

Expression of Interest

Supply, Installation and Commissioning of Mobile Based Time and Attendance Tracking System Using Face Recognition Function

EOI No. :1373.....

Date: 08/05/2020



Rajendra Institute of Medical Sciences

(An Autonomous Institute under the Government of Jharkhand)

Bariatu, Ranchi-834009 | email: rimsranchi@rediffmail.com

The Page intentionally left blank



Table of Contents

Expression of Interest Notice.....	4
1. Introduction	5
1.1 EOI Issuer	5
1.2 Price of EOI	5
1.3 Non - Transferable EOI.....	5
1.4 Bidding Document.....	6
1.5 Bid Submission.....	6
1.6 Important Timelines	6
1.7 General Terms and Conditions:.....	6
1.8 Important Instruction to Bidders:	6
1.9 Eligibility Criteria & Mandatory Documents:	8
1.10 Bid Security:	8
1.11 Interpretation of the clauses in EOI:	9
1.12 Decision Taken:	9
1.13 Delivery of Items:	9
1.14 Payment Terms:.....	9
1.15 Liquidated Damages	9
1.16 Delays in the Bidder's performance:.....	9
1.17 Force Majeure:.....	9
1.18 Resolution of disputes:	10
1.19 Legal Jurisdiction:	10
1.20 Taxes and Duties:	10
1.21 Binding Clause:	10
1.22 Complaint Redressal:.....	10
1.23 Summary of responsibilities:	10
2. The functionalities of Proposed System.....	11
2.1 Attendance Management:	11
2.2 Mobile Application Requirements:	12
2.3 Attendance Monitoring Application Software shall have the following functions:.....	11
2.4 Operation and Maintenance	13
Annexures	14
Annexure-A: Details of the Bidder.....	14
Annexure-B: Experience Summary.....	15
Annexure-C: Proforma for Bank Guarantee.....	16
Annexure-D: Financial Bid.....	17





Rajendra Institute of Medical Sciences

(An Autonomous Institute under the Government of Jharkhand)

Bariatu, Ranchi-834009 | email: rimsranchi@rediffmail.com

EOI No:.....1373.....

Date: ...08/05/2020.....

Expression of Interest Notice

Rajendra Institute of Medical Sciences (RIMS) invites EOIs Sealed offline bids from reliable, resourceful, bonafide and experienced companies/ manufactures/authorized dealers only in two bid systems for **Supply, Installation and Commissioning of Mobile Based Time and Attendance Tracking System Using Face Recognition Function with 3 years operation and maintenance support'**. The interested firms may submit their offers in sealed covers addressed to Director RIMS, Ranchi -834009 either by registered post/speed post/courier/ dropping in tender box in person latest by 5:00 P.M of 09/06/2020. The tender paper should be accompanied with a fee of ₹5000/- (Five thousand only) in the shape of Bank draft drawn from any schedule or commercial Bank in favour of Director RIMS, Ranchi, payable at Ranchi. The interested firms may download the Scope of Work including terms & conditions, schedule, bid format etc. from the tenders section of our official website i.e. <https://www.rimsranchi.org> .


(Director)

Rajendra Institute of Medical Sciences

1 Introduction

Rajendra Institute of Medical Science (RIMS) is an Autonomous Institute under the Government of Jharkhand. The institution is situated in the capital city of Jharkhand State, Ranchi. RIMS is one of the premier medical colleges in the state and India. The institute was established in 1960 and was originally called Rajendra Medical College Hospital (RMCH) after Rajendra Prasad, the first President of India. The college is having 1500 bedded Multi-Specialty Hospital, 240 bedded Super-Specialty Centre and 100 seated Dental College. The college also has a 14 bedded Trauma Centre.

There are approximately **2,500-3,000 Doctors and other staffs** working in the institution. The institution has more than 40 departments. To maintain discipline and maximize the use of human resources, the institution has adopted Aadhaar Enabled Biometric Attendance System (AEBAS). The aforesaid system was running smoothly and based on attendance data of this system, the payment of applicable remuneration to the staffs being done.

