

**Request for Proposal for
Selection of Solution Provider
For implementation of
BIOMETRIC ATTENDANCE SYSTEM**



**Society for Promotion of Information Technology in Chandigarh (SPIC)
SPIC IT Centre, PEC Campus, Sector: 12, Chandigarh.**

Tele-fax: 91-0172-2744235/2745502

Website: www.spicindia.com

E-Mail: info@spicindia.com

Important Information

1. Schedule of Dates

S. No.	Events	Date & Time
1.	Start date for Issuance of RFP Document.	03/06/2010
2.	Last date and time for Query submission.	08/06/2010
3.	Pre BID Conference.	08/06/2010
4.	Date of issuance of revised RFP.	11/06/2010
5.	Last date and Time for BID submission.	18/06/2010 by 11 a.m.
6.	Date and time of Opening of Technical BID	18/06/2010 at 3 p.m.
7.	Date and time of Technical Presentations.	21/06/2010
8.	Date and time of Opening of Financial BID.	24/06/2010 at 11 a.m.
9.	Project Completion Timeline	Strictly within 3 weeks after the confirmed supply order

2. Processing Fee

All Bids must be accompanied by a Processing Fee of **Rs. 10,000/-** (rupees Ten thousand only) in form of Bank Draft drawn on a Nationalized/Scheduled Bank in favor of 'Society for Promotion of IT in Chandigarh, payable at Chandigarh'. The Bank Draft should be separately sealed in envelope with caption '**PROCESSING FEE**'.

3. Earnest Money Deposit (EMD)

Successful Bidder has to deposit Earnest Money Deposit (EMD) of **Rs. 2,00,000/-** (rupees Two Lacs only) in form of Bank Draft drawn on a Nationalized/Scheduled Bank in favor of 'Society for Promotion of IT in Chandigarh, payable at Chandigarh' within 7 days after awarding of the contract.

4. Contact Address for correspondence and clarifications

Society for Promotion of IT in Chandigarh (SPIC)
PEC University of Technology Campus, Sector 12, Chandigarh - 160012.
Tele Fax: +91 172 2744235; +91 172 2745502.
E-Mail: info@spicindia.com.
Website: www.spicindia.com.

1. About the Project

The Chandigarh Police has decided to implement biometric identification technique during the recruitment process of constables in order to check the impersonation cases. After the implementation of biometric techniques, the Police department will take the fingerprint & photograph of those candidates who will qualify the physical efficiency and physical measurement test. Thereafter as and when qualified candidates are called for the written test and interview, the fingerprint & photo graphs of the candidate will be matched with the recorded data and only then he/she will be allowed to take the exam.

Chandigarh police has invited online application from the candidates for recruitment in Chandigarh police. After the data entry by the candidates in respective category a unique 7 digit application form number is generated and candidate is taking two prints out of the application form. After affixing his /her latest photograph on one copy the same is submitted by the candidates in police lines personally or by the post.

After closing of data entry the application forms are scrutinized and complied with the on-line data base. Candidates whose applications are physically received by the Police Department are first called for physical efficiency test and physical measurement test. Candidates who are qualifying PET/PMT have to be issued admit card with randomly generated unique 6 digit roll number and will be called for written test on the schedule date at the venue according to seating arrangement in scheduled Examination Centre.

There is a requirement for developing an application for the issue of admit card. The entire data of the candidates is already available with the Chandigarh Police. For those who would qualify the PET/PMT, their mandatory data entered during Phase-I will be fetched from the database by entering the unique application number using proposed application software thereafter height, normal chest, expended chest measurements, language in which the candidate wants to have question paper along with biometrics details & photographs of the candidate has to be saved into computer using randomly generated 6 digit unique roll no of the database already available with Chandigarh Police. Both biometric and photograph of the candidates should have integration with randomly generated roll no. Thereafter admits card will be printed and given to the candidates as per the format to be finalized by Chandigarh Police.

Biometrics details will include capturing of the photograph of the candidates, taking impression of both thumbs of the candidates using required biometric devices. Only photograph of the candidate should also be printed on the admit card to be issued to the candidates on the spot.

The quality of the photographs to be printed on the admit card should be of photo quality and clear.

Later on at the time of written test at all the examination centers Chandigarh Police intend to install system to check whether same candidate who has qualified the PET/PMT is appearing for the written test or not. For this purpose sufficient numbers of biometrics devices have to be installed at each examination center at entry gate and each candidate has to be verified by the staff on duty through biometric devices. Entire data of the candidates for that particular examination center should also be available on Laptop/Desktop to verify the candidate in case there is mismatch of biometric or the case may be. Therefore entire information along with photograph should be appeared on the screen which will be complied by the staff and thereafter the candidate should be allowed to enter in the examination.

When the candidate put his thumb on the biometrics device, the system should check database .If thumb impression is not matched with the database, system should give a message that "check this candidates" .This process will also be followed during interview, medical examination and joining etc. The system should be designed in such a manner that finger prints of 1500 candidates can be matched with in maximum 60 minutes. One software/hardware engineer should be deputed by the vendor during recruitment process is going on to rectified by the problem if arise. The total process of PMT/PET will continue for approximately for one month in Police Lines, Sector: 26, Chandigarh.

2. Scope of Work

There is a requirement for developing an application for the issue of admit card. The entire data for the candidates is already available with the Chandigarh Police. For those who would qualify the PET/PMT, their mandatory data already available with Chandigarh police will be fetched from the database by entering the unique application number by using proposed application thereafter height, normal chest, expended chest measurements, language in which the candidate wants to have question paper along with biometrics details & photographs of the candidate has to be saved into computer generated randomly 6 digit unique roll no. Thereafter admits card will be printed with detail of candidate & Photograph and given to the candidates as per the format to be finalized by Chandigarh Police. The total process of PMT/PET will continue for approximately for 30 -45 days in Police Lines, Sector: 26, Chandigarh.

Biometrics details will include capturing the clear photograph of the candidates, taking impression of both thumbs of the candidates using required biometric devices. Further these feature should also be printed on the admit card to be issued to the candidates on the spot. The quality of the photographs to be printed on the admit card should be of photo quality and clear.

