) specified in the Contract; or

      (ii)   If the Supplier fails to perform any other obligation(s) under the Contract.

b. On termination of the Contract for default, the Performance security of the Supplier will be forfeited.

c. On termination of the Contract for default, action will be taken to black list the Supplier.

13. **Termination for Insolvency:**

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

14. **Termination for Convenience:**

The Purchaser shall have the right to terminate the Contract in whole or in part at any time for its convenience. The notice of termination shall specify that termination be for the Purchaser's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.

15. **Resolution of Disputes:**

In the event of any dispute the legal matter shall be subjected to the jurisdiction of Haridwar District Courts only.

16. **Applicable Law:**

The Agreement shall be interpreted in accordance with the laws of the Union of India.

CHAPTER - 3

SCHEDULE OF REQUIREMENTS

Scope of Work	
1.	Supply, installation, commissioning and Support of Biometric Attendance Management System for Employees and Students at Main campus at Haridwar together with other campus in Haridwar and Dehradun.
2.	Supply, installation and commissioning of **200 nos**. of Handheld biometric devices for marking student attendance during the class
3.	Supply, installation and commissioning of **25 nos.** of Wall-mount biometric devices for marking staff attendance.
4.	Supply, installation and commissioning of **3 nos.** of USB based 500 dpi fingerprint device for use with Desktop for user enrollment.
5.	Supply, installation and commissioning of Web based Attendance Software for staff and students with **perpetual license** for as many devices and users.
6.	Configuration, Testing, Training and Maintenance of complete System.
7.	Enrollment of the fingerprints and/or cards of all the employees and students during commissioning (fingerprints, Photograph and other details of the users).
8.	Comprehensive Warranty of **five years** on complete system with Customization of the software as per the need of GKV during contract period.
9.	Deployment of two dedicated technical persons onsite during implementation.
General Specifications	
1.	The solution should be designed to work for multiple readers/sensors connected on LAN and should be Web based.
2.	It should support multi campus, multi-location, multi department, multi login with different rights, configurable multi hierarchy of organizational units and multi hierarchy of employees.
3.	Handheld and Wall mount device to have same protocol and communication standard and should be interoperable.
4.	Device should support communication in Pull and Push based TCP communication.
5.	Device should support Ethernet, WIFI and Mobile Broadband connectivity.
6.	Fingerprint enrollment using software or through device and copy fingerprint from one device to another device.
7.	All biometric devices should be able to work in networked mode. In network mode the device should be online with server on real time basis. In case of LAN disconnection, the data should be saved on local biometric machine and the data should be ported to server as soon as connectivity is restored.
8.	It should be possible to remotely manage the device and add, delete, modify and synchronize changes from the central PC/server with the device and vice versa.
9.	The device should have ability to sense fingerprint automatically without pressing any button and fire the sensor.
10.	The system should support various authentication media to configure by different security methods such as fingerprint, passwords, RF cards and/or their combinations.
11.	The system should have the facility to enroll fingerprints using USB based reader from sites to the centralized database.
12.	It should support de-duplication algorithm to identify duplicity of finger.

13.	The software should support its **access from any device** (Mobile/Laptop/Desktop/Tablet) after due login.
14.	The Master data and transaction logs maintained by this software should integrate with other Application software using RESTful API, Database posting (in ORACLE, My SQL and, SQL Server) and Text/CSV/XLS/FTP/SFTP file.
15.	Integration with Active Directory for single sign-on.

