

Sarva Shiksha Abhiyan Authority (SSAA), Punjab

Invites

Request for Proposal (RFP)

For

**Selection of Solution Provider for Supply, Installation &
Commissioning of Biometric-based Attendance System in
100 Government Schools**

Bid Schedule

Date of Issue of Bid Documents:	10th May, 2010 onwards
Date of Pre-Bid Conference:	17th May, 2010 at 3:00 pm
Last Date of Issue of Bid:	24th May, 2010 upto 5:00 pm
Last Date for submission of Bid:	25th May, 2010 upto 2:00 pm
Date of opening of Pre-Qualification Bid:	25th May, 2010 at 2:30 pm

**State Project Director (SPD)
Sarva Shiksha Abhiyan Authority, Punjab
SCO 104-106, Sector 34-A, Chandigarh
Tel no. (0172) – 2621104-6
Fax: (0172) - 2624673**

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Bid No. : SSAPB/Biometric-2/May,2010
 Serial No. of Document : _____
 Issued to : _____

 Against request No. : _____
 Dated : _____

And payment of cost of bid document for Rs. 1,000/- (Rupees One Thousand Only) to be paid in demand draft (DD) only.

Name of the bank and Address: _____

Demand Draft No. and date: _____

Bid document issued on : _____

Authorized Signatory

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BID SUMMARY

Bid No.	EMD (Rs.) in shape of bank Demand Draft	Bid Document Cost (Rs.) Non-refundable	Date & Time	
			Bid Submission	Bid Opening
SSAPB/Biometric-1/Dec.09	Rs. 1,00,000/- (Rs. One lacs)	Rs. 1,000/- (Rs. One thousand only)	25 th May 2010 till 2:00 pm.	25 th May 2010, at 2:30 pm

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SECTION I INVITATION FOR BIDS

Biometric based Attendance System

State Project Director (SPD, Sarva Shiksha Abhiyan Authority (SSAA), Punjab invites sealed bids from established, reputed National / International IT firms with base in India for Selection of Solution Provider for Supply, Installation & Commissioning of Biometric-based Attendance System in 100 Government Schools in the State.

The bidder shall be responsible for carrying out the following major activities under the system:

- **School level**
 1. Supply and installation of Biometric devices in 100 selected government schools;
 2. Capturing the Fingerprints of teachers;
 3. Authentication of captured fingerprints with the master fingerprints at local level before transmitting the status report to the central level;
 4. Number of teachers per School will be in the range of 2 to 150
 5. Providing GPRS based communication in selected 100 Schools with unlimited data usage and SMS usage on **Rental basis** (Annual Rental & 3 Years Cost). This connectivity must be backhauled on Private network (MPLS);
 6. All devices, wherever applicable, must be GPRS enabled for online connectivity;
 7. Transmitting the status reporting with respect to attendance marking of all teachers of the respective School to the Central database using online GPRS connectivity;
- **Central Location**
 8. Provision of web-portal application for monitoring and management of attendance of teachers;
 9. Provide IT resources such as Application servers, database servers, firewall etc.;
 10. Co-location of these Servers at Tier-3 Datacenter facility in North Region (Chandigarh, Delhi or NCR) for housing web-enabled application software, database and other associated information. Alternatively, the Server would be placed at Punjab State Wide Area Network (**PAWAN**) **Control Centre, MGSIPA, Sector 26, Chandigarh.**
 11. Different users can access Web portal application for required purposes;
 12. Providing service & support for the entire system during the warranty period of three years.

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Bid conditions

1. Bidders are advised to study the Bid Document carefully. Submission of Bids shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications.
2. Sealed offers prepared in accordance with the procedures enumerated in Clause 1 of Section II should be submitted to the **Sarva Shiksha Abhiyan Authority (SSAA), Punjab** not later than the date and time laid down, at the address given in the **Schedule for Invitation to Bid** under Clause 6. (Given below)
3. The Bidder must furnish Earnest Money Deposit (EMD) for Rs. 1,00,000/- (Rs. One lacs) in favour of **State Project Director, Sarva Shiksha Abhiyan Authority (SSAA), Punjab**, "payable at Chandigarh", in the envelope containing the Pre-Qualification bid. Failing which the bid will be rejected.
4. This Bid document is not transferable.
5. The tenders of only those bidders, who have purchased the documents in their names, will be considered.
6. The Department of School Education reserves the rights to reject any bid or all the bids without assigning any reasons and revising quantity, fine-tuning specifications as per requirement of Government of Punjab before opening the commercial bids.
7. The bidder will accept all conditions of the Bid Document unconditionally or depending upon the decisions of the Tender Evaluation Committee.