In the ongoing pandemic situation caused due to COVID-19, the state government have issued a direction to not use any Bio Metric based attendance system. As compliance of this order and to avoid the possible spread of COVID-19, the institution has stopped the use of AEBAS with immediate effect.

In the current scenario, the institution is keen to implement '**Mobile Based Time and Attendance Tracking System Using Face Recognition function**', as an efficient alternate of AEBAS. This proposed system provides various information about human resources at fingertips which can be accessible anytime and anywhere via smart mobile phone and web interface. This will help the institution to maintain the same discipline by which the maximum productivity could be availed. In a glance, the institute can see how long employees are away for, whether they should be at work etc. It makes the planning of workforce a lot easier.

1.1 EOI Issuer

Rajendra Institute of Medical Science (RIMS) Intends to appoint a service provider to implement the proposed Supply, Installation and Commissioning of Mobile Based Time and Attendance Tracking System with 3 years Maintenance & Support for approximate 2500-3000 manpower (subject to change). The communication address of the Issuer is as follows:-

The Director

Rajendra Institute of Medical Science (RIMS)

Bariatu, Ranchi-834009, Jharkhand, India

Email: rimsranchi@rediffmail.com

1.2 Price of EOI

The price of this EOI document is Rs.5,000/- (Rs. Five Thousand only) (Non-Refundable) inclusive of all taxes. The EOI document can be downloaded obtained from our website <http://rimsranchi.org> or from the office of on payment of Rs. 5000/- (Non-Refundable) in the form of only demand draft payable to "The Director RIMS, Ranchi" payable at Ranchi.

1.3 Non - Transferable EOI

This Request for Proposal (EOI) is not transferable.

1.4 Bidding Document

Bidders are advised to study the EOI document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the EOI document with the full understanding of its implications. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk & may result in rejection of the bid.

1.5 Bid Submission

The bidders are expected to submit their offers in two parts namely, "**Technical Bid in Envelope-A**" and "**Financial Bid in Envelope B**" and in the format given in this document. The copy of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract.

The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case, such corrections shall be initialed by the person or persons signing the bid in original. The bid shall be accompanied by the Demand Draft for the cost of the tender document. The sealed bid shall be submitted in person or post by or before latest by 05.00PM 09/06/2020 in the office of Issuer at above mentioned address.

1.6 Important Timelines

PARTICULAR	DATE & TIME
Date of Publication of EOI	08/05/2020 at 03:00 PM
Pre-Bid meeting	15/05/2020 at 12:30 PM
Bid submission start date & time	20/05/2020 at 03:00 PM
Last date & time of submission of Technical Bid and Financial Bid	09/06/2020 at 05:00 PM
Date & Time of Opening of Technical Bid	10/06/2020 at 12:30 PM

1.7 General Terms and Conditions:

- a) Failure to furnish all information required in the document or submission of a bid not substantially responsive in every respect will be at the Bidder's risk and may result in the rejection of the bid. It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors, which would have any effect on the performance of the contract.
- b) Outsourcing and Subcontracting are not allowed at any stage of the project.
- c) Bid prepared in accordance with the procedure enumerated in the EOI document should be submitted to the above mentioned address of the issuer not later than the date and time mentioned in the above table.
- d) The Bidder must indicate specifically the Make & Model of each item to be supplied and also attached the brochure for the same with technical bid.

1.8 Important Instruction to Bidders:

- a) **Language of Bid:** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the EOI Issuer shall be in English only.
- b) **Bid Currency:** Prices shall be quoted in Indian National Rupees only and be **exclusive of all taxes.**

c) **Pre-Bid Conference:**

- i. The issuer will conduct a pre-bid conference for all potential bidders to clarify the objectives/scope of the project as per the date and time mentioned EOI.
- ii. The interested bidders should confirm their participation and must submit their queries through post or official email ID of the issuer in writing prior to the Pre-Bid Conference. Queries received after the set time limit shall not be considered in the pre-bid conference.
- iii. If required, appropriate corrigendum to this EOI document would also be issued and put up on the website. Such corrigendum, if issued, would form part of EOI and the bidders would be advised to prepare their pre- qualification, technical and financial bids in accordance with such corrigendum.