Handheld Device Specifications

1.	**Credential Support**: Fingerprint, RFID Card, PIN
2.	**Fingerprint Sensor:** Scratchproof Optical Sensor with Fake finger detection of all materials
3.	**Image Resolution:** 500 dpi
4.	**Card Reader Support:** Mifare card Reader and Writer using ISO14443A protocol
5.	**Template Storage:** 3000 Fingerprint template (1500 users with 2 Fingerprint)
6.	**User Id:** Programmable 14 digit Alphanumeric
7.	**Transactions:** 1,00,000 Records
8.	**Finger Verification option:** 1:1, 1:N
9.	**Data Communication Mode:** Push data to Server over LAN and WIFI or Internet using Broadband GPRS
10.	**User Friendly:** Web server Interface for managing device
11.	**Battery Back Up :** Built in 6 Hours
12.	**Data Transfer Policy :** Always-on
13.	**Template Format:** ISO/IEC 19794-2
14.	Voice Guided Message with Mute option
15.	**Connectivity modes:** Ethernet, WIFI, 3G/4G, USB
16.	Inbuilt Web Server
17.	**Size:** The width of the machine should not be more than 86 mm
18.	Fall proof from height of 2 m

Wall mount Device Specifications

1.	**Credential Support**: Fingerprint, RFID Card, PIN
2.	**Fingerprint Sensor:** Scratchproof Optical Sensor with Fake finger detection of all materials
3.	**Image Resolution:** 500 dpi
4.	**Card Reader Support:** Mifare card Reader and Writer using ISO14443A protocol
5.	**Template Storage:** 4000 Fingerprint template (2000 users with 2 Fingerprint)
6.	**User Id:** Programmable 14 digit Alphanumeric
7.	**Transactions:** 1,00,000 Records
8.	**Finger Verification option:** 1:1, 1:N
9.	**Data Communication Mode:** Push data to Server over LAN and WIFI or Internet using Broadband GPRS
10.	**User Friendly:** Web server Interface for managing device
11.	**Battery Back Up :** Built in 6 Hours
12.	**Data Transfer Policy :** Always-on
13.	**Template Format:** ISO/IEC 19794-2
14.	Voice Guided Message with Mute option
15.	**Connectivity modes:** Ethernet, WIFI, 3G/4G , USB
16.	Inbuilt VGA camera
17.	Inbuilt Web Server
18.	**Security :** Tamper Alarm
19.	Metal enclosure for protection with lock and speaker
20.	Fall proof from height of 2 m

Software

	Architecture	
1.	Online Web based Application Software	
2.	Modular Architecture	
3.	Option for Separate integrated modules for HR/ERP/Payroll systems (may be procured in the future)	
4.	The moment an employee/student punches in an attendance device, the data comes to this software. The punch times are automatically interpreted as work time, late in, early out, overtime and so on. But changes can still be made to attendance.	
	Device and Template Management	
5.	Provides a user-friendly interface to manage the attendance devices. All configuration of devices can be done through central software.	
6.	Auto Template Push to Server DB, directly from Machine. Centralized repository stores the Transaction data and Fingerprint templates	
7.	Central management of Admin and Super Admin rights for Machines such that machines at remote sites may be operated by defined Fingerprint logins.	
8.	Whitelisting of Attendance machines installed at site and attaching it with OU	
9.	Whitelisting of Employees/Students on machines such that only whitelisted machines or employees may be selected and enrolled from the machine installed at site	
10.	Auto Template Download/Distribution to User definable Group of Terminals or to devices shared under one OU or group of Organizational units	
11.	Easy new Device replacements (in case of fault of existing device) on the Application, such that the templates transfer to new (replaced) device, as per the configuration of old device, happen automatically	
12.	Easy Employee/Student transfer from one OU to another OU with auto template transfer among Devices	
	Master Management	
13.	Configurable Organization Unit (OU) Tree Structure (like Main campus (OU) has Different Academic Departments (OU) which are grouped under Different Faculties (OU) while other campuses have departments under them) with Parent-child relationship for easy Management of Terminals/Templates/Viewing of Employees and Students/Dashboard.	
14.	User group module provides to define different types of user groups and assign privileges to each user group for accessing each modules and sub Modules in organization level wise.	
15.	Supports any levels of users (Vice Chancellors, Registrar, Deans, Heads, Section Officers, Course coordinators, Class Coordinators etc.), each with their own different permissions.	
16.	Should provide different logins for Employees, Teachers, Students and Parents to access the corresponding modules as per the assigned privileges.	
17.	Software should be able to create masters for Student with all details, Programme (e.g. B.A., B.Sc, B.Tech, MCA, MBA), Subject/Branch (e.g. Physics, Chemistry, Mechanical Engg.), Course (e.g. MCA302-DBMS), Sections, Class (e.g. M.Sc (Physics) Sem I A), Class Group (for simultaneous periods of different groups of a class like for different electives) and Timetable with different slots. It should have provision for class adjustment, class swapping and extra classes. It should be able to create different groups of Course and Students (NCC, NSS, Batch (2018 batch) etc.).	
18.	Configurable Employee Hierarchy, Multiple employee categories (Teachers, Technical, Non-Teaching, MTS etc.), Employment Type (Permanent, Temporary, Contract, Daily Wages, Outsourced etc.), Employee status (Joined, Resigned, Active, Inactive etc.), Employee Photograph with other details.	
19.	Should provide to define various employee groups and applicability of different attendance policies as per their roles.	