8. Schedule for Invitation to Bid:

- a) Name of the concern by whom the bids are called on behalf of the Government of Punjab is:

**State Project Director(SPD),
Sarva Shiksha Abhiyan Authority (SSAA), Punjab
SCO 104-106, Sector 34 A, Chandigarh**

- b) Addressee and Address at which Bids are to be submitted:

**State Project Director(SPD),
Sarva Shiksha Abhiyan Authority (SSAA), Punjab
SCO 104-106, Sector 34 A, Chandigarh**

- c) Place Time and Date of Pre-bid conference:

**State Project Director(SPD),
Sarva Shiksha Abhiyan Authority (SSAA), Punjab
SCO 104-106, Sector 34 A, Chandigarh
at 17th May, 2010 at 3:00 pm**

- d) Latest time and date for submission of completed bids:

Upto 2:00 pm on 25th May, 2010

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- e) Place Time and Date of opening of Pre-qualification bids:

**State Project Director(SPD),
Sarva Shiksha Abhiyan Authority (SSAA), Punjab
SCO 104-106, 2nd Floor, Sector 34 A, Chandigarh**

at 2:30 pm on 25th May, 2010

- f) Technical bids of only the Pre-qualified bidders will be **opened and scrutinized at the same time (same date as 'e' above)** and if need be, on the following day(s) to be announced on the spot.

- g) Date till which the bid is valid: **120 days from last date of submission of bids.**

Note: The Client shall not be responsible for any postal delays about non-receipt/ non-delivery of the documents. All late bids/ incomplete bids would be rejected outrightly.

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SECTION II INSTRUCTIONS TO BIDDERS

A. Introduction

1 Procedure for Submission of Bids

It is proposed to have a **Three-Cover System** for this bid.

- a) Pre-qualification documents (2 copies) in one cover.
- b) Technical Bid (2 copies) in one separate cover.
- c) Commercial Bid (2 copies) in another separate cover.

- 1.1 The Bidders must place their pre-qualification, technical and commercial bids in two separate envelopes, super-scribed with separate **Bid titles** as follows:

A. PRE QUALIFICATION BID

B. TECHNICAL BID

C. COMMERCIAL BID

- 1.2 The Bidder shall have to qualify the pre-qualification Bid.
- 1.3 **Pre-Qualification Bids** will be opened on the prescribed date and time.
- 1.4 **Technical Bids** of only those Bidders will be opened who qualify the **Pre-Qualification round** after the initial processing of pre-qualification bid on the same day or at a date and time to be notified on the same day. The technical specifications may be fine-tuned before calling for the revised Commercial bids.
- 1.5 **A minimum time of 4 days** would be allowed for the submission of the **revised Commercial Bids**, if so required, based on the fine tuned specification as in Para 1.4 or otherwise by only those Bidders who will qualify both the Pre-Qualification Bid and the Technical Bid and would be **opened immediately thereafter**.
- 1.6 Each copy of the Pre-qualification document should be covered in a separate sealed cover super-scribing the wording '**Pre-qualification document**'. Both copies should be separately marked as "**original copy**" and "**first copy**" **respectively**. Thereafter, both the copies should be put in a single sealed cover super-scribing the wording "**Pre-qualification document**".

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- 1.7 Each copy of Technical Bid of the Bid should be covered in a separate sealed cover super-scribing the wording **“Technical Bid”**. Both copies should be separately marked as **“original copy”** and **“first copy”** respectively. Thereafter, both the copies should be put in a single sealed cover super-scribing the wording **“Technical Bid”**.
- 1.8 **Please note that commercial aspects (prices, cost etc.) should not be indicated in the Pre-qualification Bid or the Technical Bid and should be quoted only in the Commercial Bid.**
- 1.9 Each copy of Commercial Bid of the Bid should be covered in a separate sealed cover super-scribing the wording **“Commercial Bid”**. Both copies should be separately marked as **“Original copy”** and **“First copy”** respectively. Thereafter, both the copies should be put in a single sealed cover super-scribing the wording **“Commercial Bid”**. **Commercial Bid should only indicate prices in the prescribed format.**
- 1.10 The cover thus prepared should also indicate clearly the name and address of the Bidder to enable the Bid to be returned unopened in case it is received **“Late”**.
- 1.11 The bids received late and declared late by the Bid Evaluation committee after the last date and time for receipt of bids prescribed in the bid document or otherwise shall be rejected and/or returned unopened to the Bidder.
- 1.12 Each copy of the bid should be a complete document with Index & page numbering and should be bound as a volume. Different copies must be bound separately.

