

Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Superintending Engineer  
Mechanical & Electrical Circle  
Jalasampad Bhawan(6<sup>th</sup> floor)  
Salt Lake City, Kolkata-700091  
Telephone No-03323218430  
Email Id: [semeciwd2017@gmail.com](mailto:semeciwd2017@gmail.com)

**NOTICE INVITING EXPRESSION OF INTEREST(EOI)**

Memo No: 67/1T-6

Date: 19.01.2017

Request for expression of interest for "Supply Installation Testing and Commissioning of Biometric Based Attendance Monitoring System at Jalasampad Bhawan, Salt Lake, Kolkata-700091 during the year 2016-17" is being invited by the Superintending Engineer, Mechanical & Electrical Circle, Irrigation & Waterways Directorate on behalf of the Governor of West Bengal from eligible and resourceful contractors/bidders/ original equipment manufacturers/agency having sufficient credential and financial capability for execution of works of similar nature.

- **ISSUE OF EOI DOCUMENTS:** the EOI documents can be downloaded from the departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in)
- **SUBMISSION OF EOI:** The agency should submit their EOI for the above in sealed envelop super scribing on the top "Supply Installation Testing and Commissioning of Biometric Based Attendance Monitoring System at Jalasampad Bhawan, Salt Lake, Kolkata-700091 during the year 2016-17" in the tender box available at the office of the Superintending Engineer, Mechanical & Electrical Circle, Jalasampad Bhawan(6<sup>th</sup> floor) or at the office of the Executive Engineer, Metropolitan Electrical Division, Jalasampad Bhawan(4<sup>th</sup> floor), Salt Lake, Kolkata-700091.
- The rate should be quoted separately for each item mentioned in Annexure-I
- The representatives of agencies may be present during opening of the proposal, if so desired.
- Authority reserves the right to accept or reject any or all the EOI without assigning any reason.
- No work order or award of contract will be issued to the L1 or any other participant on the basis of this EOI.
- **OTHER IMPORTANT DOCUMENTS/CERTIFICATES TO BE SUBMITTED ALONG WITH EOI.**
  1. Professional Tax Payment Certificates.
  2. PAN card.
  3. VAT registration certificates.
  4. Latest IT return
  5. Trade licence
  6. List of their clients in india with their contact number to whom similar system has been supplied/installed.

7. BOQ and work order issued in favour of the agency for similar nature of work in the last 3(three) years by Central Govt./State Govt./PSU/central or State Govt. undertaking organisation.
- SITE INSPECTION BEFORE SUBMISSION OF EOI:  
Before submitting proposal, the intending contractor/bidder should make themselves acquainted thoroughly with the local conditions prevailing at site of implementation of the work by undertaking field inspections and taking into consideration all probable likely factors and difficulties to be involved in execution of the work as per specification in all respects including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labourers and market rates prevailing in the locality etc. and no claim whatsoever will be entertained on those accounts afterwards. The contractor/bidder may also contact with the undersigned and also with the Executive Engineer Metropolitan Electrical Division between 11.30 hours to 16.30 hours on any working day, prior to the date of actual submission of EOI.
  - OPENING OF EOI:  
EOI will be opened by the Superintending Engineer, Mechanical & Electrical Circle at his office chamber.
  - SCHEDULE OF DATES FOR PROPOSAL:

Sl. No.	Activity	Date & Time	Remarks
1.	Publishing Date	19.01.2017	
2.	EOI Download start date	19.01.2017 at 18.00 Hrs	
3.	EOI submission start date	20.01.2017 at 11.00 Hrs	
4.	Pre bid meeting	24.01.2017 at 12.00 Hrs	
5.	EOI Download end date	30.01.2017 at 15.00 Hrs	
6.	EOI submission end date	30.01.2017 at 15.00 Hrs	
7.	EOI opening date	30.01.2017 at 15.30 Hrs	

- Conditional and incomplete EOI are liable to be summarily rejected.
- Quoted rate should be inclusive of all taxes/duties etc.
- PRE BID MEETING: A pre bid meeting will be held at the office chambers of the Superintending Engineer Mechanical & Electrical Circle. Interested agencies may attend in this meeting for technical discussion.

- Agency should mention make for each item.
- Agency should ensure about after sales service facilities available for their product.
- Agency should be OEM or OEM authorised vendor preferably.
- Agency should sign & stamp on each page of documents submitted.
- Rate should be quoted both in figures and words.
- Warranty: The agency will provide comprehensive onsite warranty for a period of one year from the date of successful installation of equipments, accessories and software.