20.	It gives a wide range of flexibility to define Global Holidays and Restricted Holidays that can be availed on approval against the quota defined.
21.	It gives the facility to categorize the Global and Restricted Holidays, which gives flexibility to the employees and management to selectively choose the region specific holidays for each employee, employee group and level wise (Campus/Faculty/ Department etc.).
22.	All masters like Student, Employee, Course should support for storage of relevant documents like Aadhar card , Syllabus of a Course on batch wise etc.
23.	This module facilitates the authorized user to import organization level details, employee's personnel & official details together with the details of students.
	Time Office Policy:
24.	Permissible late arrival, Permissible early departure, Present marking duration, Maximum working hours in a day, maximum working hours in half day, Maximum working hours for short day, Punches required in a day (No punch, Single Punch, Two punch, Four punch, Multiple punches). These policies can be applied to any OU or User Group.
25.	Should provide Temporary Weekday feature through which the closing time of the university can be entered / declared on a working day due to some unforeseen circumstances that is raised like Strike or Local Bandh etc.
	Student Attendance Management
26.	Student attendance devices shall be loaded with the Templates of Teachers and students. During each period of class (Lecture, Practical, etc.) or examination, the teacher will carry the device and logs in using his/her finger punch on the device. The device shall be handed over to students to pass it around each student for finger punching. Upon completing the attendance, the device is returned to the teacher. The teacher punches his/her finger again to Log-out from the device, which is equivalent to closing the Attendance Register.
27.	All these punches shall be pushed to the server in raw format (UserId, MachineId, Punch time etc). The punches shall correspond to the slot in the Timetable of the Class configured in the software. From these punches, slots in the timetable Present /Absent, and Punch Time information shall automatically be posted to the database corresponding to the Course, Student and teacher. However, changes by the authorized Employee (Head, Programme coordinator, Class coordinator, Course coordinator etc.) should be possible.
28.	The system should be able to send SMS notification to the parents/guardian of the absent students.
	Attendance Exception
29.	Supports all attendance exceptions such as Absenteeism, Missed Punch, In Late, Out Early, Under-scheduled and Shift variation.
30.	Configurable salary/leave deduction policies for attendance exceptions based on number of occurrences or actual minutes.
31.	Notifications for proposed deductions of salary or leave due to attendance exceptions, on E-mail to employee and reporting officers.
32.	Exception regularization via On Duty or Punch Regularization application.
	Shift Management
33.	System Administrator (Admin) can define all possible shifts that are suitable for university, allocate temporary shifts. In addition to shift time management, admin can also state break timings and monitor them to improve workforce productivity.
34.	It facilitates the authorized user to modify the already allocated shifts in a grid view & latest modified shift will be updated in the Shift Allocation module in an effortless manner.
35.	Software should be able to work with shift roaster, Night shift, Flexi shift (In this mode, employee is assigned a one default shift, he can come at any time and can leave at any time, system checks whether he has worked the expected number of hours and mark him/her present.

