

**GOVERNMENT OF ASSAM  
DIRECTORATE OF TRAINING  
ASSAM ADMINISTRATIVE STAFF COLLEGE  
KHANAPARA: GUWAHATI**

**NOTICE INVITING TENDER**

No. AASC (IT) 150/2016/23

Dated Guwahati the 23<sup>rd</sup> March of 2017

Sealed tenders affixed with non-refundable court fee stamps of Rs 8.25/- (Rupees eight and paise twenty five only) are invited from reputed registered dealers or their authorized dealers/manufacturers for supply of the following item/items:

DESCRIPTION OF THE WORK	ITEMS
SUPPLY AND INSTALLATION OF BIOMETRIC ACCESS CONTROL SYSTEM FOR ATTENDANCE MONITORING TO BE LOCATED IN THE GROUND FLOOR OF THE ADMINISTRATIVE BUILDING.	<ol style="list-style-type: none"><li>1. BIOMETRIC ATTENDANCE DEVICE.</li><li>2. EXIT SWITCH.</li><li>3. RFID (Radio Frequency Identification) CARD.</li><li>4. DOOR ACCESS CONTROL SYSTEM.</li></ol>

The tenders will received till **2.00 pm** of **8<sup>th</sup> of April, 2017** and will be opened on the same day **at 3.00 pm**. In case that day happens to be a holiday, the tenders will be opened on the next working day. Authorized representatives of the firms concerned may be present at the time of opening of the tenders.

The interested firms may collect the tender documents from the Administrative Officer, Assam Administrative Staff College during the office hours on payment of Rs. 500/- (Rupees Five Hundred only) which would be non-refundable.

The tender documents may also be downloaded from the website, [www.aasc.gov.in](http://www.aasc.gov.in). However, the payment of Rs 500/- will have to be made in any case.

The Director of Training, Assam Administrative Staff College reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

Sd/  
**Director of Training**  
**Assam Administrative Staff College,**  
**Jawaharnagar, Khanapara, Guwahati – 22**

## Terms and conditions:

1. Sealed tenders to be submitted in two-bid pattern with price bid and technical bid in two separate covers distinctly marked accordingly and superscribed with the Tender Notice Reference no. and date.
2. Rates should be valid AT LEAST FOR 12 (TWELVE) MONTHS.
3. Tenderers should enclose self-attested copy of the Registration Certificate/Trade License.
4. Tenderers should have PAN and registration under VAT. A copy of certificate of PAN and registration under VAT should be enclosed.
5. Tenderers should submit copy of the up-to-date service tax clearance.
6. Tenderers should have done similar jobs during last 2(two) years in Govt./Semi Govt. institutions/Govt. of India undertakings/autonomous body and should furnish copies of such work orders executed during the last 2(two) years.
7. Item-wise rates should be quoted in words as well as figures. Quoted rates should be inclusive of all charges, including admissible taxes and should be valid for a period of 1 (one) year.
8. The firm should have an annual turnover of Rs. 10.00 lakh or more during the last 3 years.
9. Machines will be delivered free at consignee's end, including freight, forwarding and insurance charges where necessary. Assam Administrative Staff College will not pay separately for the above mentioned charges and it will be the vendor's responsibility for ensuring the safe arrival of goods in satisfactory and good condition.
10. All supplied items shall be covered by comprehensive ONSITE warranty for a period of three years from the date of commissioning. All parts (consumable as well as non-consumable) shall be covered under this comprehensive ONSITE warranty.
11. Free servicing shall be provided for 39 months from the date of dispatch or 36 months from the date of installation of Biometric Access Control System whichever is earlier. All complaints of the users shall be attended immediately during the comprehensive warranty period. All the complaints/problems shall be solved ONSITE.
12. The tenderers shall guarantee availability of service and spare parts for their machines for a period of 5 years from the date of supply.
13. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Tenders in which any of the particulars and prescribed information is found inadequate or incomplete in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers will result in rejection of their tenders.
14. Tenderer or his authorized representative may choose to be present at the time of opening of bids.
15. Financial Bid of only technically-qualified vendors shall be opened.
16. Technical compliance will be examined by a committee to be constituted by the authorities.
17. **Dispute** : In case of dispute, the matter shall be settled mutually, failing which the decision of the Director of the Assam Administrative Staff College shall be final and binding on the bidders
18. Earnest Money: **Rs.5,000/-** (refundable) – to be deposited along with technical bid in the form of a Demand Draft in favour of “**Director, Assam Administrative Staff College Society**”. **Tenders without earnest money shall be rejected.**
19. Tender Fee: **Rs.500/-** (non-refundable) - to be deposited in cash. **Tenders submitted without Tender Fee Receipt shall be rejected.**

## **Warranty and post installation support:**

The successful tenderer must furnish a warranty for providing free post installation comprehensive support during a warranty period of **3(three) years** from the date of successful installation and commissioning.

## **Training and documentation:**

On successful commissioning of the entire system, the agency shall impart training for day-to-day operation to the chosen staff of Assam Administrative Staff College free of cost. In case the training needs outstation visit, board and lodging has to be arranged by the supplier free of cost. The agency will also provide a full user and technical manual to operate the devices and the software.

