



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

TELEPHONES: +91 11 24666100 Extn. 116 /146

Website: [www.icmai.in](http://www.icmai.in) e-mail: [lpdelhi.convenor@icmai.in](mailto:lpdelhi.convenor@icmai.in)

Local Purchase Committee

**Last date for submission of tender is extended upto 20th December 2023 on or before 1 PM.**

**TENDER NOTICE**

Ref. Admin/New Biometric Machines/2023-24

Dated: 7th December 2023

**Tender for Procurement, Installation and Data Migration of Biometric (Face Scan ) based Attendance Monitoring Systems along with Comprehensive AMC Two-Bid System Tender**

Reputed and reliable companies with proven track records for Procurement, Installation and Data Migration of Biometric (Face Scan) based Attendance Monitoring Systems. Vendors fulfilling the eligibility conditions and desirous to work can submit their quotation in sealed envelope at the institute's tender box in the above mentioned address as per details given below -

**1. Specification:**

As per **Annexure III**

**2. Scope of work:**

- 2.1 The Biometric system should be based on the face scan . It should be sturdy and tamper proof and immune to the vagaries of nature. The Biometric machine should be of Indian Make / Model. The Biometric machine should be STQC (Standardization Testing and Quality Certification) / ISO (International Organization for Standardization) certified.
- 2.2 The Biometric machine should have the facility, that the employee can register their attendance in two different locations (CMA Bhawan,3 Institutional Area, Lodhi Road, New Delhi – 110003 and CMA Bhawan,C-42, Sector 62 Noida ).
- 2.3 Scope or work will include import, testing, supply, installation, after sales service during warranty and annual maintenance period.
- 2.4 The bidder will do installation and ensure that the equipment supplied works/run properly.
- 2.5 The Bidders shall extend necessary assistance in registering face template, migrating old data to the new system as mentioned.
- 2.6 In addition, the parts of machines should be readily available.
- 2.7 The successful tender, upon placing the order has to register the face template of all the employees of the Institute in the Biometric machine.
- 2.8 The successful tender, upon placing the order has to migrate all the previous / old data into the new system provided by them.
- 2.9 The successful tender, upon placing the order has to customize the attendance software and develop certain new reports as per the need of the Institute.
- 2.10 The successful tender, upon placing the order has to integrate the attendance data with our existing HRIS application (installed in Delhi Server).
- 2.11 Along with the quotation the Bidders must quote charges for comprehensive Annual Maintenance Contract (AMC) applicable after the expiry of warranty period of one year.
- 2.12 Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.



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### 3. Eligibility:

- 3.1 Bidders must have an annual turnover of at least Rs. 20lakhs per year. Audited bank statement of last three years may be submitted, FY 2021-22, 2020-21, 2019-20.
- 3.2 The Bidder should have physical presence in D e l h i for more than 10 years.
- 3.3 The Bidders should have appropriate support relationship (Channel partner, service partner, etc.)
- 3.4 The bidder should have executed at least three similar work orders of same or higher value during the last three years. Copies of 3 latest work orders to be enclosed.
- 3.5 Must hold ISO 9000 – 2000 certification, copy to be attached.
- 3.6 Fulfilling all the necessary parameters, mentioned in annexure 3. (Technical Bid)

Interested vendors may contact Shri Fazan Ahmed, Administration, for any further query at The Institute of Cost Accountants of India, 3, Institutional Area, Lodhi Road, New Delhi - 110003 during office hours 10.00am to 5.00pm on Monday – Friday except National Holidays. Contact details: 011-24666146 email id: [admin.delhi@icmai.in](mailto:admin.delhi@icmai.in).

### 4. Instructions for bidders:

- 4.1 The rates to be offered should include all packing, labour, transportation, loading, unloading, supply, installation, etc. No other additional payments would be made.
- 4.2 Taxes as applicable will be paid extra.
- 4.3 Packing as is required to prevent damage or deterioration of the goods during transit to their final destination as indicated in the contract is to be done by bidder. The packing shall be sufficient to withstand, without limitations, rough handling during transit and exposure to extreme temperatures and precipitation during transit and open storage. The supplier shall be responsible for any defect in packing.
- 4.4 Technical Evaluation will be done based of the specification mentioned in Annexure III.
- 4.5 Bidders shall bear all costs associated with the preparation and submission of its bid.
- 4.6 Adequate precaution shall be taken to prevent danger from electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person.