At all the examination centers Chandigarh Police intend to install system to check whether same candidate who has qualified the PET/PMT is appearing for the written test or not. For this purpose sufficient numbers of biometrics devices have to be installed at each examination center at entry gate and each candidate has to be verified by the staff on duty. The data of candidates for particular examination centre have to be transferred from Data Server to Biometric Device by the Vendor, which will used for matching – during written examination.

When the candidate put his thumb on the biometrics device, the system should check database , if the biometric of that candidates is matched with data , he/she will be allowed to appear for written test . If thumb impression is not matched with the database, system should give a message that "check this candidates" . For further checking of such candidates, entire data of the all the candidates of that particular examination center should also be available on laptop/desktop. This process will also be followed during interview, medical examination and joining etc. The system should be designed in such a manner that finger prints of 1500 candidates can be matched with in maximum 60 minutes. One software/hardware engineer should be provided by the vendor during recruitment process is going on to rectified by the problem if arise.

3.1 Deliverables

- A. The Solution provider to provide biometric devices like Finger Print Scanner, Web Cam/Digital Cam & biometric authentication devices only for the required period till recruitment process is completed.
- B. After completion of the Process, the application as developed by the solution provider to be handed over to the Police Department with all Source codes and documentations.
- C. During the process of **PET/PMT**, to supervise the work and for providing technical support, at least two system Engineers from the solution provider will be required at the venue & one qualified person at each examination centre during written test.
- D. All the Data Entry to be done by Chandigarh Police will be based on the application developed by the Solution Provider. As some of the Data Entry has already been done at the department level, the solution provider is advised to develop /Implement the Application in such a way that old data from the database is reused. In no case fresh data entry will be permitted, only new data to be incorporated/updated in the old data along with biometrics data.
- E. Biometric Hardware should be based on sensors from reputable manufacturers like Sagem/Secugen etc.
- F. The maintenance of the application software and maintenance of the biometric devices will be the responsibility of the solution provider.
- G. During Written Test/Interview/Examination, the solution provider should deploy at least one system engineer at every center.
- H. The Application Developed by the solution provider will be exclusively owned by Chandigarh Police.
- I. The Application should be multi-user system having separate IDs and Password for each user of the System. The Application should have the capacity to support Audit Trails.

- J. The System should be capable of generating 6 digit random & unique roll no. for each candidate.
- K. The Entire Computer Hardware except biometric devices & Web Cam/Digital Camera will be provided by Chandigarh Police. The bidder should submit requirements details hardware: Server/PCs/Networking/color laser printer etc. and System software requirements in advance before the commencement of PMT/PET.
- L. The live demonstration of the Application using all required hardware & software to be done at least 15 days prior to the commencement of the PET/PMT.
- M. In case of changes in the '**Scope of Work**', the vendor will be informed 15 days before the execution of the application.

3.2 Reliability and Responsibility Aspects of the System:

- A. Reliability is the most important factor of any Time and Attendance system. Moreover, the system needs to be more responsible when it is to operate in standalone mode in remote locations. Therefore, in this case reliability and responsibility are considered to be the two most important factors for the biometric attendance system.
- B. The system must have a foolproof mechanism so that only authenticated attendance data is generated. There should be security checks at every level so that nobody can attempt to manipulate the system operations in her / his favour.
- C. It is also important to take into consideration the data transfer mechanism. The attendance data is to be transferred through Internet or similar mechanism / USB/CD/DVD in case of no connectivity. Data transmission should be internet based and in real time, as far as possible. Data should be stored in reliable place/hardware system. Data should not get corrupted or changed for whatsoever reasons. It is advisable to have back up of the data at some other place to avoid and overcome such possibilities.
- D. Overall an integrated Biometric based Identification & Attendance System with specific operations and outcome is expected. The system should have necessary compatible accessories like internet connectivity, USB drive etc. The system should be configured in such

a way so that it gives very reliable and authentic attendance output. It is in the interest of the bidder to develop a custom made product with necessary accessories so as to fulfill the requirements of the project in a best possible way. The System must have provision for web camera/digital Camera with it so that pictures of the candidate should also be stored.

- E. Hardware solutions for Biometric based Identification & Attendance System should be based on sensors from reputable manufacturers like Sagem/Secugen etc.
- F. ETDC (Electronics Test and Development Center) Certificate must be submitted as a proof of testing for the OEM FPS recorders for the adherence to standards on Calibration, Quality, Reliability, Quality and Environmental conditions that will be deployed.

3.3 Administration

- A. It should be possible to administer each machine only at one level and should capable of transferring data to central server. The project envisages that there shall be biometric machines in all the examination centers during the Examination/Interview stage (at later stage). There should be at least one Person (System Engineer) from Solution provider at every Examination Centre, which needs to be predefined & registered in the system.
- B. During the process of **PET/PMT**, The Data Entry for the Candidate to be done by the Data Entry operator from Chandigarh Police along with taking photographs using webcam/Digital Camera and Finger Prints using Finger Print Scanner to be installed by the bidder. To supervise the work and for technical support at least two system Engineers from the solution provider will be required. All the Data Entry to be done will be based on the application developed by the Solution Provider. As some of the Data Entry has already been done at the department. The solution provider is advised to develop /Implement the Application in such a way that old data from the database is reused. In no case fresh data entry will be permitted, only new data to be incorporated/updated in the old data along with biometrics data.
- C. All User/Data Entry Operator of The Department should be given specific Login IDs on the basis of their department; cadre etc. to identified them in the Data Entry Process. The

Application to be designed keeping in mind the different level of Access Control also like Administration, Data Entry etc.

- D. Methodology for coding or giving ids to machines and staffs will be finalized in consultation with the Police department.
- E. During the Process of Interview/Examination/Medical Examination/Joining, the proposed system should be capable of matching the biometrics (Finger prints) with the previously stored data at the speed of 1500 candidates per Hour. The Process of written Examination /interview will be held at more than one centre. To supervise the work and for technical support at least one system Engineers from the solution provider will be required at every centre to rectify the technical problem on the spot.
- F. Although the System should be foolproof, still during the process if any genuine candidates' finger print not matched with the original due to some technical or any other reason, alternative identification system may also be required. The functioning/working of the alternative identification system should be prepared in consultation with Police Department.
- G. During the Process of written Examination/ Interview/Medical Examination/Joining, the proposed system should be capable of working independently through Biometric scanner and incase of non-matching of finger prints using stand alone laptop/PCs.
- H. At the end of the written examination, the vendor has to submit the consolidated attendance data from the entire examination centre in required format to the Police department.
- I. The data should be collected in the server computer at a central location at Police head - quarter or any other designated Office. It is necessary to have backup of this data so that in case of some problem, it is readily available.
- J. Bidder should develop & deploy application software for the fingerprint biometric attendance system. The software will analyze the data and will generate various reports.