## SCOPE OF WORK

The scope of work requires setting up Biometric Based time Attendance Monitoring System (BBAMS) for 2000 employees at Jalasampad Bhawan, Salt Lake, Kolkata-700091. Following is the requirement:

1. Installation and configuration of Biometric Based Attendance Monitoring System (BBAMS) and Security Surveillance System with web based access.
2. To deploy a full-fledged 'Time Attendance System' for all the employees using biometric finger print device at different locations of Jalasampad Bhawan.
4. Basic Customization of the solution as per the need of Department.
5. All items mentioned in BOQ, must give integrated performance in their functionality
6. The training to manage the BBAMS and related software to Departmental Officers/ Staffs at the Jalasampad Bhawan premises.

Each of the above mentioned requirements should be as briefed below:

- I. Deployment of 'Time attendance system' for all the staff

In order to maintain the time attendance records of the employee necessary biometric fingerprint recognition need to be installed. All the sensors will be used for monitoring the entry and exit time records of every employee. The time attendance data will be stored at the central server situated at the 4<sup>th</sup> floor of Jalasampad Bhawan and will be generated for monitoring by the various officials on web enable software.

A. Time Attendance reports should generate following reportsa. Department /Section (Daily/Monthly/Date Range):

Should generate individual/department-wise report of employee's time and attendance details

- b. Exception (Daily/Monthly/Date Range and Department Wise/office wise/ Employee Wise)

Should generate and present exception report, to view exceptional logs of employee

- c. Muster (Daily/Monthly/Date Range and Department Wise / Employee Wise)

Should generate and present muster report to view muster of employee's attendance

- d. Who is in (Daily/Monthly/Date Range and Department Wise / Employee Wise)

Should generate report which will be helpful to determine the number of employees available in the office on a particular Date and Time.

- e. Arrival (Daily/Monthly/Date Range and Department Wise/ Employee Wise)

Should generate and present report which will be used to see arrival time of employees,

- f. Late Arrival (Daily/monthly/Date Range and Department Wise/ Employee Wise)

Should generate and present report that will show details of employees who are late.

- g. Early Departure (Daily/Monthly/Date Range and Department Wise / Employee Wise)

Should generate and present report that will show details of employee who have left early.

- h. Overtime (Daily/Monthly/Date Range and Department Wise / Employee Wise)

Should generate Overtime report which will be used to see overtime of employees.

- i. Absent (Daily/Monthly/Date Range and Department Wise/ Employee Wise)

Should generate report of the absent staff for the record of respective authorities.

- j. Continuous late arrival

Should generate and present details of employee who regularly come late.

- k. Continuous early departure

Should generate and present details of employee who regularly go early

I. Continuous absent

Should generate and present details of employee who are regularly absent without any application/notice.

B. Mode of working

- a. All Biometric devices should be able to work in networked mode. In Network mode the device should be online with the Server on real time basis. It should be possible to remotely manage the device and add, delete modify and Synchronize changes from the central PC/Server with the device and vice versa.
- b. Exporting Templates: All devices should have ability to upload/export fingerprint template to specified attendance Terminals through LAN and self Programmable facility to update User templates details to all Terminals, Templates for four or more fingers for each user should be possible to upload.
- c. Fingerprint Auto Sensor: The device should have ability to sense fingerprint automatically without pressing any button and activate the fingerprint sensor for providing convenience to employee for faster authentication
- d. Authentication Type: The system should support various authentication media to configure by different security methods such as finger prints.
- e. Fingerprint Enrolment: The system should have the facility to enrol employee fingerprints and upload it to a biometric device/central server from the desktop PC using a USB based fingerprint scanner.

C. Time Management Monitoring Software features:

- The solution should be designed to work for multiple readers/sensors connected on LAN and should be web based.
- All reports should be available to the each respective DDO through LAN within the building.
- All Enrolments should be with fingerprints depending on selected mode.

- Department verifications should be by employee ID number and fingerprints only.
- It should be possible to mark all working days and holidays, in advance.
- Any number of office should be possible to be created
- Reports should be available online with office-wise, category- wise and also individual records in periodic, detailed and summary formats with activation & deactivation mode.
- The report system should be available with an intelligent active log analyzer.
- Transaction from each device should be available with, date, time, machine/location number, etc.
- Printing of employee details & reports should be possible.
- At a glance summary reports such as IN/OUT summary for whole month or period of each employee should be available.

## ANNEXURE-I

SL NO	DESCRIPTION OF ITEM	QNTY	RATE/UNIT	AMOUNT(RS)
1	SITC of TCP/IP based biometric time attendance device as per specification in Annexure-II(for approx 34 devices)	1		
2	Biometric time attendance compatible software solution. as per specification in Annexure-II	1		
3	Supply, Installation and Configuration of HD, IR Camera and Recording System for Security Surveillance System for the Protection of Biometric Attendance System.(for approx 16 camera)	1		
4	SITC of Desk Top server with compatible original licensed software as per specification in Annexure-II for data acquisition, data storage, back up, report generation, employee self portal and web support. as per specification in Annexure-II	1		
5	CAT 6 data cable (As per actual) Rate may be quoted for one metre	1		
6	SITC of 600 VA UPS	1		
7	SITC of 1000 VA UPS	1		
8	Implementation of Local area network and configuration of entire backbone system for biometric attendance system with proper conduit/casing and all necessary accessories i,e network switch, I/O, patch cord, power cabling, software installation, data creation for attendance etc. upto the satisfaction of EIC.	1		
9	Providing training on Data Acquisition, Report Generation, Customization, Usage of Employee Self Service Portal and All the other details of Biometric Device.	1		
10	Services of Operator for operating PC, Attendance machine, all software, creation of ID Card, Face and fingerprint enrollment, report generation, data base creation etc, and maintenance. (For one month only)	1		
11	Annual maintenance contract for 5 years after completion of warranty period of biometric attendance system, local area network set up.	1		



## ANNEXURE-II

ITEMS	SPECIFICATIONS/FEATURES
For Serial No 1 of Annexure-I	Support authentication method like finger. Support Multi-mode communications to include RS232/485, TCP/IP, USB and Wi-Fi/GPRS to make data management extremely easy. optical Fingerprint Sensor with Resolution: Upto 500 DPI, Enrolment Speed: < 0.5 Sec. USB Interface.. High Resolution Camera. 3" color TFT Touch Screen.. Fingerprint Capacity 3,000. Logs 100,000. TCP/IP, RS232/485, USB Host, Wi-Fi/GPRS. Power Supply 12V DC 400mA. Verification Speed Less than or equal to 2 sec. Support Push data technology. Internal Battery Backup up to 4 hours.
For Serial No 2 of Annexure-I	Auto Push Data Service on Internet / GPRS. MS Access / MS SQL Server / Oracle Data-base. Parallel logs download optional. 150+ Industry standard reports.
For Serial No 4 of Annexure-I	Intel Core i7 Processor, 3.4 Ghz, 8 MB Cache or better, Chipset - - Intel Q77 Express or higher, 4 GB DDR3 RAM with 32 GB expandability, Hard Disk Drive -- 500 GB or higher, Monitor – 21 inch LED/TFT Digital Colour Monitor, Key Board, Optical USB Mouse, Laserjet Printer

Sd/-  
(SANDIP KUMAR DEY)  
Superintending Engineer  
Mechanical & Electrical Circle  
I&W Dte., Govt. Of West Bengal

Memo No: 67/1(12)/1T-6

Date: 19.01.2017

Copy submitted for favour of kind information & necessary action to:

- 1) The Chief Engineer, South, I&W Directorate, Govt of West Bengal
- 2) The Secretary to the Govt. Of West Bengal, I&W Department.
- 3) The Joint Secretary (Works) to the Govt of West Bengal, I&W Department.
- 4) The Deputy Secretary (Works) to the Govt of West Bengal, I&W Department.
- 5) The Superintending Engineer, Metropolitan Drainage Circle, I&W Dte.
- 6) The Superintending Engineer, Western Circle-I, I&W Dte.
- 7) The Superintending Engineer, Eastern Circle, I&W Dte.
- 8) The Superintending Engineer, Greater Calcutta Drainage Circle, I&W Dte.
- 9) The Superintending Engineer, Investigation & Planning Circle-I, I&W Dte.
- 10) The Superintending Engineer, Investigation & Planning Circle-II, I&W Dte.
- 11) The Director, Dam Safety Organisation, I&W Dte,
- 12) The Director, Advance Planning Project Monitoring & Evaluation Cell, I&W Dte,

Sd/-

(SANDIP KUMAR DEY)

Superintending Engineer  
Mechanical & Electrical Circle  
I&W Dte., Govt. Of West Bengal

Memo No: 67/2(4)/1T-6

Date: 19.01.2017

Copy forwarded for favours of kind information & necessary action to:

- 1) The Executive Engineer, Metropolitan Drainage Mechanical Division, I&W Dte.
- 2) The Executive Engineer, Metropolitan Electrical Division, I&W Dte.
- 3) The Estimating Section of this office.
- 4) Notice Board of this office.

Sd/-

(SANDIP KUMAR DEY)

Superintending Engineer  
Mechanical & Electrical Circle  
I&W Dte., Govt. Of West Bengal