### 5. Terms & Conditions:

- 5.1 Sites where bio-metrics are to be installed
  - 5.1.1 C M A B h a w a n , 3, Institutional Area, Lodhi Road, New Delhi – 110003
  - 5.1.2 C M A B h a w a n , C - 4 2 , S e c t o r 6 2 , N o i d a
- 5.2 The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- 5.3 Financial bids of only those bidders will be opened who have qualified in the technical bid analysis.
- 5.4 The price quoted by the bidder should remain valid for 90 days.



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5.5 Period of Contract – **Till expiry of warranty period and will continue till AMC period, if awarded.**

5.6 If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered

5.7 Canvassing in any form in connection with the contract is strictly prohibited.

5.8 Security Deposit of the successful bidder will be released to the bidder within 60 days of completion of warranty period without any interest thereon.

5.9 **L1 vendor will be decided on the basis of 60% of the value of Table-1 plus 40% of the value of Table-2 marked in the Darkened Box in annexure II.**

5.10 However, the Institute is not bound to accept the lowest tender and reserves the right to accept either in full or in part of any tender. The Institute also reserves the right to reject the tenders without assigning any reason thereof.

5.11 The Institute shall not consider any request in change of rates due to any reason whatsoever

5.12 Institute reserves the right to extend the last date for receipt of bids at its own discretion.

5.13 Wherever the ground is dug for cable laying etc, it shall be restored to original condition. All debris etc. shall be disposed off to the nearest defined place by municipal authority or by Institute, as applicable.

5.14 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute

5.15 Bidder has to provide the required drivers / software etc. if essentially required for the quoted equipment / peripherals being supplied.

5.16 Bidder has to prove necessary support by providing required drivers for connection the hardware device being used at the user site.

5.17 Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor

5.18 Training: Upon completion of the installation & commissioning the successful bidder shall provide the hands-on training on the installed equipment to the concerned officials along with the training materials on the equipment installed at Institute.

5.19 The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.

5.20 Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.

5.21 Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute; such case/s will lead to forfeiture of Security Deposit.



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- 5.22 Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- 5.23 The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- 5.24 The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- 5.25 Upon being selected as the successful bidder and being awarded the Order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- 5.26 The participating bidder has to submit this tender document signed and sealed on each page, together with Technical Bid, as acceptance of the terms and conditions mentioned herein.
- 5.27 The order will be placed for the best interest of the Institute.

### 6. Warranty and Maintenance

- 6.1 The entire equipment/ system shall be warrantied to be free from defective workmanship, software or materials and any defects that may appear within 12 months (one year) from the date of issue of work completion certificate, which in the opinion of the Institute have arisen from bad workmanship or materials, shall upon intimation by the Institute, be made good by the bidder at his own cost within the time specified.
- 6.2 During the said period of 12 months (DLP – Defective Liability Period), the contractor (successful bidder) shall make inspection of the entire system free of charge as and when require, and attend to such other service that may be required of him.
- 6.3 During Defect Liability period the contractor (successful bidder) shall provide on-site comprehensive maintenance, which includes preventive as well as corrective maintenance. The firm awarded with the maintenance contract shall carry out preventive maintenance of equipment on quarterly basis/ as per requirement and shall maintain the proper record thereof.
- 6.4 Defect Liability Period shall cover each part of Biometric and accessories including body and parts, replacement of any part necessary for keeping the system active and free from any defects/disturbance, any unscheduled call for corrective and/or preventive maintenance services, taking appropriate measures/steps in time to set right the malfunctioning of the system.
- 6.5 Bidder shall attend the call within 24 hours of call logging.
- 6.6 Bidder shall replace/repair any faulty components during the contract period except fault arising due to bad power conditions/mishandling of system/damage due to improper maintenance/natural calamity.
- 6.7 Bidder has to install the patches/upgrades during warranty period at no extra cost.
- 6.8 Bidder should provide service maintenance of system software / driver software up-gradations, installing patches etc., at no extra cost during the warranty period.
- 6.9 All drivers' patches required at site are to be arranged by the supplier.
- 6.10 The supplier of items shall depute its technical person if end user is facing problem in installation/working of software. Online support will be made available without any charges to end user



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6.11 The supplier shall keep equipment as spare to provided immediate replacement, with the service center during the warranty period. It will be desirable that minor functional problems of these equipment are taken care of by the service centre only. In case of major & specific problem, respective vendors will have to rectify the defect within the time-limits prescribed in Para below, otherwise must have to replace with the new one.

6.12 The warranty shall cover the system software, labour and all the hardware parts including updation/upgradation (free of cost) of the networking infrastructure. The supplier of items shall ensure genuine add-ons items & consumables for the items.