From the data base. The bidder will have to complete the integration of the attendance software with data entry software already developed.

- K. It should also generate various reports using custom made or readily available software.
- L. Enrolment (Registration) Specifications: Two fingers (Thumbs) of every candidate should be registered and for every finger of that person three sample fingerprint template should be recorded. In all six (6) fingerprint templates of two (2) fingers should be recorded for each enrolment. Usually only one finger shall be used. The second finger impression shall be tried by the candidate in case the usual finger is not getting recognized by the system due to injury to the finger or soiling of the finger due to, say tobacco. Usual finger should be right thumb and second finger should be left thumb. If the candidates don't have thumb, then middle finger shall be used and in case of absence of middle finger also ring finger shall be used.
- M. Attendance Authentication: Users should put the registered finger on the sensor for authentication. In case the finger print matches then the system should display all the details in the computer screen including photo and verification result. If the finger print not matches then system should ask the candidate to try the second registered finger and if the second finger is also not matched then an error message should appear on the computer screen with warning sound. Again, this is suggested modality and this is subject to change, if the selected party comes up with simpler and/or better idea. But it is expected that since many computer illiterate staffs will also be using the system, the system and error messaging should be simplest possible.
- N. Data Storage: The machine should store all transaction data (attendance log). For security purpose this data may be stored in encrypted format. At the time of data transfer with the server, the machine should retain the basic data and only a copy of the data till date should be transferred. Immediately after marking the presence, there should be system in built to transfer this data on day by day basis. Backup Storage should be done on CD/DVD and should deposit the same on day to day basis.
- O. The machine may also have USB port in such rare case where there is no availability and that administration deems it fit to get the data using pen drive. In case of transfer of data using Pen Drive to the Police Head quarter or any other designated office where the central

server machine is located .Delicacy of the Data must be checked. While merging or uploading the data no duplicate entries must be created on the server database.

- P. Training: For the smooth operation of the system quality training needs to be imparted to all users. Suitable training courses of different durations are required to be developed for various user groups. The Solution provider should design the training program in consultation with the police department.
- Q. The agency shall be shown the exact locations for installation of machines by the police department. In most of the cases, the location will be in Chandigarh. HOD U.T. Police will appoint certain officers to accompany the agency during the installation if felt necessary.

3. Instructions to bidders (ITB)

2.1 Invitation to bid

Society for Promotion of Information Technology in Chandigarh, hereinafter called “**Implementer**” invites Bids from the bidders, hereinafter called “**Bidder**” against the RFP published on XXXXXXXXXXXX for selection of selection of Solution Provider for implementation of BIOMETRIC based Attendance System, hereinafter referred to as “**The Project**”.

The bidders will need to submit their comprehensive bid in sealed envelope, at the address mentioned in Section “Submission of Bids”. The details of scope of work, technical requirements and formats for submission of technical bid are given in the subsequent sections.

2.2 General Instructions

1. The bid document is available online on our websites (www.spicindia.com) which can be downloaded by the interested bidders.
2. Bids shall be received at Society for Promotion of Information Technology Chandigarh office in the following manner:
 - a. **Envelope-1:** Shall included DD of Rs. 10,000/-(Rupees Ten Thousand only) favoring “Society for Promotion of Information Technology in Chandigarh (SPIC)” payable at Chandigarh and with caption ‘**PROCESSING FEE**’.
 - b. **Envelope-2:** Shall include all documents required fulfilling the eligibility criteria and marked “**TECHNICAL BID**”.
 - c. **Envelope-3:** Shall include financial Proposal marked “**FINANCIAL BID**”.
3. The applicant should fulfill the eligibility criteria and should enclose all the relevant documents in the Bid. Any bid without the requisite documentary proof shall be liable to be rejected.
4. The vendor will be shortlisted on the basis of the prescribed eligibility criteria and point system based on Technical BID / Technical Presentation.
5. The final selection of the vendor will be based on financial BID.
6. SPIC reserves the right to reject any bid or modify, alter or amend the terms and conditions without assigning any reason.

2.3 Contents of Invitation to Bid

Invitation to Bid (ITB) document consists of:

- This RFP document.
- Annexure to this document.
- Technical Bid Form.
- Financial Bid Form.
- Any other addendum that SPIC might release on a later date.

Wherever the term "Invitation to Bid" is referred, it should be considered as inclusive of all the documents mentioned above.

2.4 Instructions to Bidder

- The RFP cannot be transferred and can be led only by the bidder to whom this RFP has been issued.
- Bidders shall provide such evidence of their continued eligibility satisfactory to the Implementer, as the Implementer shall reasonably request.
- All the Bidders, for the purpose of submitting a Proposal shall treat the content of this document as private and confidential.
- Each bidder shall submit only one Proposal. The bidder who submits or participates in more than one Proposal will be disqualified.

2.5 Authorized Person of the Bidder

The selected bidder shall indicate the authorized signatory who can discuss and correspond with the SPIC, with regard to the obligations under the tender notice or Contract. The selected bidder shall submit at the time of signing the contract, a certified copy of the resolution of their Board, authenticated by Company Secretary, authorizing an official or officials of the company to discuss, sign agreements/contracts with the SPIC, raise invoice and accept payments and also to correspond. The bidder shall furnish proof of signature identification for above purposes as required by the Implementer.

2.6 Cost of Proposal

The bidder shall bear all costs associated with the preparation and submission of its Proposal, and the department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the proposal process.

2.7 Clarification of RFP Documents

The bidder requiring any clarification of the RFP documents may notify SPIC in writing, either by post or email, at the following address:

Society for Promotion of IT in Chandigarh (SPIC)
PEC University of Technology Campus, Sector 12,
Chandigarh - 160012.
Tele Fax: +91 172 2744235; +91 172 2745502.
E-Mail: info@spicindia.com.
Website: www.spicindia.com.