d) **Technical Bid:** The technical proposal should address all the areas/ sections as specified in the Technical Criteria in this EOI. The technical proposal must not contain any pricing information. In submitting additional information, beyond what has been explicitly asked for, please mark it as "supplemental" to the required response.

e) **Financial Bid:** The bidder will submit the financial bid on 'Financial Bid Form' mentioned in the **Annexure-D** of the EOI. Unless explicitly indicated, the bidder shall not include any technical information regarding the services in the financial proposal. Conditional price bid would not be acceptable. Figure/price indicated shall be exclusive of all taxes.

f) **Bid Opening and Evaluation of Bids:**

- i. Bids will be opened on date and time indicated in the presence of Bidders or their representatives who chose to attend on the specified date and time.
- ii. The Bidder's representative who is present shall mark his/her attendance. In the event of the specified date of bid opening being declared a holiday for the tendering authority, the bid shall be opened at the appointed time and location on the next working day.
- iii. After the opening of the technical bids, evaluation process will be started. Those bidders, who have submitted all the documents mentioned in Qualification criteria shall be called for a brief presentation-cum-demo before the RIMS purchase committee. The purpose of such presentations would be to allow the bidders to present their proposed solutions to the committee and the key points in their proposals. The Issuer will communicate the date, time and place for the meeting to such bidders.
- iv. As per the evaluation of technical bids and presentation cum demo of bidders, RIMS purchase committee will declare the name of 'Technically Qualified' bidders.
- v. The financial bids of technically qualified bidders will be opened for which the date of meeting shall be announced separately by the office of Issuer.
- vi. The financial bid of such bidders will be declared as 'L1' who have quoted lowest amount in the Grand Total than the others.

g) **Award of Work**

- i. The finalization of the bids will be done by the RIMS purchase committee.
- ii. According to the recommendation of RIMS purchase committee, the work will be awarded to the 'Successful bidder' whose bid has been determined as the lowest

(price p1+p2 combined) evaluated bid i.e. L1 as per the financial bid form price.
(see Annexure)

iii. In case of tie, one with lower AMC i.e, Price 2 will be awarded L1.

1.9 Eligibility Criteria & Mandatory Documents:

a) **Technical bid submission:** The following documents (duly signed with official seal) are required to be submitted along with the technical bid proforma as mentioned in '**Annexure-A**':

- i. Credential of execution of similar nature of Work.
- ii. Bidder must be a registered company in India under The Companies Act, 1956/2013 and CIN certificate must be produced, failing which the bid shall be summarily rejected.
- iii. GST Registration Certificate.
- iv. Copy of valid PAN Card.
- v. OEM (Original Equipment Manufacturer) Certificate/MAF (Manufacturers Authorization Form)
- vi. ISO 9001:2015 Company and undertaking having registered office in Jharkhand.
- vii. Bidder must have an average annual turnover of Rs. 5 Cr. in last three financial year (FY 2018-19, 2017-18 and 2016-17). The audit report duly certified by the Chartered Accountant should be submitted.
- viii. Bidder should have a positive net worth in last three financial year; Chartered Accountant certificate should be submitted.
- ix. The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices with any Government departments/agencies/ ministries or PSU's and should not be blacklisted at the time of bid submission. The bidders should enclose a duly notarized affidavit regarding the same. (In Lockdown period if the notary courts are not opened than bidders self declaration will be must)

b) **Experience:** Bidder should have at least 5 years' experience in Government Order Supply. The Bidders may get preference in case they have experience in 'Installation and Commissioning of ICT based solution within the last 5 years especially in the Government Sector'. The Work Order from such projects must be submitted as '**Annexure-B**' in support of the claim failure to which the bid shall be summarily be rejected.

c) **Financial bid submission:** The duly signed (with official seal) Financial Bid required to be submitted in the proforma as mentioned in '**Annexure-D**'. The prescribe proforma of financial shouldn't altered in any manner and subject to the rejection.