2 **Cost of Bid document**

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Client and Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

- 3 The Bidder is expected to carefully examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all information required in the Bid Document or submission of a bid not substantially responsive to the Bid Document in every respect will be at the Bidder's risk and may result in the rejection of the bid.

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4 Clarification regarding Bid Document

- 4.1 A prospective Bidder requiring any clarification of the Bid Document may notify the Client in writing at the Client's mailing address indicated in Clause 6 of Section I. The Client will respond in writing to any request for clarification of the Bid Document, received, not later than 7 days prior to the last date for the receipt of bids prescribed by the Client. Written copies of the Client response (including an explanation of the query but without identifying the source of Inquiry will be sent to all prospective Bidders who have received the Bid Documents.

5 Amendment of Bid Document.

- 5.1 At any time upto the last date for receipt of bids, the Client, may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment.
- 5.2 The amendment will be notified in writing or by telex or cable or e-mail to the prospective Bidders who have received the Bid Documents and will be binding on them.
- 5.3 In order to afford prospective Bidders reasonable time or otherwise for any other reason, in which to take the amendment into account in preparing their bids, the Client may, at his discretion, extend the last date for the receipt of Bids.

B. Preparation of Bids

6 Language of Bids

- 6.1 The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and the Client, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

7 Documents Comprising the Bids

- 7.1 Conditional bids shall not be entertained.
- 7.2 The Bids prepared by the Bidders shall comprise of following components (Bid documents are to be submitted in the order of pre-qualification clauses along index page no., otherwise bid will be disqualified):

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- a) Bid Proposal sheet duly filled in, signed and complete in all respects. (Performa -I)
- b) Qualifying data duly filled in as per relevant Performa provided in the bid proposal that the Bidder is eligible to bid and is qualified to perform the contract, if its bid is accepted (Performa -II)
- c) The Bidder must furnish **Earnest Money Deposit (EMD)** of Rs.1,00,000/- (Rupees One lacs only) which shall be in the form of Demand Draft drawn on any scheduled bank in favour of **State Project Director, Sarva Shiksha Abhiyan Authority (SSAA), Punjab** "payable at Chandigarh", failing which the bid will be rejected. This earnest money is to be submitted along with the pre-qualification documents.
- d) The Bidder must be registered/ incorporated under Indian Companies Act 1956. Bidder should have a base in India for atleast 3 years. For the purpose of tender, vendors having experience with biometric based attendance shall only be considered; experience on Magnetic stripe, plain Plastic card, bar coded or paper cards shall not be considered.
- e) The Bidder/ Consortium should be an OEM partner for the product being quoted.
- f) The Bidder/ consortium must be ISO 9001:2000 certified or above.
- g) Company Financial Status: The Bidder must have an average annual turnover of minimum Rs 10 Crores for the preceding last three financial years. The Bidder should have been making profit for last two years.
- h) The Bidders must indicate the names of its GPRS service Providers in Punjab for this assignment.
- i) The Bidder/ consortium must have implemented at least 1 (one) project on turn-key basis in the Central/ State Government/ Govt. PSUs/ Private sector valued for Rs 50 lacs in last five financial years ending 31-Mar-10. Project should comprise of Hardware, GPRS, Application software Integration
- j) The Bidder/ consortium must have Tier-3 Datacenter facility in North Region (Chandigarh, Delhi or NCR)
- k) The Bidder must possess Professional Competence and experience of the key personnel (both technical and domain experts) to be associated with this project.
- l) The Bidder/ consortium should not be under a declaration of ineligibility for corrupt and fraudulent practices or any other reason, whatsoever, or have not been blacklisted by the Government of India or any of its agencies, including public enterprises and/or by any State Government or any of its agencies
- m) The Bidder must have valid PAN issued by Income Tax Authorities, India.
- n) The Bidder must have valid State Sales Tax and CST Number. If no, the Bidder will give undertaking that the Sales Tax Number shall be submitted to the client before the signing of the contract.
- o) The Bidder shall give a certificate regarding the use of quality components for IT Resources as per Performa VI.

Technical Bid shall consist of the following: -

- (a) Technical Deviations, if any, from the terms and conditions and specifications as specified in the Bidding Documents (Performa-III). Failing which, it would be assumed that there are no technical deviations and the full responsibility lies on the Bidder.

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- (b) Technical Brochures of the product quoted and also current certifications asked for in the detailed technical specifications should also be enclosed.
- (c) The bidder will be asked to make presentation of the proposed solution.
- (d) The Technical specifications may be fine-tuned on the basis of discussions with various Bidders during Technical Bid evaluation process. The revised commercial bids, if required, would then be called on the basis of fine tuned specifications.