2.8.1 Pre-Bid Conference

The pre bid conference would be held at Conference Hall at SPIC, Chandigarh. The bidders are advised to attend this pre bid conference. However, non-attendance at the Pre-Bid Conference will not be a cause for disqualification of a vendor but, separate queries from such vendors will not be entertained at any later stage.

The proceedings of the pre bid conference would be circulated to the bidders and if required, appropriate addendum to this RFP document would be issued to the bidders. Such addendum, if issued, would form part of this RFP and the bidders would be advised to prepare their bids in accordance with such addendum.

The bidders are requested to send their inquiries as per the schedule mentioned in important dates to make such conference more productive. Inquiries received after the set time limit may not be addressed by the SPIC in the pre bid conference. For queries received subsequent to the set limit, SPIC may respond to those queries if received till 1 week before the last date of submission.

2.8.2 Amendment of RFP Documents

At any time prior to the deadline for submission of Proposal, the SPIC may amend the RFP documents by issuing suitable Addenda.

Any addenda thus issued shall be part of the RFP document, and will be made available on the website of SPIC (www.spicindia.com) and will also be communicated by email to all the bidders. To give reasonable time to the bidders, so that they can take Addendum into account in preparing their Proposals, CEO-SPIC will extend (if required) the deadline for submission of Proposals. All the notices / corrigendum related to the project will be posted on the website of SPIC (www.spicindia.com) only.

2.9 Proposal Validity

The Bids shall be valid minimum for a period of "SIX MONTHS" from the date of submission of the bid. On completion of the validity period (6 months), in case required, SPIC, may solicit the vendor's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing by post or email.

2.10 Language of Proposal

The Proposal, and all correspondence and documents related to the Proposal exchanged between the bidder and SPIC, Chandigarh, should be in English. Supporting documents and printed literature furnished by the Bidder may be in any language other than English provided they are accompanied by an accurate translation of the relevant passages in English language. Supporting material, which is not translated in English, will not be considered for evaluation. For the purpose of evaluation and interpretation of the bid proposal, the English language translation shall prevail.

2.11 Documents Comprising the Proposal

The proposal submitted by the Bidder shall comprise the following documents:

- Technical Proposal including all the forms, as attached in annexure of the RFP Document, duly filled in along with all attachments/schedules duly completed and duly signed by the authorized signatory of the Bidder.
- The Bidder's Financial Proposal (in the format given in annexure) including all the financial forms duly signed by the authorized signatory of the Bidder.
- Any other information that should be submitted during the course of Proposal process.

2.12 Format and Signing Of Bid

The Cover Letter, Processing Fee and Technical Proposal and financial Proposal shall be placed in three separate sealed envelopes clearly marked "**PROCESSING FEE**" and "**TECHNICAL BID/PROPOSAL**" and "**FINANCIAL BID/ PROPOSAL**" respectively followed by the name and reference number of the RFP. The bidder should provide One Hard and One Soft copy (on a CD) of the Technical proposal. All the 3 envelopes (Processing Fee ,Technical Proposals & Financial Proposals shall be placed into an outer envelope which shall bear the submission address, reference number and title of the RFP along with the name ,address ,contact number and e-mail id and should be sealed properly. SPIC shall not be responsible for misplacement, losing if the outer envelope or envelopes of any of the three proposals are not sealed as stipulated. This

circumstance may be case for Proposal rejection. If the Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The Proposal shall be signed by authorized person of the vendor. All pages of the proposal, where entries or amendments have been made, shall be initialed by the person or persons signing the Proposal. All signatures on the letters / certificates attached with the Bid document shall be dated suitably.

2.12.1 Currencies of Proposal and Payment

The currency (ies) of the Proposal offer and the payments shall be in Indian Rupees (INR).

2.12.2 Guidelines for Filling Financial Forms

The bidders should submit their financial bid in the specified formats only. No changes would be allowed in the financial bid on account of foreign exchange fluctuations and changes in local taxes, duties, levies, rate of inflation etc.

2.13 Address of Submission

The bids duly completed as per the instructions given in this documents and the amendments issued if any, shall be submitted to the following address on or before the last date of bid submission.

Society for Promotion of IT in Chandigarh (SPIC)
PEC University of Technology Campus, Sector 12, Chandigarh - 160012.
Tele Fax: +91 172 2744235; +91 172 2745502.
E-Mail: info@spicindia.com; Website: www.spicindia.com.

2.14 Deadline for submission of proposals

Proposals must be received at SPIC, at the address specified in the RFP not later than the dates as mentioned in the Schedule of Important dates.

CEO-SPIC, May in exceptional circumstances and at his discretion, extend the deadline for submission of Proposals by issuing an Addendum or by intimating all vendors who have issued the RFP document, in writing by post or email. In this case, all rights and obligations of CEO-SPIC and the vendors previously subject to the original deadline will thereafter be subject to the deadline as extended.

2.15 Late Proposals

Any Proposal received by CEO-SPIC after the deadline for submission of Proposals prescribed in RFP will be summarily rejected and will be returned unopened to the Vendor.

2.16 Appointment of Operators and Sub licensee

The Bidder may sub contract some components of the scope of work but in all such cases bidder would be solely responsible for managing the work of sub contractors and would be the single point of contact for CEO-SPIC. Bidder would also be responsible for all the quality of deliverables (submitted to CEO-SPIC), acts and omissions of any of its sub contractors.

2.17 Right to Accept and Reject the Bid

Notwithstanding anything contained in this document, CEO-SPIC reserves the right to accept or reject any or all the bids. CEO-SPIC also reserves the right to cancel the bid process at any time prior to signing the contract and SPIC will have no liability for above-mentioned actions.

2.18 Corrupt or Fraudulent Practice

In the event of the bidder engaging in any corrupt or fraudulent practices during the bidding process, by the judgment of the CEO-SPIC, the bid will be summarily rejected.

For the purpose of this clause:

“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a SPIC official in the selection process. It also includes bringing undue influence through any quarter or interfering directly or indirectly in the selection process to affect its outcome.

“Fraudulent Practice” means a misrepresentation of facts in order to influence selection process to the detriment of the SPIC.

4. Eligibility Criteria

1. The bidder should have annual turnover of 50 Lacs in each of last 3 financial years (2007-08, 2008-09 & 2009-2010).The bidder should submit Certificate from CA along with Audited Balance sheets of last three financial years.
2. The bidder should have successfully implemented at least five projects of biometric Attendance system using Finger Print Scanner/Reader, Signature Scanner. The minimum work order should be of Rs. 5 Lacs for at least two projects. The bidder should attach Work Order/Contract Letter.
3. Even though the bidder meet the above qualifying criteria, they are subject to be disqualified in case of following conditions:
 - a. If the bidder is in litigation with Chandigarh Administration.
 - b. The bidder has made any false representation in the forms, statements and attachments submitted in proof of the pre-qualification requirements.
 - c. The bidder has a record of poor performance such as abandoning of any allotted project, inability to complete any allotted project, delay in completion of any allotted project etc.
 - d. The bidder has been black listed by any Government or its organizations.

A self certificate to this effect is required from the bidder. If at a later stage it is found that any Bidder has wrongly certified, the bidder shall be liable for action under the Criminal law.

4. The bidder should have register office in Chandigarh, Panchkula or Mohali. The bidder should attach Undertaking from authorized signatory.
5. The bidder should have valid PAN and Service Tax Number. The bidder should attach Valid Certificates.
6. The bidder should have at least 10 regular system engineers/Technical experts/Hardware-Engineers/Software Engineers. The bidder should attach details for each of these employees.

5. Minimum Technical Eligibility Criteria

The minimum technical specifications for the biometric devices will be as follows:

5.1 BIOMETRIC FINGER PRINT SCANNER/READER

Sr.	Specifications	Criteria
1	User capacity	50000
2	Transaction capacity	30000/100000
3	Verification mode	1:1 or 1:N
4	Access Control	50 Time Zone, 5 Grouping, 10 Combination, Holiday Management, support many fingerprints access, support standalone work
5	Electric lock control	Directness relay output 3A/12VDC
6	Communicational	TCP/IP or RS232
7	Keyboard and Display	LCD with 80 character and figure keypad
8	Power	9-24 VDC, stay current: 50MA, work current: 400 MA
9	Identification speed	<=2 seconds
10	FRR	<=1%
11	FAR	<=0.0001%
12	Temperature operating	0°C - 45°C
13	Humidity operating	20%-80%

5.3 WEBCAM / DIGITAL CAMERA

Sr.	Specifications	Criteria
1	Megapixels	Minimum 8
2	Video Recording resolution	960 X 720
3	White Balance	Auto
4	Auto Focus	Yes
5	Power Source	USB
6	Connectivity Option	USB 2.0
7	Supported OS	Windows Xp/Vista/7

General Information, Terms & Conditions

6.1 Use of Contract Documents and Information

The vendor shall not, without prior written consent of Department, make use of any document or information made available for the project, except for purposes of performing the Contract.

All project related documents issued by Department, other than the Contract itself, shall remain the property of the Department and shall be returned (in all copies) to the Department on completion of the bidder's performance under the Contract if so required by the Department.

6.2 Force Majeure

6.2.1 Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

Force Majeure shall not include –

Any event which is caused by the negligence or intentional action of a Party or such Party's agents or employees, nor

Any event which a diligent Party could reasonably have been expected to both

- (a) Take into account at the time of the conclusion of this Contract, and
- (b) Avoid or overcome in the carrying out of its obligations hereunder.

Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

6.2.2 No Breach of Contract

The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions,

due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

6.2.2.1 Measures to be taken

- A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay.
- A Party affected by an event of force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, shall similarly give notice of the restoration of normal conditions as soon as possible.
- The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

6.2.2.2 Extension of Time

Any period, within which a Party shall, pursuant to this Contract, complete any action or task shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure. The Penalties to be imposed on such conditions will be as per the 'Penalty' Clause.

6.2.2.3 Consultation

Not later than thirty (30) days after the vendor, as the result of an event of Force Majeure, have become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances. The Penalties to be imposed on such conditions will be as per the 'Penalty' Clause.

6.3 Communication of Problems

The Vendor will communicate all problems without any delay to the designated representative of Police Department as and when they occur.

- I. The contract will commence on the date hereof and unless terminated in accordance with the terms and conditions hereof, will remain in force till the completion of the recruitment process.

- II. Department will monitor the performance of the bidder, and have the right to discontinue the contract in the event of low performance at any point of time.
- III. The Solution Provider will keep secret any technical, commercial or any other information, marked as 'confidential' or learned from other party in the course of performing its obligations, and that it will not communicate such information to any third party.

6.4 Termination

6.4.1 Definition

By the Implementer

The Implementer may terminate this Contract in case of occurrence of any of the events specified in paragraphs (a) through (g) of this Clause. In such an occurrence the Implementer shall give not less than thirty (30) days' written notice of termination to the Vendor and sixty (60) days' in case of the event referred to in (f).

- (a) If the Vendor does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing;
- (b) If the Vendor become insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law of the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Vendor fail to comply with any final decision reached as a result of arbitration proceedings;
- (d) If the Vendor submit to the Implementer a statement which has a material effect on the rights, obligations or interests of the Implementer and which the Vendor know to be false;
- (e) If, as the result of Force Majeure, the Vendor are unable to perform the Services for a period of not less than sixty (60) days; or
- (f) If the Implementer, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

- (g) If the Vendor, in the judgment of the Implementer has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.

“Fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Implementer and includes collusive practice among Vendor (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the Implementer of the benefits of free and open competition.

6.4.2 Cessation of Rights and Obligations

Upon termination of this Contract pursuant to Termination Clause hereof, or upon expiration of this Contract, all rights and obligations of the Parties hereunder shall cease, except:

- (i) Such rights and obligations as may have accrued on the date of termination or expiration;
- (ii) The obligation of confidentiality set forth in Confidentiality Clause hereof;
- (iii) Any right which a Party may have under the Applicable Law.

6.4.3 Cessation of Services

Upon termination of this contract by notice of either Party to the other pursuant as per the Termination Clause hereof, the Vendor shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

6.4.4 Payment upon Termination

Upon termination of this Contract pursuant to Termination Clauses hereof, The Implementer reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and security deposit, if any, under this contract or any other contract/order.

6.4.5 Disputes about Events of Termination

If either Party disputes whether an event specified in paragraphs (a) through (c) of Termination Clause hereof has occurred, such Party may, within thirty (30) days after receipt of notice of termination from the other Party, refer the matter to arbitration pursuant to Settlement of Disputes Clause hereof, and this Contract shall not be terminated on account of such event except in accordance with terms of any resulting arbitrate award.

6.5 Obligations of the Vendor

6.5.1 Standard of Performance

The Vendor shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective human resource, materials and methods. The Vendor shall always act, in respect of any matter relating to this contract or to the Services, as faithful advisers to the implementer, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Third Parties.

6.5.2 Law Governing Services

The Vendor shall perform the Services in accordance with the Applicable Law and shall take all practicable steps to ensure that the Personnel of the Vendor comply with the Applicable Law. The Implementer shall advise the Vendor in writing of relevant local customs if required and the Vendor shall, after such notification, respect such customs.

6.5.3 Conflicts of Interests

a) The Vendor Not to Benefit from Commissions & Discounts, etc.

The payment of the Vendor pursuant to Payment to Vendor Clause hereof shall constitute the Vendors' sole payment in connection with this Contract or the Services and the Vendor shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations hereunder, and the Vendor shall use their best efforts to ensure that their Personnel and agents, similarly shall not receive any such additional remuneration.

b) The Vendor and Affiliates not to engage in Certain Activities.

The Vendor agree that, during the term of this Contract and after its termination, the Vendor and any entity affiliated with the Vendor, shall except with the previous consent of the client obtained in writing be disqualified from providing goods, works or services (other than the Services forming a part of this contract) for any project resulting from or closely related to this Assignment.

c) Prohibition of Conflicting Activities.

The Vendor shall not engage, and shall cause their Personnel not to engage, either directly or indirectly, in any of the following activities.

- During the term of this Contract, any business or professional activities in the Government's premises which would conflict with the activities assigned to them under this Contract.

6.5.4 Confidentiality

The Vendor and their Personnel shall not, either during the term or after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or the Implementer's business or operations without the prior written consent of the Implementer.

6.5.5 Liability of the Vendor

Subject to the provision "Limitation of the Vendors' liability towards the Implementer below, the Vendors' liability under this Contract shall be as provided by the Applicable Law.

Limitation of the Vendors' Liability towards the implementer

In case of gross negligence or wilful misconduct on the part of the Vendor or on the part of any person or firm acting on behalf of the Vendor in carrying out the Services, the Vendor with respect to damage caused by the Vendor to the Client's property, shall be liable to the implementer.

Reporting Obligations

The Vendor shall submit to the Implementer the reports and documents specified in Scope of Work hereto, in the form, in the numbers and within the time period set forth at the time of signing the contract.

6.5.6 Documents Prepared by the Vendor to be the Property of the Implementer

- a) All plans, reports, other documents prepared by the Vendor for the Implementer under this Contract shall become and remain the property of the Implementer, and the Vendor shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Implementer, together with a detailed inventory thereof.
- b) The Vendor may retain a copy of such documents. The Vendor shall not use these documents for purposes unrelated to this Contract without the prior written approval of the Implementer. The equipment and materials furnished by the Implementer shall be returned on the termination or expiration of the contract by the Vendor.
- c) However the vendor will hold sole and exclusive Intellectual Property Rights on all proprietary products, tools, supplied software and components. Neither nothing in this contract will nor will be construed to mean that such Intellectual Property Rights is at any time assigned or otherwise alienated to SPIC or any other person.

6.5.7 Taxes and Duties

The Vendor shall be entirely responsible for all taxes; duties, etc. incurred on the services rendered by the Vendor until delivery of the contracted services.

6.5.8 Vendors' Personnel

6.5.8.1 General

The Vendor shall employ and provide such qualified and experienced Personnel as are required to carry out the Services.

6.5.8.2 Project Co-ordinator

The successful bidder will ensure that all times during the contract period a Project coordinator is appointed to watch & ensure the performance & implementation of the project.

6.5.8.3 Removal and / or Replacement of Personnel

- a) The Vendor shall employ and provide such qualified and experienced Personnel as are required to carry out the Services and as agreed upon with the Implementer at the time of signing of the contract.
- b) Except as the Implementer may otherwise agree, no changes shall be made in the Key Personnel during the course of an assignment. If for any reason beyond the reasonable control of the Vendor, it becomes necessary to replace any of the Personnel, the Vendor shall forthwith provide as a replacement a person of equivalent or better qualifications.
- c) If the Implementer (i) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Vendor shall, at the Implementers' written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the Implementer.
- d) The Vendor shall have no claim for additional costs arising out of or incidental to any removal and / or replacement of Personnel.

6.6 Obligations of the Implementer

6.6.1 Assistance

The Implementer shall use its best efforts to ensure that the Schools/Colleges shall provide the Vendor such assistance as specified at the time of signing the contract.

6.6.2 Services, Facilities and Property of the Implementer

The Implementer shall make available to the Vendor and the Personnel, for the purpose of the services and free of any charge, the services, facilities and property as required by the Vendor and agreed by the Implementer under this contract.

6.6.3 Payment

In consideration of the Services performed by the Vendor under this Contract, the Implementer shall make to the Vendor such payments and in such manner as is provided by Payment to Vendor Clause of this Contract.

6.7 Payments to the Vendor

6.7.1 Terms and Conditions of Payment

The payment to the Solution Provider will be made under this agreement as under:

1. The payment will be released after the completion of the project.
2. Income Tax and other deductions will be made from the bill of the contractor at source as per the rates applicable from time to time in accordance with instructions/rules in this regard.

6.7.2 Period of Contract

1. The period of contract under project will be from the starting of the **PET** (Physical Efficiency Test) / **PMT** (Physical Measurement Test), until the completion of the Examination, Interview, Medical Test and joining.
2. Contract can be terminated as and when your services are not required by SPIC and vice versa with a one month notice.

6.7.3 Payments for additional work / Rework

In case of any additional work / rework required to be done by the bidder due to change in Scope of Work due to existing Legislation/Regulations/Acts or enactment of new Acts within the administrative control of the Implementer , the remuneration mechanism for the same will be as finalized at the time of signing of contract.

6.7.4 Currency of Payment

All payments shall be made in local currency i.e. Indian Rupees.

6.8 Good Faith

6.8.1 Fairness and Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

6.8.2 Operation of the Contract

The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause of Settlement of Disputes hereof.