6.13 An ABC analysis of inventory of spares shall be done by the purchaser in consultation with the supplier to ensure that all critical spares/components apart from the 1% inventory of new equipment for replacement purposes (if equipment are beyond repair within 24 hours) are available with the service provider.

6.14 For the Annual Maintenance contract for the period of 5 (five years) upon completion of warranty period the responsibility of bidder will remain same as per above paras.

6.15 Free maintenance services during the period of warranty and AMC. Professionally qualified personnel who have expertise in the hardware and system software supplied by the vendor will provide these services. Installation / upgradation of software/firmware of any kind issue related to the equipment to be resolved by the representative of the vendor within reasonable time.

6.16 The Bidder shall rectify any defects, faults and failures in the equipment and shall repair/replace worn out or defective parts of the equipment during working hours i.e. from 8.00 A.M. to 8.00 P.M. on all working days (viz. Monday to Friday). In case any defects, faults and failures in the equipment could not be repaired or rectified during the said period, the engineers of the bidder are required to accomplish their duties beyond the said schedules in case of any situation if it warrants. In cases where unserviceable parts of the equipment need replacement, the bidder shall replace such parts, at no extra cost, with brand new parts or those equivalent to new parts in performance. For this purpose, the bidder shall keep sufficient stock of spares at the Institute's premises and at the premises of the bidder.

6.17 Preventive maintenance: the successful bidder shall conduct Preventive Maintenance (including but not limited to inspection, testing, satisfactory execution of all diagnostics, cleaning and removal of dust and dirt from the interior and exterior of the equipment, and necessary repair of the equipment) once in a month within first 15 days of every month during the currency of AMC agreement on a day and time to be mutually agreed upon. Notwithstanding the foregoing the successful bidder recognizes Bank's operational needs and agrees that Bank shall have the right to require the successful bidder to adjourn preventive maintenance from any scheduled time to a date and time not later than 15 working days thereafter.

6.18 If the Institute desires to shift the equipment to a new site and install it thereof urgently, the successful bidder shall be informed of the same immediately. The Institute shall bear the charges for such shifting and the successful bidder shall provide necessary arrangement to the Institute in doing so.

### **7. Confidentiality:**

The successful bidder will acknowledge that all material and information which has and will come into its possession or knowledge in connection with this agreement or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to the Institute will all times be held by it in strictest confidence and it shall not make use thereof other than for the performance of this agreement and to release it only to employees requiring such information, and not to release or disclose it to any other party. The successful bidder agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied. The successful bidder agrees to maintain the confidentiality of the Institute's information after the termination of the agreement also.



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### 8. Payments:

8.1 No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy & Installation of machines. Taxes will be extra as applicable

8.2 The payment will be made in electronic mode only within 30 days of submission of bills.

8.3 For Annual Maintenance Contract payment will be made to you in two parts through NEFT after completion of six months' satisfactory service.

### 9. Submission of Bids

The quotations to be submitted STRICTLY AS PER PRESCRIBED FORMAT: **Annexure II and Annexure III have to be separately in two sealed envelopes put in a 3rd envelop** superscribed “**Tender for New Biometric Machine (Bid Reference – Admin/New Biometric Machines/2023)**” have to be submitted in the **Tender Box** kept at the ground floor of the Institute. Addressed to: The Convenor, **Local Purchase Committee**, The Institute of Cost Accountants of India, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003 on or **before 1 pm, 14<sup>th</sup> December, 2023.**

**CONVENOR  
LOCAL PURCHASE COMMITTEE**



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**Annexure 1**

**Bidding Information Sheet**

<b>Sl. No.</b>	<b>Bid Reference</b>	<b>Admin/New Bio-metric Machines/2023-24 Dated 7<sup>th</sup> December,2023</b>
1.	<b>Purpose</b>	Procurement, Installation and Data Migration of Biometric (Face Scan) based Attendance Monitoring Systems
2.	<b>Number of Envelopes (Non-Window, sealed ) to be submitted</b>	Technical Bid & Non Window sealed envelope containing Financial Bid.
3.	<b>Last Date of Submission of Bids</b>	1 pm of 14 <sup>th</sup> December 2023 (Thursday)
4.	<b>Last Date for seeking clarifications,if any</b>	Shri Fazan Ahmed The Institute of Cost Accountants of India 3, Institutional Area, Lodhi Road, New Delhi - 110003
5.	<b>Bid Validity</b>	Three Months from the date of submission of bids.
6.	<b>Address for submission of Bids</b>	The Convener (Local Purchase Committee) The Institute of Cost Accountants of India 3, Institutional Area, Lodhi Road, New Delhi - 110003