		No late or early remark) and Auto Shift (In this mode, employee is not assigned to any shift, as per his punches system detects the nearest shift and assign to him) mode.
36.		It allows authorized user to import the shift details & weekly off details using CSV import. In addition, facilitates the user to modify the already allocated shifts in a user-friendly manner. Helps the authorized user to export the allocated shift details OU wise in CSV & XLS format.
		Leave Management:
37.		Admin can define various types of leave (Casual Leave, Medical Leave, Earned Leave, Duty leave, EOL etc.) whichever is applicable to all levels of employee in the organization.
38.		It should support multiple custom leave type for different roles, location and employees.
39.		It gives insight details on the number of leaves taken by a particular employee on monthly / yearly basis, leave frequency etc.
40.		It allows admin to configure different leave policies for carryover, encashment, eligibility, accruals (monthly, quarterly, half-yearly, or yearly, calendar days, paid days or physical working days), sanction limit, weekly off including, holiday including etc. for different categories of employees. Leave accruals should be possible automatically.
41.		Supports workflow – based multi-level (up to 10 levels) electronic approval process. It enables employees to login and submit their leave or permission request to next level of personnel who has privilege to view any particular employees leave request and he can either approve or reject his leave or permission application based on various eligibility criteria. It should be possible to approve or decline leave request directly from E-mail.
42.		An e-mail with appropriate status (Pending, Forwarded, Approved, and Rejected) will be automatically be triggered for all stakeholders in this process.
43.		The approving officer can delegate the leave sanctioning authority to his collogue in his absence.
44.		System will automatically remind approving authority for any pending application to be approved by informing them through E-mail.
45.		Workflow-based multilevel Tour/On Duty Management feature facilitates the employees to login & submit their On Duty request and the authorized reporting officer can view the request & approve or reject the request based on the eligibility. He can also decide & select whether to include Holiday & Weekly off for On duty availing.
46.		Authorized user can set the opening leave balance for every user; at the end of the year leave can be forwarded to new year.
		Reporting
47.		The software should be able to generate following employee time attendance reports OU wise/ Employee wise on Daily/Monthly/Date range basis: Employee performance report, Attendance, Absenteeism, Who is in, Arrival time, Late Arrival, Early Departure, Overtime, Continuous late arrival, continuous early departure, Continuous absent, Muster roll, Effective Working Hours, Payroll report and other customized reports as per requirement.
48.		Other reports: Raw punches, Manual punches, Multiple Punches, Employees on Leave, In-out reports, Tour reports, condone reports, Audit Log reports, Transactions Report.
49.		Employee Leave Reports: Leave card, Sanctioned leaves, Accrued Leaves, Consumed Leaves, Balance Leaves, and other customized reports as per requirement.
50.		The software should be able to generate following Student time attendance reports on Daily/Monthly/Date Range/Semester/Year basis Student Attendance Reports: Attendance sheet for a selected Course of a class (A/P format), Cumulative report of all the Courses of a Class (ratio format), Cumulative report of all the Courses of a Class (percentage format), Cumulative report of selected Courses of a Class (ratio format), Cumulative report of selected Courses of a class (percentage format), Semester/Year wise overall attendance report of a class ,

	Absent report of the students, Continuous absent report of the students of a class, Percentage attendance between, other customized reports as per requirement.
51.	Master reports.
52.	Report Builder: User can build its own reports. User picks tables and fields, defines report criteria and layout.
53.	The software should facilitate the Authorized user to select the reports from reports module, which have to be sent through E-mail and the schedule basis (daily, weekly, monthly) of sending the individual report. In addition to that authorized user can add E-mail templates for each user group & In this template they can select the employees under the specific user group for whom the E-mail (To, CC & Subject) has to be sent can be configured.
54.	It should be possible to generate any report in PDF , Excel or CSV format in addition to the web based browser view.
	Internal Communication
55.	The internal messaging feature allows employees, students, teachers, parents as well as the administrators to communicate within the internal system. It behaves like an E-mail except the discussion thread stays within the application. Messages are real-time and are stored in the database.
56.	Quickly send out a memo or a bulk email to selected or all employees. One can publish or send a mass email to targeted employee(s). Also, maintain complete communication history.
57.	Publish/ update university policies, employee/student handbook, commonly required forms and templates
	E-mail and SMS Integration
58.	This module facilitates the user with default templates for the below mentioned modules. Based on this, message notification will be triggered to configured persons. E-mail and SMS Notification will be activated for the below modules. Late Entry, Early Exit, Less Hours Worked, Absent, Leave application, Permission application On Duty Entry, Student absence in class, and others as per requirements.
	Self-Service Portal
59.	Each user will be given a unique login and can perform activities based on the privileges assigned by the administrator.
60.	A user friendly dashboard shows employee whole month performance, planned leave and Holidays, Absent, Present, Offs records **in a glance only.**
61.	From Timesheet employee can view his/her **whole month's day to day** details about his/her attendance, absent, leave, OT, Tour, Week off etc.
62.	It facilitates the individual users (Employee or Student) to view & track their Attendance, Exception & Approval data easily. This helps individual user to know and correct their Exception data. The system facilitates the individual to view their pending requests (Leave, Permission & On duty) waiting for approval in much easier way.
63.	Employee can view his Name, Father Name, DOB, PAN, E-mail id etc. They can get these details updated into the system by sending request to their administrators.
64.	Should support the **request and approval** for Leave application/Leave cancellation/manual punch/condone request and on duty request and approval.
65.	It should be possible to view the list of holidays offered by the University
66.	Employee can submit their imported document to their administrators from the portal. Administrator can issue university or employee document to Employees.
67.	It facilitates the authorized users to view & track Attendance, Exception & Approval data for **their respective department and respective mapped users**.
68.	It should support viewing of self, team leaves, and attendance reports.

69.	Students, parents and teachers should be able to see the attendance reports of the students.
70.	It provides real-time instant alert for employees movement (in/out) and other transactions
71.	Administrator can broadcast a news flash to all or selected employees or students. These news flashes or announcement shows on each user's dashboard.
72.	User can Access, download and print any official documents and letters published onto the Portal by the Authorized user.
73.	User can Access, download and print the latest university policies, forms and employee handbook published onto the portal by the Authorized user.
	Mobile Apps
74.	It should support to mark the attendance of the employee with selfie picture and GPS locator. Later on configured officer can verify/ review attendance request and GPS location of the employee and attendance can be approved or rejected.
75.	Should support the all the features of Self-service portal.
	Database Management:
76.	MS-SQL Server , Database Backup, Database Restore, Backup of Masters only, Backup of Attendance only, Excel sheet import for masters data and manual transaction data.

Appendix - 1

Financial Bid

TENDER No. ____ for BAS

Vendors shall quote all-inclusive prices (i.e. price inclusive of taxes, transportation, configuration, training/hand-holding and all other expenses like warranty and service for 5 years) for delivery and installation per item.

Sr. No.	Item	Quantity	All Inclusive Prices	
			Per Item	Total
Grand Total				

(Signature and seal of Bidder)

Dated:-------------------------------

Appendix - 2

Contract Form

(To be submitted on stamp paper of Rs. 100/-)

This Contract made on the ------- day of ------------2020, (hereinafter referred to as the **"Contract Date"**) between the Registrar, Gurukula Kangri Vishwavidyalaya, Haridwar-249404 (hereinafter referred to as the "**Purchaser**" which term will include its representatives, successors and permitted assignees) of the one part and M/s --, a Company having its office at --- (hereinafter referred to as the **"Supplier"** which term will include its representatives, successors and permitted assignees) of the other part.

WHEREAS

A. The Purchaser is desirous that certain Goods and Services should be provided and certain works be executed as per tender documents hereinafter called "The Works" and has accepted a Tender by the Supplier for the execution, completion and guarantee of such works.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. **DEFINITIONS OF TERMS:** In this Contract, capitalized words will have the same meaning as respectively assigned to them in the conditions of Contract herein.