6.9 Settlement of Disputes

1. The Implementer and the Vendor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
2. If, after thirty (30) days from the commencement of such informal negotiations, the Implementer and the Vendor have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism as detailed in the document.
3. In the case of a dispute or difference arising out of or connected with this contract, such dispute or difference shall be referred to the award of two arbitrators, one arbitrator to be nominated by the Implementer and the other to be nominated by the Vendor or in the case of the said arbitrators not agreeing, then to the award of an Arbitrator to be appointed by the Arbitrators in writing before proceeding with the reference, and in case the arbitrators cannot agree to the Arbitrator, he may be nominated by The Secretary Finance, of UT Chandigarh. The award of the Arbitrators, and in the event of their not agreeing, of the Arbitrator appointed by them e shall be final and binding on the parties.
4. The Indian Arbitration Act 1940, the rules made there under and any statutory modification or re-enactments thereof, shall apply to the arbitration proceedings.
5. The venue of arbitration shall be the place from where the Contract is issued.

6.10 Applicable law & Jurisdiction of court

The Tender/Works Contract with the selected bidder shall be governed by and construed in accordance with the Laws of India. The parties hereby agree that the court in the City of Chandigarh alone shall have jurisdiction to entertain any application or any award/s made by the Sole Arbitrator or other proceedings in respect of anything arising under this Tender/Works Contract.

6.11 Penalties

Chandigarh police reserve the rights to BLACK LIST the Solution provider for any future project in case of gross negligence on the part of the Solution Provider for implementation of proposed project.

6.11.1 Penalties for delay in implementation

If the Vendor fails to complete the Period within the time period (s) specified in the implementation plan, The Implementer may, without prejudice to its other remedies under the Agreement, levy as Penalties, a sum equivalent to 20% of the EMD, for each week or part thereof of delay, until actual delivery of performance. If the delay continues beyond 2 weeks, The Purchaser may terminate the Agreement and absorb the full EMD amount deposited by the solution provider.

6.11.2 Operational Penalties

In the event the Vendor is unable to meet any one of the parameters defined in the 'Scope of Work' and 'Deliverables' or in 'Detailed Scope of Work' (to be prepared after the awarding of the contract) section in this RFP, The Purchaser reserves the right to terminate the contract and forfeit the EMD deposited.

6.11.3 Penalties for misuse

In case of misuse of Infrastructure at the instance of the Vendor, the penalty imposed on the Vendor, without prejudice to The Purchaser/Implementer, other remedies under the Agreement, shall be 20% of the EMD. If the misuse continues for two weeks, The Purchaser/Implementer may terminate the Agreement and forfeit the EMD deposited.

6.11.4 Payment Terms for Penalties

The payment will be released on successful completion of the project after deducting all the due penalties. On completion of project, the successful bidder has to submit performance

report/Certificate and No Objection Certificate to the implementer after obtaining the same from Chandigarh Police.

7. Estimated Capacity & Performance Requirements

7.1 Estimated Capacity

The biometric solution should have capacities to cater to the following work load while meeting the performance expectation as mentioned below.

Sr.	Description	Total
1	Expected Total no of candidates for whom Biometric finger print, signature and photo to be taken during PET/PMT	25,000 to 30,000
2	Expected number of Centres for PET/PMT	1
2	Expected number of Examination Centres	10 to 30
3	Total number of candidates per centre during Examination/interview process	Approx 1500

Annexure (to be attached with proposal)

Form 1 – Cover letter

Date:

Reference No.:

To,

Society for Promotion of Information Technology in Chandigarh.

PEC Campus, Sector 12, Chandigarh - 160012.

Tele Fax: +91 172 2744235; +91 172 2745502.

Subject: Proposal for Selection of Solution Provider for implementation of BIOMETRIC based Attendance System.

Dear Sir,

1. We, the undersigned, having carefully examined the referred RFP, offer to Propose for the selection as Solution Provider for implementation of BIOMETRIC based Attendance System, in full conformity with the said RFP.
2. We have read the all the provisions of RFP and confirm that these are acceptable to us.
3. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
4. We agree to abide by this Proposal, consisting of this letter and, Technical Proposal, and all attachments, for a period of 90 days from the date fixed for submission of Proposals as stipulated in the RFP and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
5. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.

Request for proposal for selection of Solution Provider for implementation of BIOMETRIC based Attendance System

6. We declare that we do not have any interest in downstream business, which may ensue from the RFP prepared through this assignment.
7. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification or termination of contract during any stage of the project.
8. We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not defray any expenses incurred by us in bidding.

Signature:

In the capacity of:

Duly authorized to sign Proposal for

And on behalf of:

Date:

Place:

Form 2 – Proposal Summary Sheet

1. CONTACT DETAILS		
1	Name of the Organisation	
2	Name of the Head of the Organisation	
3	Address	
4	City	
5	District	
6	State	
7	Pin Code	
8	Telephone No.	
9	Mobile No.	
10	Fax No.	
11	E-mail ID	
12	Web Site	
2. COMPANIES/FIRMS/REGISTERED SOCIETIES/TRUSTS DETAILS		
1	Registered Company Name	
2	Registration number & Date of registration	
3	Permanent Income Tax Account number(PAN)	
4	Service TAX registration number & Date	
5	Registered Office Address (in Chandigarh/ Panchkula /Mohali)	
6	Current Number of Full time Technical Employees	
3. COMPANY WORK PROFILE		
1	Total experience in implementation of biometrics (in Years.)	
2	Core competency of the Organisation	Solution Provider Hardware / equipments supplier Software Developer If any other, please specify

Request for proposal for selection of Solution Provider for implementation of BIOMETRIC based Attendance System

3	Any biometric solution audited by third party	
4	Name of the Project evaluated	
5	Name of the third Party	
6	Address & Contact Details of the Evaluator	

4. DETAILS of the BIOMETRIC PROJECT

Sr.	Organisation Name where implemented	Address	Name & Phone No. of the Contact Person	No. of Equipments	Order Value	Start Date - End date
1						
2						
3						
4						
5						

5. FINANCIAL PERFORMANCE SUMMARY

In Indian Rupees (in Lacs)	FY 2007-2008	FY 2008-2009	FY 2009-2010
1 Turn Over			

6. DETAILS OF System Engineers to be deputed

Sr.	Name of the SE	Educational Qualification	Professional Qualification	Experience in biometrics (In number of years)			Total working Experience with Current Employer (In no. of Yrs.)
				School Level	College Level	Corporate Level	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

7. ATTACHMENTS DETAILS		
Sr.	Particulars	Page No./Flag No.
1	Certificate of CA for annual turnover of last 3 Financial Years (2007-2008, 2008-2009 & 2009-2010)	
2	Audited Balance sheets of last three financial years (2007-2008, 2008-2009 & 2009-2010)	
3	Resumes of the System Engineers duly verified by authorized signatory	
4	Certificates of PAN and Service Tax Number	
5	Work Order/Contract Letter & Commissioning Report for 5 projects of Biometric Attendance system	
6	Detailed Company Profile	

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification/termination of contact during any stage of the project.