1.10 Bid Security:

On the acceptance of the bids, the successful bidder shall deposit 2% of the estimated amount as a security deposit in form of Performance Bank Guarantee from a scheduled commercial bank in the prescribed format (**Annexure-C**) within the 10 days of the receipt of the letter of award/work order from The Director, Rajendra Institute of Medical Science, Ranchi. The security will refundable after the successful completion of the maintenance & support period, if not, otherwise forfeited under the concerned conditions of the EOI. If the security is not deposited within the stipulated time, the LoA/Work Order will be cancelled, and the bidder will be blacklisted.

1.11 Interpretation of the clauses in EOI:

In case of any ambiguity in the interpretation of any of the clauses in EOI Document, the issuer's interpretation of the clauses shall be final and binding on all parties.

1.12 Decision Taken:

The decision taken by the by RIMS purchase committee in the process of bid evaluation will be full and final.

1.13 Delivery of Items:

The Successful bidder shall be responsible for delivery of the required item(s) at the site and for making the proposed system fully operational at no extra charge. Delivery of the Items shall be made by the Provider in accordance with the terms and specification specified in RFP. The time line for the implementation of the project from date of signing of agreement is as under:

S.No.	Activities	Timelines in Weeks (T=Date of Issue of Work Order/LoA)
1.	Mandatory Survey and delivery of required hardware equipment	T + 2 weeks
2.	Installation and Commissioning of Cloud Server, User Creation and other necessary work till the system will become Go-Live	T + 4 weeks

1.14 Payment Terms:

- a) 100% Payment to the successful bidder for Capital Expenditure shall be done after the Installation of Software and its successful implementation within the stipulated time.
- b) The Operation and Maintenance Charges will be paid on monthly basis as per the quoted rate.

1.15 Liquidated Damages

Total LD/ Penalty is capped to maximum on 5% of Total value. LD/Penalty will be calculated on the quoted cost of Capital Expenditure. Breach of performance requirements consistently on part of the Bidder may lead to invocation for "Termination for Default" and the Bid Security.

1.16 Delays in the Bidder's performance:

Performance or the Contract shall be made by the Successful Bidder in accordance with the time schedule indicated in the EOI document. An unexcused delay by the Bidder in the delivery of ordered product(s)/service obligations shall render the Bidder liable to any or all of the following sanctions:

- a) Forfeiture of its performance security;
- b) Termination of the LoA/Work order for default.

As soon as practicable, after receipt of the Bidder's notice, The Issuer shall evaluate the situation and may at its discretion extend the Bidder's time for performance.

1.17 Force Majeure:

- a) For purposes of this clause, "Force Majeure" means an event beyond the control of the supplier/service provider and not involving the Provider's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchase either in its

sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- b) If a force Majeure situation arises, the supplier/service provider shall promptly notify the RIMS in writing of such conditions and the cause thereof. Unless otherwise directed by the issuer in writing, the supplier/service provider shall continue to perform its obligations as far as it reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure.

1.18 Resolution of disputes:

The matter regarding any dispute shall first be sorted out at the level of The Director, RIMS. If the dispute persists to remain unresolved then it will be entertained, heard & finalized as per the provisions of the Arbitration and Conciliation Act, 1996.

1.19 Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of Ranchi only.

1.20 Taxes and Duties:

The rates quoted shall be in Indian Rupees and shall be exclusive of all taxes, duties. However, the taxes may be change as per the prevailing rates .

1.21 Binding Clause:

All decisions taken by The Issuer or RIMS purchase committee regarding the processing of this EOI and award of contract shall be final and binding on all concerned parties.

1.22 Complaint Redressal:

A complaint redressal system to register the complaint about issues being faced by the uses shall be a part of application. This system shall maintain a log of issues, time and date of receipt of call, cause / nature of problem, date & time of resolution provided etc. The bidder must provide the details of complaint redressal system with the technical bid.

1.23 Summary of responsibilities:

The following list is a representative but not exhaustive summary of the respective responsibilities of the service provider and RIMS.

a) **Service Provider:**

- i. Supply, Installation and Commissioning of Mobile Based Time and Attendance Tracking System Using Face Recognition Function including necessary hardware and networking, electrical works.
- ii. Providing 3 years maintenance support for entire system including software and hardware. A dedicated resident engineer shall also be deployed at site for entire period.
- iii. Provide necessary trainings to the manpower as and when required by RIMS.
- iv. Redressal of complaints registered by different users.
- v. Any other work as described in the EOI.

b) **RIMS:**

- i. Provide necessary permissions to the staffs of service provider for entering in the premises.
- ii. Availability of Power.

- iii. Security of the devices installed in the RIMS premise.
- iv. Availability of an adequate workstation for the resident engineer deployed by the service provider.
- v. Any other facility as and when requested by the service provider and duly considered by the competent authority.

2. The functionalities of Proposed System

The proposed system shall have following functionalities:-

2.1 Attendance Management:

This mobile/tablet App based system will manage attendance in a work setting to minimize loss due to employee downtime. Attendance control has traditionally been approached using time clocks, timesheets, and time tracking, but attendance management goes beyond this to provide a working environment which maximizes and motivates employee attendance. This App will show real time attendance data automatically through using Real-time location systems, which also allow for cross-linking between attendance data and performance. It automates key areas of employee, leaves and attendance tracking. An organization's workforce is more often than not, its largest expense impacting production and services. Inaccurate timekeeping could be one of the greatest pitfalls for any organization. Employees represent an organization's biggest asset and maintaining accurate attendance makes a lot of difference in the way working operations and greatly improves productivity and efficiency too.

Immediate time-saving and cost savings of an attendance management facility via the App is easy to highlight. However, there are several other benefits of using an automated time management attendance system in an organization. The proposed attendance system will be functional from 3 different modes:

- a) Staffs can install the app on their Smartphone and register themselves to the Attendance System. They can clock-in their attendance from the app installed in their registered mobile device. For clock-in, they must be present within the defined Geo-Fence of Campus. The System will match their face data with the database. After verification, the attendance process completed. A similar procedure will be applicable for Clock-in and Out.
- b) Staffs who do not have Smartphone can mark their attendance from the mobile tabs installed in various places. Such staffs must stand in front of a tab with a fair distance. The high-resolution front camera of the tab will check the face data of the staff standing in front of it and matches this face data with the database. In this process, no physical contact will be required. Such staffs must mark their Clock-in and Out attendance using the above procedure.
- c) Third Party Attendance (Clock-in and Out) could be done from the mobile app of the user who has supervisor privilege. A supervisor will mark the attendance of such staffs who don't have a smartphone or somehow, they are not carrying their registered device.

2.2 Attendance Monitoring Application Software shall have the following functions:

- a) The Attendance Monitoring Application Software used to access the device should be web enabled and accessible from anywhere through Internet using browser.
- b) The software will be running on a Cloud server to synchronize the activities with all the live

devices and remotely monitoring the device for their day to day functionality.

- c) Provision for marking the geographical area on GIS map (required for Geo-Fencing)
- d) User Management System for creation/deletion of users as per the organizational demand. This system shall also control the unauthorized access into the software. All registered users can be viewed in the report page automatically. User management system shall limit the access of the user to its limits and controls user access to unauthorized parts of the software.
- e) Remotely configuration for controlling the devices.
- f) Administering the activities through internet login, password. The software should support data upload and download operation using security credential.
- g) The attendance log of the device should be synchronized with the central database.
- h) The software should support for the continuity in data transfer between devices and server in case of network failure for certain period. (Data should not be lost).
- i) The database should contain attendance logs (IN/ OUT) for the staff. The system shall also produce daily mobile alert on late & absent
- j) Log file on server for recording all historical event log data.
- k) Report for day - wise attendance with specified hours and minutes are to be generated. Reports like present only/ absent only or both (who are present and absent) to be generated. Attendance Summary with details like Staff Name, for all Presented days, for all Absent Days, for selected days or for a range of days to be generated. The software should support for exporting reports to Excel.
- l) The monthly attendance report for each employee should be automatically generated which can be accessed by the different defined levels as per the instruction from the Issuer.
- m) A dashboard with real time status of attendance and location tracking feature of manpower who had marked their attendance.
- n) Software should define Overtime (OT) rules and measure it accordingly. The software shall be capable to measure Offset OT (lateness offset against OT), Scheduling of duty roster and lunch/ dinner break marking.
- o) The system should have necessary provisions to monitor/ handle the time attendance captured by the existing Android/iOS based face recognition.
- p) It should be integrated with AEBS also.