## **Annual Maintenance Contract:**

1. Along with the tender bid the tenderer must quote charge for comprehensive Annual Maintenance Contract (AMC) applicable after the expiry of the period of warranty.
2. Any tender without quote for the AMC shall not be considered.
3. The AMC shall include cost of transportation and halts of the servicing staff of the SUPPLIER if any and cost of any components that might be required to be replaced in course of clearing faults.
4. Assam Administrative Staff College reserves the right for third party maintenance after expiry of the warranty period.
5. The manufacturer/supplier should give undertaking that all component/spares would be made available and comprehensive support will be provided on the whole Biometric Time Attendance System, for a minimum period of 3 (three) years after expiry of warranty.

## ***Software Specifications:***

Assam Administrative Staff College prefers the platform of the attendance software for employees to be in open source/ free software; however vendors with proprietary solutions may also apply. Details of the operating system, database server, web application framework that will be used should be clearly mentioned in the 'Technical Bid'.

## ***Hardware Specifications:***

1. Desktop application with Client Server technology.
2. Availability of Web Based centralized System.
3. Multi location and Multi Department.
4. Tracking of accruals such as Absent, Late, Early Leave, Over Time etc.
5. **Credential Support:** Fingerprint, RFID Card and Face detection.
6. **Finger Templates Per User:** 4.
7. **Fingerprint Module Type:** Optical.
8. **Card Type (CPM is required):** Proximity / RFID.
9. **Access control Interface:** Electric lock, door sensor, exit button, alarm.
10. **Fingerprint Templates:** 12,000 (1:N mode), and 1,00,000 (1:1 mode).
11. **Unique User Capacity/ No. of employees:** 1,000.
12. **Fingerprint Verification:** 1:1 and 1:N.
13. **Cards per User:** 1.
14. **Events Buffer/ No. of transactions:** 5,00,000.
15. **Display:** 3.5" TFT Display with Touchscreen.
16. **Dimensions:** 180(L)\*134(W)\*36(D).

These dimensions are approximate; however the vendors should ensure that the size of the device is not much bigger so that it can be held in one hand comfortably.

17. **Buzzer:** Yes.
18. **Power over Ethernet (PoE):** Yes.
19. **Communication:** Ethernet, Wi-Fi.
20. **USB:** 1 Port (Data Transfer and Wireless Connectivity).
21. **External Reader Types:** Finger/ Finger + RFID Reader.
22. **Exit Switch Port:** Yes
23. **External Reader Power Output:** Internal 12V.
24. **Tamper Detection:** Yes.
25. **CPU:** 1.3GHz.
26. **Memory:** 256MB Flash and 512 MB DDR3 RAM.
27. **Supported Operating Systems:** Windows XP/ 7/ 8/ Server 2003/ Server 2008.
28. **Input Power:** 12V.
29. **Operating Temperature:** -5°C~55°C.
30. **Operating Humidity:** < 99% relative, non-condensing.
31. **Battery Backup:** 6 Hours or more.
32. **Report:** Must be capable of Flexible and powerful reporting, daily, monthly and yearly basis. Reports and Biometric data should be generated in MS Excel Format.
33. Holiday assignment and calculation.
34. Device operation logs should be captured and stored internally device operations like, switch on & off, enrolment of fingerprint & user, change of settings etc. shall be logged.
35. RFID card including printing of Employee Identity Details.

**The Director has the right to accept / reject any one or all tenders without assigning any reason thereof.**

Sd/  
**Director of Training**  
**Assam Administrative Staff College**  
**Jawaharnagar, Khanapara, Guwahati – 781 022**

## TECHNICAL BID FORM

Name of Tenderer				
Name of the Firm				
Name of Authorised Signatory				
Registered office Address				
Year of Establishment				
Type of Firm	Public Ltd. Co	Private Ltd.Co.	Partnership Firm	Traders/Authorised dealers/Distributor
Please Tick (√)Mark				
Telephone Number(s)				
E-mail Address/website				
Fax No.				
Mobile Number				
Registration Number				
Total Annual Turnover (in lakh)				
Sales Tax / VAT Registration Certificate	Reg. Number	Issue date	Valid till date	
PAN Number				
Trade License	License Number	Issue date	Valid till date	
Earnest Money Deposited through	Bank Details	Amount (Rs)	D.D. Number	Date

Experience Details (in Govt./ Semi Govt./ Govt. of India undertaking/ Autonomous body)	Name of the work	Types of equipment supplied/ installed	Cost (in Lakh)
Number of Service Engineers			
Authorized Service Provider Details			

\* The following documents must be enclosed with the bid form:

1. Registration Certificate.
2. Trade License.
3. PAN card.
4. Service tax clearance certificate.
5. Experience certificate.
6. Authorized service provider details.
7. Amount quoted details (item wise).
8. List of Hardware and software specification details.
9. List of service engineers.
10. Money receipt of the tender fee paid to “Assam Administrative Staff College”.
11. Earnest money deposit details.

Place :

Date :

Authorized signature

Seal of the firm

## FINANCIAL BID FORM

Name of Tenderer		
<b>List of Hardware and software details</b>		
Sl. No.	Items	Amount Quoted (Rs.)
	<b>Total amount(in Rs)</b>	
	<b>AMC Details</b>	<b>Amount Quoted (Rs.)</b>
	<b>Total amount(in Rs)</b>	

Place :

Authorized signature

Date :

Seal of the firm