Commercial Bid consisting of the following: -

- (a) Bid prices for the fine-tuned Technical Specifications duly filled, signed and complete as per the Price Schedule on the prescribed Quotation Performa (Performa-IV).
- (b) The commercial bid - The bidder is required to submit price bid as per performa IV.
 - The prices will be valid for a period of twelve months from the date of signing the contract.
 - SSAA, Punjab may issue order(s) for any quantity as per its requirements within one year and the bidder shall be required to supply and install the requisite units at the specified Schools/ locations.
- (c) Commercial Deviations, if any, from the terms and conditions and specifications as specified in the Bidding Documents (Performa-V).

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SECTION - III

TERMS AND CONDITIONS OF THE BID

- 1.1 The client reserves the right to carry out the capability assessment of the Bidders and the client's decision shall be final in this regard.
- 1.2 The bidder shall not sub-contract any part of the contract without written permission of the client.

2 **STANDARDS:**

The Goods supplied under this contract shall conform to the standard mentioned in the Fine tuned Technical Specifications, and when no applicable standards are mentioned, to the authoritative standards. Such Standard shall be the latest issued by the concerned institution governing that standard.

3 **INSTALLATION PERIOD :**

- 3.1 The delivery and Installation period would **10 weeks** from the date of signing the contract.
- 3.2 In the event of delay in the supply and /installation, specified above, the bidder shall be liable to pay a penalty @ 2% for the undelivered value for every week of delay subject to a maximum of 10% for the undelivered value, after which SPD, SSAA Pb, shall be at liberty to cancel the contract. For the purpose of this clause, part of a week shall be considered to be a full week.
- 3.3 The delivery/ installation period should be adhered to as will be mentioned in the Award of Contract. The supply shall actually be deemed to have been complete on the actual date of entire installation of all components/ items.

4 **DELAY IN THE BIDDER'S PERFORMANCE & PENALTY:**

- 4.1 The bidder shall submit a performance Bank Guarantee of Rs. 5 lac in the prescribed Performa within 4 (four) weeks of the signing of the contract and would be valid for warranty period. In case of split of order to two or more companies, the client has the discretion to decide the performance Bank Guarantee amount at that stage.
- 4.2 An unexcused delay by the agency in the performance of its installation obligations shall render him liable to any or all of the following penalties:-
 - 4.2.1 In case of non/ partial installation of the equipment within a stipulated period, penalty @ 2% of total contract value for every week of delay subject to a maximum of 10% of the total contract value, after which DSE, shall be at liberty to cancel the contract. For the purpose of this clause, part of a week shall be considered to be a full week.
 - 4.2.2 Forfeiture of earnest money/ Security
- 4.3 Hiding of facts, misrepresentation, corrupt practices by the Bidder if revealed at any stage, would amount to forfeiture of EMD and subsequently the firm may also be blacklisted.

5 **Standard of performance**

The firm shall carry out the supply order and carry out its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted norms techniques and practices used in the industry. The agency shall also adhere to

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professional implementation and support services during the execution of the project. The client may carry out benchmarking of sample equipments to be provided by the short listed Firm before and / or immediately after the delivery of equipment.

It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods. Agency shall always act in respect of any matter relating to this contract, as faithful advisors to the client and shall, at all times, support and safeguard the clients legitimate interests in any dealings with the third party.

6 Use of contract documents and information

- 6.1 Agency shall not, without the client's prior written consent, disclose the contract or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of client in connection therewith to any person other than a person employed by Agency in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 6.2 Agency shall not without the purchaser's prior written consent, make use of any document or information.
- 6.3 Any document other than the contract itself shall remain the property of the client and shall be returned (in all copies) to the client on completion of the service provider's performance under the contract if so required by the client.

7 SCHEDULE OF PAYMENT:

- 7.1 The payment terms shall be as per follows:
 - 7.1.1 90% of the total cost will be released to the bidder after successful delivery and installation of all items.
 - 7.1.2 The remaining 10% will be released after submission of Bank Guarantee of equivalent amount.
- 7.2 **Rental Payment:**

The Rental Payment towards GPRS based Communication network will be made periodically after availing the satisfactory services. The period may be quarterly.

8 WARRANTY PERIOD:

- 8.1 **Biometric Attendance System:** The firm will be responsible for a comprehensive warranty of three years for all items.
- 8.2 The firm will not remove the equipment without the written permission of the Principal or Headmaster of the School.
- 8.3 The response time for attending the faults will be **six hours** after reported to the firm through Fault logging System. The firm will rectify the faults within 36 clock hours failing which the service provider will arrange temporary replacements in next 24 clock hours. The services shall be provided Mondays to Saturdays on working hours.
- 8.4 The firm will do preventive maintenance (PM) once in three months for the supplied equipment running. Fault Logging System will have the provision of data of PM's record. The PM may generally be done on Non-working days/

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Beyond General Shift Hours with the prior permission of the Principal or Headmaster.

