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Memo No. 1169 /G-8

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NOTICE - Request for Proposal

It is hereby notified that this office is going to implement Biometric Attendance System (Non-Contact based) and GPS Based Vehicle Management System on BOT (Build-Operate-Transfer) basis as per resolution no. 16. Misc. (v & vi) passed by the Board of Administrators in the meeting dated 16.06.2020. Competent System Integrators / Software Development Firms having previous experience are hereby asked to submit their proposal with indicative lifetime project cost and timeline for implementation within time schedule given below.

1. Organizational Requirements in regard Biometric Attendance System (Non contact):

- Non-Contact based biometric attendance system (like Facial Recognition)
- Attendance both from Fixed location devices and remote location Android devices
- GPS tracking of attendance for Remote location based Android devices with permissible predefined GPS locations
- Real time on-line attendance system
- Integrated full function Payroll generation system with maintenance of Leave register/ overtime/ allowance/ Bonus etc
- Browser based front end for master data entry, report
- All data storage in Cloud Server with periodic data backup
- Employee wise/ category wise/ location wise/ period wise attendance report including working hours, working days calculation.
- Dynamic report builder.
- Proposal on Build-Operate-Transfer basis with support for 3 years. Minimum Software lifetime at 7 years.
- Capacity for 600 remote location employee attendance and 300 fixed location employee attendance.

2. Organizational requirements in regard GPS Based Vehicle Management System

- SIM based fixed Hardware GPS tracking device system
- Intelligent tamper proof design
- Real time on-line tracking of vehicle movement
- Browser based front end for master data entry, transactional data entry
- All data storage in Cloud Server with periodic data backup
- Vehicle wise/ period wise/ Location wise report including distance vectoring/ time of movement and allied report
- Fuel management and payment module
- Vehicle maintenance system including Service and parts requisition, material management and payment module
- Vehicle Hiring bill payment module based on distance/ work done/ trip number etc
- Dynamic report builder.
- Proposal on Build-Operate-Transfer basis with support for 3 years. Minimum Software lifetime at 7 years.
- Capacity for tracking and management of 100 vehicles including hired vehicles and own vehicles.

3. Eligible Criteria for submitting Request for Proposal:

1. Experience –

- a) At least One Similar Type of work in the last 3 (Three) Years in Govt. Sectors / Semi. Govt. Sector. Preference will be given to agencies having more similar experience.
- b) At least 3 (Three) different Software Development/ Integration Projects in last 3 (Three) years in Govt/ Semi Government Sector (Data Entry/ Data Management experience will NOT be considered). Preference will be given to agencies having more similar experience. For (a) & (b) both Work Order and work completion certificate have to be submitted for all such works done by the company to be considered for scoring.

2. Technical Expertise - Lists of all technical staff/employees with qualifications employed from firm. At least 5 qualified Software Developers/ Engineers to be employed by the firm.

3. Documents - PAN Card, GST Registration, P Tax Clearance, IT Return (FY 2018-19), Trade License

4. Layout and Components of Proposal to be submitted by the interested parties

- a) General Profile of the Company (1 Page)
- b) Existing Client List (only Govt/ Semi Govt/ Local Body)
- c) Executive Summary of the Proposed Solution (2 page)
- d) Implementation Design and detailed solution proposed with process flow
- e) List of Hardware components/devices with OEM details and Integration plan with information flow/ interface
- f) Data Storage requirements and procurement method, data security
- g) Software Compatibility and lifetime, software security
- h) Timeline with Build-Operate-Transfer breakdown, detailed milestone for development phase
- i) Testing and Training methodology
- j) Lifetime Financial Involvement on Cost to Customer basis with breakup of Cost Components (Indicative cost)

5. Evaluation of Proposals and selection of shortlisted parties for exploration of Financial Bids:

- a) Initial Shortlist of Parties will be based on satisfying the eligibility criteria mentioned in Para 3.
- b) Parties Shortlisted will be called for Detailed Project Presentation at Balurghat Municipality for technical analysis and feasibility of the proposed solution. Evaluation will be done on the basis of Experience & technical competence (40 marks) and project proposal and presentation (60 marks) as per scoring sheet to be intimated to shortlisted parties before presentation.
- c) Selected competent parties will be invited for Discovery of Price where final Financial bids of qualified parties will be considered for award of Work Order

6. Timeline of Activities

- a) Request For Proposal floated on : 28/09/2020
- b) Final Date for Submission of Proposal : 12/10/2020 14:00 hrs
- c) Date for Pre Submission conference : 08/10/2020 12:00 noon
- d) Date for announcing shortlisted parties : 14/10/2020
- e) Date for Presentation by shortlisted parties : 17/10/2020 12:00 noon
- f) Date by which selection of qualified parties : 20/10/2020
- g) Last date for Discovery of Price/ final Price Quote : 04/11/2020
- h) Final Selection of Vendor : 06/11/2020