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ANNEXURE-II

**FINANCIAL BID****Table - 1**

Sl. No.	Item Description	Quantity (Nos.) [A]	Unit Price (Rs.) [B]	Amount (Rs.) [C=AXB]	Taxes (Rs.) [D]	Total Amount (Rs.) [E=C+D]
1.	Biometric Machine (Details in Annexure – III)	02				
2.	Attendance Software along with customized reports	01				
3.	Data Migration Charges	LOT				
4.	Installation & Other Charges	LOT				
<b>Grand Total Amount</b>						

First machine to be installed and maintained at 3, Institutional Area, Lodhi Road, New Delhi - 110003 & second. Machine at C-42, Sector 62 Noida, attendance software and data migration to be installed.

**Table - 2**

Sl. No.	Item Description	Quantity (Nos.) [F]	Unit Price (Rs.) [G]	Total Amount (Rs.) [H=FXG]
1.	Buy-back value of existing Biometric Machine - FingerPrint based (Model – _____)	02		
<b>Net Total Amount [E-H]</b>				

**Table - 3**

Sl. No.	Item Description	Quantity (Nos.) [A]	Unit Price (Rs.) [B]	Amount (Rs.) [C=AXB]	Taxes (Rs.) [D]	Total Amount (Rs.) [E=C+D]
1.	Comprehensive AMC Charges after the expiry of warranty period.	02				

**Note** – The Comprehensive AMC Charges will remain valid for a period of five years.

**Weightage and Calculation of L1**

Sl. No.	Item Description	Quoted Price (Col:1)	Weight (Col:2)	Weighted Price (Col:1 × Col:2)
(i)	Price quoted in Table 1 and Table-2 <b>Net Total Amount [E-H]</b> (Highlighted Box)		60%	
(ii)	Price quoted in Table-3 Serial no 1 (Highlighted Box)		40%	
(iii)	L 1 Quote [(i) + (ii) above]			

Signature of bidder:

Seal:

Date:





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**ANNEXURE-III (Technical Bid: Page 1)**

<b>Face Scan Biometric based Attendance Monitoring System (To be filled and submitted by the bidder along with the Technical Bid)</b>		<b>Yes / No</b>	<b>Remarks</b>
Model			
Make			
STQC Certified			
ISO Certified			
Other Certification (like)	CE, FCC Class A, ROHS		
Technology	Facial + RFID		
Processor	1 GHz High Speed Digital Process or higher		
Memory	256M DDR + 4G TF or higher		
Camera	Visible & IR Camera or better		
FAR	< 0.001% or better		
FRR	< 1% or better		
User Capacity	4,000 Upgradable to 15,000 (1:N mode)		
Record Capacity	200,000		
Security Photo	200,000		
Lighting	30,000 Lux pitch dark to day light		
Verification	Face, ID + Face, / Face		
Speed	1:N upto 4000 users < 1 second		
Sensor	Specialized dual sensor, Access control enable, Dual Camera setup Ideal for Outdoor & industrial use.		
RFID	Standard EM, Optional Mifare		
Communication	LAN, Wifi, USB Host, Weigand Output & Input, Push to Server, Opt. 3G/4G		
Attendance	Photo ID / Scheduled bell / Work Status / Work code / Daylight saving		
Security	Replay Output / Door Sensor / Exit Button / Removal Alarm / Door Sensor Alarm / Rejection Alarm		
LCD	3.5 inch TFT Screen or higher		
Keyboard	4*4 Touch Keyboard or better		
Human Voice Interface	Audio Buzzer & Human voice speaker for audio confirmation in Local language & visual indication using LED indication for Acceptance & LED (with different colour) for Rejection.		
Power	12V DC		
Working Distance	30 cm – 80 cm or better		
Working Temperature	0°C – 50°C or better		
Working Humidity	20% – 80% or better		
Battery Backup	Should have a battery back-up facility with minimum 2-3 hours battery backup.		