- 8.5 In case the firm fails to maintain the 97% uptime of the system at each location, the it will be liable for a penalty @ 0.5% of the total amount per deficient %age uptime. The penalty will be adjusted from the PBG.
- 8.6 In case of default, the client will have the right to arrange maintenance at the risk and cost of the firm from any other source and shall adjust the charges from the Performance Bank Gurantee. Client decision shall be final in this regard and will be binding on the firm.
- 8.7 Based on these parameters, detailed Service Level Agreement will be signed with the firm at the time of awarding of contract.

9 **PRICE FALL:**

- 9.1 The prices charged for the equipment supplied under the contract by the bidder shall in no event exceed the lowest price at which Agency sells the equipment or offers to sell equipment of identical description to the Department of the Central or State Government or any Statutory undertaking of the central or State Government, as the case may be, before the supply of IT resources.
- 9.2 If, at any time during the said period the bidder reduces the sale price, sells, or offers to sell such equipment to any person/organization including the purchaser or any Department of State or Central Government or any statutory Undertaking of the Central or State Government as the case may be, at a price lower than the price chargeable under the contract, the bidder shall forthwith notify such reduction, or sale or offer to sell to the purchaser and the price payable under the contract for the supply of material after the date of coming into force of such reduction or sale or offer to sell shall stand correspondingly reduced.

10 **TAXES AND DUTIES:**

- 10.1 The bidder shall be entirely responsible for all taxes, leveies, cess, Octroi, duties, license fees, etc. incurred until delivery of the contracted equipment to the purchaser. The department will issue no C or D forms.

11 **Insurance:**

The equipment supplied under the contract shall be fully insured through out the contract period of five years by the bidder against loss, theft or damage.

12 **Liquidated Damages:**

In the event of the failure of the bidder to secure acceptance of the equipment from the client within 90 days after delivery, the Client reserves the option to recover from the bidder as liquidated damages and not by way of penalty for the period after the said 90 days, until acceptance a sum equivalent to 0.5% of the contract value for each month of the failure of bidder up to a maximum deduction of 5%, to secure acceptance or part thereof without prejudice to the client's other remedies under the contract.

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13 Suspension:

13.1 The client may by a written notice of suspension to the Firm, suspend all payments to the Firm under the contract, if the Firm failed to perform any of its obligations under this contract provided that such notice of suspension:

13.1.1 Shall specify the nature of the failure.

13.1.2 Shall request the bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the bidder.

14 Termination for default:

14.1 The client may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the bidder, terminate the contract in whole or in part if:

14.1.1 The bidder fails to deliver any or all of the obligations within the time period(s) specified in the contract, or any extension thereof granted by the client.

14.1.2 The bidder fails to performs any other obligation(s) under the contract.

14.1.3 The Firm shall be given maximum of two opportunities of 30 days each to improve his service level and meet the obligations as per the contract.

15 Termination for insolvency:

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

16 “No claim” Certificate:

The bidder shall not be entitled to make any claim, whatsoever, against the client under or by virtue of or arising out of this contract nor shall the client entertain or consider any such claim, if made by the bidder after he shall have signed a “no claim” certificate in favour of the client in such forms as shall be required by the client after the works are finally accepted.

17 Documents prepared by the bidder to be the Property of the Client

All plans, drawings, specifications, designs and other documents prepared by the bidder in the execution of the contract shall become and remain the property of the client, and before termination or expiration of this contract, the bidder shall deliver all such documents to the client under the contract along with the detailed inventory thereof.

18 Confidentiality:

The bidder and their personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or the client’s business or operations without the prior written consent of the client.

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19 Force Majeure:

- 19.1 Notwithstanding the provisions of the bid, the bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance are other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- 19.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the bidder and not involving the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the client either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes
- 19.3 If a Force Majeure situation arises, the bidder shall promptly notify the client in writing of such conditions and the cause thereof. Unless otherwise directed by the client in writing, the bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The client may terminate this contract, by giving a written notice of minimum 30 days to the bidder, if as a result of Force Majeure, the bidder being unable to perform a material portion of the services for a period of more than 60 days.

20 Governing Language:

The contract shall be written in the language of the bid, as specified by the client, in the instructions to the bids. Subject to clause 6 of Section 2, that language version of the contract shall govern its interpretation. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written in that same language.