2.3 Mobile Application Requirements:

The Mobile App for Smartphone will be cloud based and will be designed on Android as well as the iOS platform. The app can be accessed via any Android and iOS-based device. The app will be available in Google Play store/ App Store free to download. The app of both platforms will be updated as per the requirements. The Tablet version of Mobile app will be designed for the Android platform and will be available in Google Play Store for free download.

Required Feature and Functions of Attendance APP:

<u>Application</u>	<u>Required Feature and Functions</u>
Mobile Attendance APP	Smartphone Version: <ul style="list-style-type: none"> • Availability in iOS and android platforms • High Definition (HD) Face Recognition • Accurate GPS location capture • GPS fencing • GPS lock (Attendance shall be allowed only at the specified location)

- Real time monitoring
- Tracking of past location history
- Provision for third party attendance from another device
- Leave Management (Submission of Application, Sanction from approving authority)

Tablet Version:

- Availability in android platform
- High Definition (HD) Face Recognition
- Real time monitoring

Minimum Configuration required for Android Based Mobile Tablets

Network Technology: GSM / HSPA / LTE

Body Dimensions: 245.2 x 149.4 x 7.5 mm (9.65 x 5.88 x 0.30 in)

Weight: 400-500g

Build: Glass front, aluminum back, aluminum frame

SIM support: Nano-SIM

Display: TFT capacitive touchscreen, 16M colours

Screen Size: 10.1 inches, 295.8 cm²

Resolution: 1200 x 1920 pixels, 16:10 ratio (~224 ppi density)

Android Version: 9.0 (Pie)

CPU : 1.7 GHz

Memory: 2 GB RAM with 32GB Internal SD

Memory Card Slot: microSDXC (dedicated slot)

Main Camera : Single 8 MP, f/2.0, AF, Features: Panorama Video-1080p@30fps

Front/Selfie Camera : Single 5 MP, f/2.2, Video-1080p@30fps

Sound : 3.5 mm Jack for Line-Out, in built mic, stereo speakers

Network features : WLAN (wifi 802.11 b/g/n/ac dual band), Wifi direct, hotspot, Bluetooth 4.0, GPS

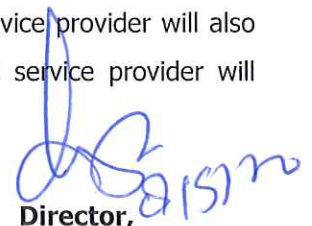
USB: USB 2.0 , Type-C

Sensors: Accelerometer, gyro, compass

Battery : Li-Po 6000 mAh or above

2.4 Operation and Maintenance

After successful installation and commissioning, the function of the proposed system will be officially started. This will be called as 'Go-Live'. After the effective date of Go-Live, the selected service provider will have the responsibility to provide support for technical other issues. The interested agencies are directed to mention the proper mode of backup support during the O&M period i.e. 36 months. All equipment including mobile tablets shall be covered under this. All power availability and internet access to the mobile tablets will be insured by the RIMS administration. The service provider will also not responsible for the internet and mobile problems of individual users. The service provider will deploy dedicated residential support personnel for the entire O&M period.



Director,

RIMS, RANCHI




Annexures

Annexure-A: Details of the Bidder

General Information of the Principal Bidder	
Name of the firm:	Location
	Street
	City
	Pin code
	Telephone
	Email
	Other (URL etc.)
Year of Incorporation	Photocopy of Certificate of Incorporation must be attached
Legal Status	Public Ltd. Co/Private Ltd. Co./ Partnership firm etc.
Technological Collaborations	
Name of the contact	
Contact's designation	
Contact's Phone No.	