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**ANNEXURE-III (Technical Bid: Page 2)**

<b>Face Scan Biometric based Attendance Monitoring System (To be filled and submitted by the bidder along with the Technical Bid)</b>		<b>Yes / No</b>	<b>Remarks</b>
Out Door Metal Enclosure	<p>The offered enclosure should be suitable for use in outdoor for installation of the contactless Face Scan Reader. The enclosure Box shall comply with the following but not limit the following specifications:-</p> <ul style="list-style-type: none"> <li>i) The enclosure shall be made of MS with at least 18 AWG thickness. It shall be vandal proof, weather proof and having resistance towards water and dust.</li> <li>ii) Outer coating shall be non-ferrous electroplated type i.e. non-corrosive coating</li> <li>iii) .</li> <li>iv) External door locking arrangement to prevent unauthorized handling.</li> <li>v) Suitable arrangement for cable support and dressing in the inner side of enclosure with proper glands from back.</li> <li>vi) The reader along with enclosure should have facility to wall mount or to grouting on concrete or fix it a stand supply of all necessary fixtures is in the scope of the contractor.</li> </ul>		
<b>Application Software</b>			
Template Management software (for User Face scan Registration / Enrollment)	<p>PC/Windows based Smart Face / Platform Attendance Enrollment Software:-</p> <ul style="list-style-type: none"> <li>i) Terminals shall be able to get connected to the Organization Unit (OU), so that it is easy to manage the terminals installed on PAN India basis.</li> <li>ii) Import of Employee Details from XLS or Database</li> <li>iii) Assigning the Employees to OU.</li> <li>iv) Downloading of Employee Database, e.g. Name, Employee ID etc. from Server to Remote Terminals for enabling enrollment</li> <li>v) Face Enrollment can be done on the Biometric Machine for the Employees whose data is downloaded from Server.</li> <li>vi) USB based Face Reader may be interfaced for centralized Enrollment.</li> <li>vii) Enrolled Templates may be Pushed to Server for Centralized repository.</li> <li>viii) The templates may be managed from this software application, e.g. Downloading the Template to other terminals, for Employees who are moving or on duty to other offices or got transferred.</li> <li>ix) Deletion of Template for the employees who have resigned/ Retired/dead from Terminals remotely.</li> <li>x) Black Listing of Employees / Restricting access to the device for any specific time limit.</li> <li>xi)</li> </ul>		

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**ANNEXURE-III (Technical Bid: Page 3)**

<b>Face Scan Biometric based Attendance Monitoring System (To be filled and submitted by the bidder along with the Technical Bid)</b>		<b>Yes / No</b>	<b>Remarks</b>
Terminal Management Software	<p>Web Based Software to check the health of all the GPRS based Biometric Terminals. Dash Board to see the Health of all the terminals with filtering condition.</p> <p>i) Auto E-mail Alert to the Establishment Officer, if the Terminal is not Synching with Server.</p> <p>ii)</p>		
Time Management Software	<p>Windows based time Management Software for office working in single shift. The software shall provide facility for the following:-</p> <p>i) Add, Delete and Edit Location / Department.</p> <p>ii) Provision to add, edit, activate, deactivate, new Shift.</p> <p>iii) Providing for changing permissible timings.</p> <p>iv) Provision to specify rule for making late and early departure and calculation of leave deduction based on the rule.</p> <p>v) Provision to specify rules for calculating overtimes.</p> <p>vi) Provision to add weekly holidays and yearly holidays</p> <p>vii) Provision to enter leave granted (CL/EL/ML/RH/Short Leave/etc.).</p> <p>viii) Provision to regulate late arrival / early departure that has accrued due to official reasons.</p> <p>ix) Monitor transaction logs.</p> <p>x) Provision to allow flexi timings setting with Late arrival.</p> <p>xi) Provision for categorizing employees as regular staff , contract Employees</p> <p>Report generation module (with graphical representation) to provide the following reports:-</p> <p>i) Daily Attendance and Absentee Report.</p> <p>ii) Late Arrival and Early Departure Report.</p> <p>iii) Continuous Late Absentee Report.</p> <p>iv) Location-wise / Department -Wise, Attendance and Absentee Report.</p> <p>v) Reports based on particular time duration of the days, month, etc.</p> <p>vi) Working hours, Overtime Hours report.</p> <p>vii) Any other customized report.</p>		

Declaration:

1.
  - (i) We / our firm is not having any pecuniary or other interest in the Institute.
  - (ii) We / our firm have not been convicted for any offence by any court of law in the last five years.
2. We / our firm agree to all the terms and conditions as indicated in this Tender Notice / EOI.
3. We have submitted all necessary technical documents along with the Technical Bid.

In case it is found that we have any of the above disqualifications during the period of service, it will lead to immediate termination of the contract.

Signature of bidder:

Seal:

Date: