

**Hostel Administration Committee**  
**National Institute of Technology, Tiruchirappalli-15, Tamil Nadu**

**7<sup>th</sup> April 2014**

**INVITATION FOR EXPRESSION OF INTEREST**

National Institute of Technology, Tiruchirappalli (NITT) is an Institution of National Importance for imparting Engineering education. It is a Premier Institution functioning under the control of Ministry of Human Resources Development, Government of India.

In NITT, at present, over 5600 students are pursuing their under graduate, post graduate and Research studies in Engineering field. Out of them, over 5000 students are accommodated in 25 Hostels within the NITT campus. Hostel Administration Committee (HAC), NITT is responsible for Administration and Maintenance of Hostels.

In NITT hostels, as on date, in all, six messes are functioning and they are outsourced to six different private catering contractors. Hostel students are distributed to these messes, at the rate of 800 to 850 per mess. With a view to monitor the attendance of the students and guests at the Hostel Messes, HAC/ NITT proposes to install Biometrics Attendance recording system, initially in its girls hostel mess (strength 1000) on trial basis and in all the remaining five boys hostel messes (strength 4000) with a central server at the Hostel Office.

**The system is intended to record the roll call attendance and to find out turnout of Hostel students for brake fast, lunch and dinner.**

The scope of work includes providing of hardware, software, related accessories and installation and training of the system to the identified personnel of the Hotel Office.

The system should have the storage capacity of recording finger prints and/ or smart card on required number of occasions for about 5,000

students. It should be able to accommodate additional 1000 students.

For this purpose, Expression of Interest (EOI) are hereby invited from registered, reputed and experienced Firms /Agencies for undertaking the end to end implementation of Automated Control, Card and Finger Scan Attendance Record System, in sealed cover, addressed to the Chief Warden, Hostel Office, National Institute of Technology, Tiruchirappalli-15 with the words “enquiry for procurement of attendance recording system” boldly super scribed on the top of the envelope.

**The Expression of Interest should be submitted through post on or before 3.30 p.m on 30<sup>th</sup> April 2014 (Wednesday)**

This is an invitation for submission of Expression of Interest (EOI) for end to end implementation of Automated Control, Smart Card & Finger Scan Attendance Record System. This document should not be construed as Tender / Request for Proposal (RFP) in any form and would not be binding on Hostel Administration Committee in any manner whatsoever.

This is a totally a turnkey project and it is the responsibility of the bidder to design the system, supply, install and commission and prove out of the system for satisfactory functioning.

The prospective vendor should enclose the complete specification/ technical details/ literature / printed catalogue of their equipment indicating any special features of their system.

In the case of existence of a DGS&D rate contract or a State / Central Government rate contract in respect of the system, the same should also be enclosed along with the EoI.

The prospective vendors may be required to arrange display/ demonstration of their products before the Hostel Administration Committee (HAC).

Keeping in view of the nature of procurement, the HAC shall be free to select a vendor, which it consider, shall be suitable for the requirement

of the Hostel Office. Bid documents will be issued only to the short listed applicants.

The prospective bidders are advised to visit site, at their own cost, to understand the scope of work.

### **General Terms & Conditions**

1. The prospective vendor / bidder should have been in business of implementation of Automated Control, Smart Card and Finger Scan Attendance Record System for a period of at least 3 years with proven track record as on 1/1/2014.
2. The applicant should have past satisfactory experience in Supply, Erection, Testing and Commissioning of Attendance System for any government organization preferably in the public sector Undertakings/ Nationalized Banks/ government offices/ Industries of repute etc., for which the firm has to submit both work order copy as well as the completion certificate from the competent authority.
3. The bidder should be the owner or certified/ authorized agent or partner of the system owner. If the bidder is not the system/ solution owner, a letter from system/ solution owner authorizing the bidder to participate in the EOI and undertake to provide necessary maintenance and support during the contract period. If the bidder is an authorized agent, authorization letter to be submitted.
4. Subject to suitability of our requirement, preference will be given to the following makes: (a) Siemens – Germany (b) Honeywell-USA (c) AES-UK (d) Bioscript – USA (e) Bosch – Germany (f) Suprema - Korea
5. The bidder should provide support/ maintenance/ up gradation during the period of contract.
6. The bidders who have already installed Biometric Access system in the offices of Government of India/ Nationalized Banks/ Public Sector Industrial undertakings are requested to furnish copies of

different types of data which are being generated in such offices out of these systems.