Note: The prescribed document of clause 1.9 above shall be enclosed along with this annexure.

**Authorized Signatory with
Organization Seal**

List of Enclosed documents : -

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____
- vii. _____
- viii. _____
- ix. _____



Annexure-B: Experience Summary

No. of Experiences	Type of Work done	Name of the organization	Duration of the project	AMC duration (if any)
1				
2				
3				
4				
5				
6				
7				
Total duration is _____ years and _____ months)				

(Bidder must enclose the evidence of experiences in Government Order Supply such as: Work Order, Contract Agreement, Completion Certificate issued from a competent authority)

**Authorized Signatory with
Organization Seal**



Annexure-C: Proforma for Bank Guarantee

To,

**The Director,
Rajendra Institute of Medical Science,
Ranchi, Jharkhand**

WHERE AS _____ (name and address of the Bidder) (hereinafter called "the bidder") has undertaken, in pursuance of the Tender Ref. No. _____, dated _____ for Supply, Installation and Commissioning of Mobile Based Time and Attendance Tracking System Using Face Recognition Function with 3 years maintenance, (herein after called "the Contract").

And whereas it has been stipulated by you in the said contract that the bidder shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas, we have agreed to give the bidder such a Bank Guarantee;

Now, Therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the bidder, up to a total of amount _____ (in word) of the guarantee and we undertake to pay you, upon your first written demand declaring the bidder to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or any of the contract documents which may be made in between you and the bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This bank guarantee shall be valid until the _____ day of _____, 2020.

Dated : _____

For _____

Signature _____

Name of the Officer _____

Designation of the Officer _____

Code No. _____

Name of the Bank and Branch _____



Annexure-D: Financial Bid

To,

**The Director,
Rajendra Institute of Medical Science,
Ranchi, Jharkhand**

Subject: Supply, Installation and Commissioning of Mobile Based Time and Attendance Tracking System Using Face Recognition Function

Ref: EOI No: Dated.....

Sir,

We, the undersigned Bidders, having read and examined in detail all the EOI/ bidding documents in respect of the captioned subject do hereby propose for our selection as specified in the EOI document.

1. **PRICE AND VALIDITY:** The price mentioned in our bid is in accordance with the terms as specified in the EOI documents. This bid is valid for a period of 90 calendar days from the date of submission of the bids.
2. We have studied the relevant clause(s) in Indian Tax Laws and hereby declare that any taxes, surcharge towards professional and any other corporate Tax applicable under the laws, we shall pay the same.
3. **BID PRICING:** We further confirm that the price stated in our bid is in accordance with the documents.
4. **Qualifying Data:** We confirm having submitted the information as required by you as per the EOI documents. In case you require any other further information/documentary proof in this regard before the evaluation of our bid, we agree to furnish the same in time to your satisfaction.

We hereby declare that in case the contract is awarded to us, we shall submit the contract Bank Guarantee in the form prescribed within 10 days of issue of LOA. We hereby declare that our bid is made in good faith without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief. We understand that our bid is binding on us DURING THE VALIDITY PERIOD OR THE EXTENSIONS THEREOF and that you are not bound to accept our Bid.

We confirm that no Technical deviations are attached herewith this financial offer.

Sl. No.	Description of Work	Rate (In INR)	
		In figures	In Words
1	Capital Expenditure		
(P1)	Cost of Mobile App & its implementation including Software Deployment on Cloud, Configuration & installation of all necessary Hardware, network, cabling, etc. at the site and the cost of Android Tablets (10.1 inches)		
2	Maintenance & Support Cost for 3 Years (36 months)		
(P2)	Effective from the date of Go-Live		
	Total In Figures		
	Total In Words		

Note: If any deviation found in the amount entered in figure and word the latter will be considered as the final quote.

**Authorized Signatory with
Organization Seal**