2. **CONTRACT DOCUMENTS:**

2.1 The following documents, (each a **"Contract Document"** and collectively, the **"Contract Documents"**) are hereby expressly incorporated into this Contract and shall form and be read and construed as part of this Contract viz: -
a) Technical and Financial Bids
b) Instructions to the Bidders
c) Conditions of Contract
d) The work specified in the tender documents
e) The Appendices (duly filled)
f) The Purchase Order
g) Bank Guarantee

2.2 **Order of Precedence**: In case of conflict between the terms in this Contract and the Contract Documents, the terms of this Contract shall prevail. In case of conflict between the terms in any two Contract Documents, the Contract Document mentioned later in the above list shall prevail.

3. In consideration of the payment to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to execute, complete, and guarantee the Works in conformity in all respects with the provisions of the contract.

4. The purchaser hereby covenants to pay the supplier in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Contract.

5. The contract shall be governed by all the conditions as described in the Conditions of the Contract, work mentioned in the tender documents and any other conditions given in the tender documents.

6. This agreement shall be governed by the laws of India and shall be subject to the Jurisdiction of the courts in Haridwar.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their duly authorized representatives as of the day and year written below:

SIGNED AND DELIVERED

On behalf of the Supplier	On behalf of Purchaser
Signature	Signature
Name	Name
Title	Title
Official Seal	Official Seal
Date	Date
On behalf of the Supplier	On behalf of the Purchaser
Witness	Witness
Signature	Signature
Name	Name
Address	Address
Date	Date

Appendix – 3

Details of Bidder

1. Name

2. Address of the office(s)

3. Date of incorporation and/or commencement of business.

4. Brief description of the Company including details of its main lines of business.

5. Name, Designation, Address and Phone Numbers of Authorised Signatory of the Bidder:

a. Name :
b. Designation :
c. Company :
d. Address :
e. Telephone Number :
f. Fax Number :
g. Mobile Number :
h. E-Mail Address :

6. Details of individual (s) who will serve as the point of contact / communication:

a. Name :
b. Designation :
c. Company :
d. Address :
e. Telephone Number :
f. Fax Number :
g. Mobile Number :
h. E-Mail Address :

....
(Signature of the Authorised Signatory of Bidder)
....
(Name and designation of the Authorised Signatory of Bidder)

Appendix - 4

FORM OF LETTER OF BID
(On the Letter Head of the Bidder)

Date: ___/___/___

The Registrar
Gurukula Kangri Vishwavidyalaya,
Haridwar-249 404

Sir,

Regarding: Supply of Biometric Attendance System (BAS).

Being duly authorized to represent and act on behalf of.. (Hereinafter referred to as "the Bidder"), and having reviewed and fully understood all of the Bid requirements and information provided, the undersigned hereby submits the Bid for the purpose referred above.

We confirm that our Bid is valid for a period of 45 days from .... (Bid Due Date).

Yours faithfully,
....
(Signature of the Authorised Signatory of Bidder)
....
(Name and designation of the Authorised Signatory of Bidder)

Appendix - 5
Manufacturer's Authorization Certificate

No.   Date:

To (Purchaser's address)

Dear Sir:

Ref: Tender number and date.

We ------------, who are established and reputable manufacturers of (name and description of goods offered) having factories at (address of factory) do hereby authorize M/s. (Name and address of authorized distributer) to submit a tender, and sign the contract with you for the goods manufactured by us against the above Invitation for Tenders.

We shall remain responsible for the tender/ contract/ agreement negotiated by the said M/s. ----- jointly and severely.

We ensure that we would also support / facilitate the M/s. ---------- on regular basis with technology / product updates for up-gradation / maintaining / repairing / servicing of the supplied goods manufactured by us, during the warranty period.

In case duties of the agent / distributor are changed or agent / distributor is changed it shall be obligatory on us to automatically transfer all the duties and obligations to the new agent / distributor failing which we will ipso-facto become liable for all acts of commission or omission on the part of new agent / distributor.

Yours faithfully,

(Name and Signature)
for and on behalf of M/s. ------------ (Name of Manufacturer)

Note: This letter of authorisation should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. The Tenderer in its tender should include it.