7. HAC, NITT reserves the right to qualify or disqualify any or all EoI application without assigning any reasons.

### **Technical Requirement:**

- The system should support both finger and smart card for attendance recording purposes.
- The Automated System (herein after referred as system) should be sturdy and tamper proof.
- The equipment should have a proper casing. It should easily upload and download records of finger prints, smart cards, data, events, time and attendance. It should have adequate power back up. The system should be user friendly.
- All parameters can easily be customized on the device.
- The system should generate – Daily and Monthly Attendance of the students at the messes.
- Data should be available in Excel for further calculation.
- The System should have adequate battery backup (upto 72 hours) and protection from physical damage.
- Reliability is the most important factor. The system needs to be more responsible when it is to operate in standalone mode.
- 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 in her / his favour.
- Taking into consideration the problems in getting round the clock electric power supply in the Hostel messes and Hostel Office, it has been decided to have external uninterrupted power supply unit with a battery backup of minimum 72 hours.
- ETDC (Electronics Test and Development Center) Certificate must be submitted as a proof of testing for the OEM system recorders for the adherence to standards on Calibration, Quality,

Reliability, Quality and Environmental conditions etc.,

- Methodology for coding or giving ID's to employees will be finalized in consultation with the Hostel Administration. All the students will register their Smart Cards/ Finger Print in the system and it shall be accepted only if the administrator accepts this e-registration, after impression of finger print/ card reader of the student is taken. The system should be possible to make necessary changes, additions, deletions, etc and such changes shall be confirmed by the impression of the administrator.
- The system should be possible to make necessary changes, additions, deletions, etc in this data in case of promotions, recruitments, retirements, deaths, etc of the employees.
- Special design will be needed in the machine that allows the machine to keep its internal clock ticking even in case of protracted electric supply failure. This is over and above the battery backup of 72 hours, which is needed for remaining part of machine (i.e. minus the clock). Alternatively, clock may work on long lasting battery (say for three months or more).
- The prospective vendor should not have been debarred by any Government / Statutory / Regulatory / Banks/ Insurance Companies in the last two years. A self declaration by the prospective vendor has to be provided.
- The prospective vendor should provide only the latest models.
- Vendor should ensure that all spares required for servers/ Hardware is available for at least for next 3 years. A declaration to this effect is to be provided by the bidder. **If the bidder is not an owner, such declaration should be provided from Original Equipment Manufacturer.**
- The system should have minimum requirements to future up gradation in technology.
- The system shall have to remain under guarantee/ warrantee of the supplier for a period of 3 years which shall include replacement/ maintenance of the system and related equipment including software.

- Whenever the system is required to be repaired at the workshop of the suppliers end, alternative system will have to be provided for the same immediately. The repaired system will be returned to the NITT, Hostel Office within a maximum of 2 weeks.
- The bidder should provide a minimum guarantee of two years for the entire system supplied including workmanship.
- The system supplied should be in such a way that the data should not be lost under any circumstances.
- The bidder may offer for Bio metric Reader along with the Tripod Turnstile Mechanism.

General Particulars to be provided by the Prospective vendor/ Bidder:

1. Name of the Bidder:
2. Date of incorporation:
3. Mailing Address:
4. Phone Number / Mobile no. :
5. Fax Number:
6. E-mail:
7. Constitution of the Applicant:
8. Year of commencement of business:
9. Sales Tax Registration Number (along with latest sales tax clearance certificate):
10. PAN Card No.:
11. Volume of business done during the last three years
12. List of Clients whose work has been undertaken (proof of work order to be produced) :
13. Names and address of the bankers:

**Chief Warden**