21 OTHER CONDITIONS:

- 21.1 Risk purchase at the cost of bidder will be made on the failure of the bidder to make supply as per Terms and Conditions. The difference of excess in cost thus incurred will be received from the bidder in a suitable manner and even from his pending bills, earnest money or security whichever is available.
- 21.2 All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator(s) as per the provisions of the arbitration Act. Such arbitration shall be held at Chandigarh.
- 21.3 In all matters and disputes arising there under, the appropriate Courts at Chandigarh alone shall have jurisdiction to entertain and try them.
- 21.4 Quote should be F.O.R destination. The list of 100 Government schools/ locations is as per Annexure A **(To be provided later)**.

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Section IV

Detailed Scope of Work (Technical Specifications)

Biometric based Attendance System

State Project Director (SPD, Sarva Shiksha Abhiyan Authority (SSAA), Punjab invites sealed bids from established, reputed National / International IT firms/ Telecom Service Providers with base in India for Selection of Solution Provider for Supply, Installation & Commissioning of Biometric-based Attendance System in 100 Government Schools in the State.

The bidder shall be responsible for carrying out the following major activities under the system:

▪ **School level**

1. Supply and installation of Biometric devices in 100 selected government schools;
2. Capturing the Fingerprints of teachers;
3. Authentication of captured fingerprints with the master fingerprints at local level before transmitting the status report to the central level;
4. Number of teachers per School will be in the range of 2 to 150 nos.
5. Providing GPRS based communication in selected 100 Schools with unlimited data usage and SMS usage on **Rental basis** (Annual Rental & 3 Years Cost). This connectivity must be backhauled on Private network (MPLS);
6. All devices, wherever applicable, must be GPRS enabled for online connectivity;
7. Transmitting the status reporting with respect to attendance marking of all teachers of the respective School to the Central database using online GPRS connectivity;

▪ **Central Location**

8. Provision of web-portal application for monitoring and management of attendance of teachers;
9. Provide IT resources such as Application servers, database servers, firewall etc.;
10. Co-location of these Servers at Tier-3 Datacenter facility in North Region (Chandigarh, Delhi or NCR) for housing web-enabled application software, database and other associated information. Alternatively, the Server would be placed at Punjab State Wide Area Network (**PAWAN**) **Control Centre, MGSIPA, Sector 26, Chandigarh.**
11. Different users can access Web portal application for required purposes;
12. Providing service & support for the entire system during the warranty period of three years.

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Technical Specifications

Biometric Device for Schools	<ul style="list-style-type: none"> • Black & White display • High Resolution Optical Fingerprint Scanner minimum 500 DPI • Transaction record: 50,000 impressions • Integrated with Access Control for controlling the access doors • Biometrics only Authentication • USB Port • In built GPRS modem in the device • In-device authentication • Person Name and ID display • Automatic Server to Device Synchronized • Lowest Fingerprint Data Storage • FAR – Near 0.000% and FRR Near 0.01% • In-built battery backup of 2 hours • Automatic Fingerprint Detection and Activation • Online or Offline Transmission of data • Any Standards Certification • Suitable enclosure with lock and key for biometric devices with Wall mounting accessories for physical security and tempering
UPS 800 VA	<ul style="list-style-type: none"> • MOSFET based technology, microprocessor controlled, normal I/P Voltage: -230V AC Single phase, 50 Hz +/- 5%, input voltage automatic regulation: 160V to 280V, Output Voltage 200-240VAC, Output Frequency: 50+/-5%, Transfer time: 3 milliseconds, total number of outlets: minimum 3, battery type: SMF Lead Acid BNattery with 15 min. backup at full load with p.f. 0.6 (min 1 battery of 9AH built-in), rechargeable time: less then 6 hours on 90% full capacity, Overload: User Resettable Circuit Breaker, Cold Start:, Auto shutdown at battery mode,
Centralized Server	<ul style="list-style-type: none"> • Intel Xeon @ 2.53 Ghz processor or equivalent/ higher, • Dual processor Capable, • 8mb L3 Cache • 3 x 300 GB SAS Hot swap RAID Configuration • 8 GB RAM • DVD R/W • 19" TFT-SVGA Color Monitor • Integrated 8 MB SVGA graphics • Dual 10/100 /1000 NIC • 1 Serial, USB and 1 parallel port. • Redundant Power Supply • Windows Server OS with license and CD • Keyboard and Mouse • Anti Virus with 3 years warranty and updates • Operating System: Windows Server • RAID level : 5 • Server type : RACK
Application software	<ul style="list-style-type: none"> • Time and Attendance Application

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Time and Attendance and Application	<ul style="list-style-type: none"> • Browser based Access • Remote Device Status and Monitoring • Supports remote configuration of the devices • Email alerts for <ul style="list-style-type: none"> i. Late comer ii. Early Leaver • Automated Reporting <ul style="list-style-type: none"> iii. Attendance List iv. Overtime List v. Early Leaver List vi. Early Comer list vii. Late Leaver listing • Automatic Gradation process based on the Time and Attendance • Synchronization of Data between Server and Device for Personnel and Transactions
Connectivity	<ul style="list-style-type: none"> • Connectivity of devices should be on GPRS • Service provider should have coverage of GPRS in Punjab • GPRS network should be backhauled on MPLS network of service provider for security
Datacenter	<ul style="list-style-type: none"> • Datacenter should a Tier-3 grade facility • Datacenter should be in Chandigarh/ Delhi/ NCR • Datacenter should be connected on Service providers MPLS/ GPRS network
PAWAN NOC	<ul style="list-style-type: none"> • Alternatively, Server can be placed at MGSIPA, Sector 26, Chandigarh
Enrollment & authentication Procedure	<ul style="list-style-type: none"> • For the first time enrollment of fingerprints, the selected bidder will provide necessary support for capturing finger prints of teachers for creating master records which will be authenticated by the respective school Principal. • The subsequent capturing of finger prints would be carried out without the authentication mechanism.

Note: 1. The bidder will be required to make presentation of proposed solution for Biometric Based Attendance System as per above-mentioned specifications during the Technical bid. The Bidder will be required to show demonstration of the quoted product during the technical evaluation.

2. Technically qualified bidder will be eligible for the opening of commercial bid.

3. The selected bidder will impart training to atleast 5 persons per School on the operations of the supplied equipment for 3 days. The Training will be provided at school location only.

4. The client reserves the right to vary the quantity of the equipment at the time of awarding the contract.

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4.0 DEVIATIONS

We declare that all the services shall be performed strictly in accordance with the fine tuned Technical specifications and other bid document except the deviations as mentioned in the Technical deviation Performa (Performa-III) Further we agree that additional conditions, if any, found in the proposal documents, other than those stated in deviations Performa, shall not be given effect to.

5.0 BID PRICING

We further declare that the prices stated in our proposal are in accordance with your terms & conditions in the bidding document.

6.0 QUALIFYING DATA

We confirm having submitted in qualifying data as required by you in your bid document. In case you require any further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.

7.0 CONTRACT PERFORMANCE SECURITY

We hereby declare that in case the contract is awarded to us, we shall submit the performance Guarantee Bond in the form of Bank Guarantee as per terms of bid document.

- 7.1 We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.
- 7.2 Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
- 7.3 We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you,

Yours faithfully,

(Signature)

Date:

Name:

Place:

Designation:

Business Address:

Seal

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Performa -II
PARTICULARS OF BIDDER & MANUFACTURER

BIDDER'S PARTICULARS FOR BID NO. _____

1. Name of the Bidder : _____
2. Address of the Bidder : _____

4. Year of Establishment : _____
5. Annual turnover of the firm for the : _____
last 2 successive years.
6. Name of the Dept./Institution where _____
the supply of Biometric Based Attendance System _____

7. Service facilities available for maintenance : _____

8. Availability of spare parts, components _____

9. Bidder's proposal number & date : _____
10. Name & address of the officer : _____
to whom all references shall _____
be made regarding this bid _____

Telex _____

Telephone _____

Fax No. _____

As of the this date the information furnished in all parts of this form is accurate and true to the best of my knowledge.

Witness:

Signature _____	Signature _____
Name _____	Name _____
Designation _____	Designation _____
Address _____	Address _____
_____	_____
Company _____	Company _____
Date _____	Date _____

Company Seal

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PRE-QUALIFICATION CHECKLIST & ORDER IN WHICH DOCUMENTS ARE SUBMITTED

Name of bidder: _____

Sr. No.	Condition / Item	Yes/ No/ description
1.	Bid Proposal sheet duly filled in, signed and complete in all respects. (Performa -I)	
2.	Qualifying data duly filled in as per relevant Performa provided in the bid proposal that the Bidder is eligible to bid and is qualified to perform the contract, if its bid is accepted (Performa -II)	
3.	The Bidder must furnish Earnest Money Deposit (EMD) of Rs.1,00,00/- (Rupees One lacs only) which shall be in the form of Demand Draft drawn on any scheduled bank in favour of Director General School Education, Sarva Shiksha Abhiyan Authority (SSAA), Punjab "payable at Chandigarh", failing which the bid will be rejected. This earnest money is to be submitted along with the pre-qualification documents.	
4.	5. The Bidder must be registered/ incorporated under Indian Companies Act 1956. Bidder should have a base in India for atleast 3 years. For the purpose of tender, vendors having experience with biometric based attendance shall only be considered; experience on Magnetic stripe, plain Plastic card, bar coded or paper cards shall not be considered.	
6.	The Bidder/ Consortium should be an OEM partner for the product being quoted.	
7.	The Bidder/ consortium must be ISO 9001:2000 certified or above.	
8.	Company Financial Status: The Bidder must have an average annual turnover of minimum Rs 10 Crores for the preceding last three financial years. The Bidder should have been making profit for last two years.	
9.	The Bidders must indicate the names of its GPRS service Providers in Punjab for this assignment.	
10.	The Bidder/ consortium must have implemented at least 1 (one) project on turn-key basis in the Central/ State Government/ Govt. PSUs/ Private sector valued for Rs 50 lacs in last five financial years ending 31-Mar-10. Project should comprise of Hardware, GPRS, Application software Intigration	
11.	The Bidder/ consortium must have Tier-3 Datacenter facility in North Region (Chandigarh, Delhi or NCR)	
12.	The Bidder must possess Professional Competence and experience of the key personnel (both technical and domain experts) to be associated with this project.	

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13.	The Bidder/ consortium should not be under a declaration of ineligibility for corrupt and fraudulent practices or any other reason, whatsoever, or have not been blacklisted by the Government of India or any of its agencies, including public enterprises and/or by any State Government or any of its agencies	
14.	The Bidder must have valid PAN issued by Income Tax Authorities, India.	
15.	The Bidder must have valid State Sales Tax and CST Number. If no, the Bidder will give undertaking that the Sales Tax Number shall be submitted to the client before the signing of the contract.	
16.	The Bidder shall give a certificate regarding the use of quality components for IT Resources as per Performa VI.	

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Performa-III

TECHNICAL DEVIATIONS

Subject: Selection of Solution Provider for Supply, Installation & Commissioning of Biometric based Attendance System in 100 selected Government Schools.

Dear Sir,

Following are the Technical deviations & variations from the exceptions to the specifications of commissioning the **Biometric Based Attendance System in Government schools**. These deviations and variations are exhaustive. Except these deviations and variations, the entire work shall be provided as per your specifications and documents.

Sr. No.	Clause No.	Page No.	Statement of deviations and variations
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Date

Signature

Name

Place

Seal

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Performa-IV
PRICE SCHEDULE (In Rs.) – Part I

ITEM RATES

Sr. No.	Item Description	Qty.	Unit Rate with all taxes	Total
1.	Biometric Device for Schools	100		
2.	Centralized Server	1		
3.	UPS	100		
4.	Application software	1		
5.	Connectivity (GPRS) per School	100		
6.	GPRS rentals per quarter per school (100 * 4 quarters * 3 years)	1200		
7.	Option-I Datacenter (Co-locating server charges per year)	3 Years		
	Option-II Punjab State Wide Area Network (PAWAN) Network Control Centre in MGSIPA, Sec 26, Chd alongwith leased line circuit on rental basis	3 Years		
	Total			

Note: The Client reserves the right to choose option-I and option-II

(Signature)/Seal

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Performa-V
COMMERCIAL DEVIATIONS

Subject: Selection of Solution Provider for Supply, Installation & Commissioning of Biometric Based Attendance System in 100 selected Government Schools.

Dear Sir,

Following are the Commercial deviations & variations from the exceptions to the specifications of commissioning of **Biometric based Attendance System in Government schools**. These deviations and variations are exhaustive. Except these deviations and variations, the entire work shall be provided as per your specifications and documents.

Sr. No.	Clause No.	Page No.	Statement of deviations and variations
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Date

Signature

Name

Place

Seal

Sarva Shiksha Abhiyan Authority, Pb	
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Performa-VI
CERTIFICATE

Use of new, genuine and quality components for IT Resources

This has reference to the quoted / to be supplied by your company against the tender no. **SSAPB/Biometric-1/Dec.09** dated _____.

We hereby undertake that all the components / parts/ assembly/ softwares to be used in Biometric Based Attendance System shall be original, new, genuine and as per the said technical specifications from respective OEM(s) of the quoted products. It is also certified that no refurbished/ duplicate/ second-hand components/ parts/assembly/ software are being used or shall be used.

We shall also submit a certificate from the OEM supplier in support of above undertaking at the time of delivery. It will be our responsibility to produce such letters from our OEM supplier's within a reasonable time.

In case we are found not complying with above indicated undertaking at the time of delivery or during installation, we allow the **Sarva Shiksha Abhiyan Authority, Punjab** to take appropriate action (e.g. Forfeiture of Bank Guarantee/ EMD).

Authorized signatory