Signature:

In the capacity of:

Duly authorized to sign Proposal for

And on behalf of:

Date:

Place:

Form 3 – Certificate of Undertaking.

(To be given on Company's Letter Head)

To,

Society for Promotion of Information Technology in Chandigarh.

PEC Campus, Sector 12, Chandigarh - 160012.

Tele Fax: +91 172 2744235; +91 172 2745502.

This is with reference to the RFP published in _____ on date_____.

It is to certify that:

1. The undersigned is not in litigation with Chandigarh Administration.
2. The undersigned has not made any false representation in the forms, statements and attachments submitted in proof of the pre-qualification requirements.
3. The undersigned has not any record of poor performance such as abandoning of any allotted project, inability to complete any allotted project, delay in completion of any allotted project etc.
4. The undersigned has not been black listed by any Government or its organizations.
5. The undersigned has registered office in (Chandigarh/Mohali/Panchkula).

Yours faithfully,

Signature:

In the capacity of:

Duly authorized to sign Proposal for

And on behalf of:

Date:Place:

Form 4 - Format of Curriculum Vitae (CV) for Proposed Trainer

Name of the Firm/Entity:

Name of the Staff:

Designation in the Firm/Entity:

Date of Birth and Nationality:

Years with Firm/Entity _____ Total Years of Experience _____

Educational Background:

[College/university education of staff member, with names of school/College/University, year of completing, degrees obtained]

Professional Background:

[Other specialized/management/professional education of staff member, with names of institute, year of completing, degrees/certificate obtained]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last Five years, also give very briefly the types of activities performed and client references, where appropriate. Use about three-quarters of a page]

Relevant Experience:

Give a description of staff member's in-depth and successful experience in maximum five assignments most pertinent to tasks on this assignment. Details required are as under:

Name and Objective of Assignment, Role on the assignment, Year and Duration of assignment, Location, Name of Client and a description of the key activities performed by the staff member and staff member's contribution to the project.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____

[Signature of staff member and authorized representative of the Firm] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

Form 5 - Technical Proposal Format

Bidders are required to submit the following specific information details for carrying out the activities of work under the project:

1. Company Profile:

[Provide brief description about your organization, for details attach complete profile]

2. Understanding of the activities of work involved:

[Provide details of your understanding regarding activities involved as Solution Provider for implementation of BIOMETRIC based Attendance System, based on the broad areas of work outlined in the RFP]

3. Methodology for the execution of the project :

[Describe a specific methodology to implement the project]

4. Past Project Experience in BIOMETRIC Attendance System:

[Provide the past experience for implementation of similar projects in a capacity as **Solution Provider for implementation of BIOMETRIC based Attendance System** with any other]

Sr.	Organization Name , Address & Contact No	Project Duration	Project Cost	Task assigned in project

5. Work Plan:

The proposed work plan should reflect the activities/ tasks of the methodology proposed by the training agency, showing a good understanding of the assignments to be undertaken and ability to translate them into feasible working plan]

Form 6 - Financial Proposal Format

Bidders are required to submit the Financial BID exactly in the following Format:

Sr.	Description	Approx. Number of Candidates	Amount/per candidate	Service Tax	Total Cost/per candidate
1	Total Cost of implementation of BIOMETRIC Attendance System	<3000			
2		3000 - 5000			
3		5001 - 7000			
4		7001 - 9000			
5		9001 – 15000			
6		15001 – 20000			
7		20001 – 25000			
8		25001 - 30000			
9		30001 – 35000			
10		>35000			

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification/termination of contact during any stage of the project.

Signature:

In the capacity of:

Duly authorized to sign Proposal for

And on behalf of:

Date:

Place:

Note:

1. Rates mentioned above should be all inclusive. i.e. Cost of biometric Hardware on returnable basis /Cost of Training/Cost of manpower/ any other cost etc.
2. Chandigarh Police will provide the IT Infrastructure including PCs/Laptops/Printers etc.
3. The maintenance of hardware/software Application, protection of data and taking regular data backups will be the responsibility of solution developer.
4. Tentative duration of the project will be around 2 months.
5. The Solution Provider to supply & install **biometric Hardware on returnable basis, Web Cams, Software Application for Biometric Attendance System & required skilled manpower.**

Form 7 - Technical Eligibility Form

1. BIOMETRIC FINGER PRINT SCANNER/READER

Sr.	Specifications	Criteria	Compliance	
			YES	NO
1	User capacity	Total :50000 Minimum capacity Per reader :1500		
2	Transaction capacity	30000/100000		
3	Verification mode	1:1 or 1:N		
4	Access Control	50 Time Zone, 5 Grouping, 10 Combination, Holiday Management, support many fingerprints access, support standalone work		
5	Electric lock control	Directness relay output 3A/12VDC		
6	Communicational	TCP/IP or RS232		
7	Keyboard and Display	LCD with 80 character and figure keypad		
8	Power	9-24 VDC, stay current: 50MA,work current:400MA		
9	Identification speed	<=2 seconds		
10	FRR	<=1%		
11	FAR	<=0.0001%		
12	Temperature operating	0°C - 45°C		
13	Humidity operating	20%-80%		

2. WEBCAM/Digital Camera

Sr.	Specifications	Criteria	Compliance	
			YES	NO
1	Megapixels	Minimum 8		
2	Video Recording resolution	960 X 720		
3	White Balance	Auto		

4	Auto Focus	Yes		
5	Power Source	USB		
6	Connectivity Option	USB 2.0		
7	Supported OS	Windows Xp/Vista/7		

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification/termination of contact during any stage of the project.

Signature:

In the capacity of:

Duly authorized to sign Proposal for

And on behalf of:

Date:

Place: