

HOOGHLY DISTRICT CENTRAL CO-OPERATIVE BANK LTD.



Netaji Subhas Road : P.O. Chinsurah
Dist. Hooghly : Pin - 712 101
Phone : (033) 2680 2949 / 9131 / 2408
/ 6573 / 9303 (FAX)
E-mail : hooghlydccb@hooghlydccb.com

Memo No: 0043 /2022 – 23

Dated 06.04.2022

Notice Inviting Tender

Tender (BOTH TECHNICAL AND COMMERCIAL) as detailed below, for **delivery and installation** of the software and hardware and/or relevant software from different vendors are invited for usage in terms of Comprehensive Works, Maintenance and Preventive Contract for existing Matrix Bio Metric Online Attendance System of the Bank. **Interested I.T Vendors** must be submitted the sealed quotations in two separate envelopes demarking clearly as "Technical" & "Financial" in requisite format **only in the Bank's Tender Box** at Head Office by **16/04/2022 (Saturday) within 12.00 noon** positively. The Bank reserves the right to itself to cancel any or all the quotations without assigning any reasons thereto. The Bank does not bind itself to accept the lowest rate.

Sl No	Particulars	Qty	Price inclusive of taxes, supply, installation, GST etc.	Installation Location
01.	COMPREHENSIVE SUPPORT AND MAINTENANCE WORKS OF MATRIX BIOMETRICS ATTENDANCE SYSTEM INCLUDING THE ATTENDANCE DEVICES – MATRIX-COSEC-DOOR-FOT inclusive RE-INSTALLATION, LICENSING REPAIR, MAINTENANCE (Incl. Preventive Maintenance (Quarterly) AND also re-installation, licensing, MAINTENANCE with RECONCILIATION, YEAR TO YEAR BALANCE UPGRADE ETC., (Including Preventive Maintenance (Quarterly) for THE SOFTWARE APPLICATION PLATFORM – MATRIX – COSEC CENTRA FOR THREE (03) YEARS CONTINUOUS SUPPORT. DETAILS AS PER ANNEXURE – I.	01 COMPLETE (22 DEVICES & ONE APPLICATION SOFTWARE PLATFORM)		Head Office & 21 BRANCHES

Terms and conditions:

1. The **Technical bid (GST, I.T details etc.)** along with the **financial bid** with last three (03) years I.T Returns. Vendors having GST under COMPOSITE SCHEME are NOT eligible to participate in the TENDER.

2. Delivery of Product

Comprehensive Maintenance Charges for the entire system which include technical support, replacing parts/ device under warrantee, on-site support to Bank (both HO & Branches) as & when required. In case of non-reporting, non-cooperation & more than 3 days delay in servicing during CMC Period, a penalty of Rs.500 /- (Rupees Five Hundred Only) per day shall be imposed as per agreement to be executed between vendor & the Bank.

3. Terms of Payment:

100% after delivery & installation as certified by our Branch Managers of this Bank. The payment will be made from Head Office of this Bank.

4. Taxes, Duties and levies:

Your quoted price should be inclusive of all taxes, GST, duties, works contract tax, freight, forwarding, packing, transit insurance, delivery charges, installation, testing, commissioning at the respective locations.

5. Warranty : 03 (Three) Years COMPREHENSIVE works as above specification & as per Annexure I should be provided as is from Original manufactures only as per specification above.

6. Validity : Quoted rate should be valid for **180 (one hundred eighty)** days from the date of opening of quotation.

7. Bank Guarantee : Non Interest Bearing 05% (five percent) performance Bank Guarantee of total work order value will be frezzed for 03 (three) year. This Bank Guarantee shall be deducted on non-performance in terms of support as per Bank's requirement which shall solely be decided by the concerned Bank Authority.

The Bank reserves the right to accept and / or reject any or all the quotations without assigning any reason thereto and the Bank's decision shall be binding and final.

Quotations will be opened on 18/04/2022 (Monday) at 11.30 A.M tentatively. Vendor's representation is solicited.

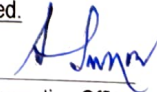
ENCL. ANNEXURE – I

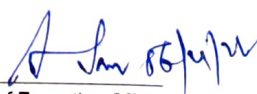
Memo No. 0043 /2022-23 /1(35) Dated 06.04.2022

Copy forwarded for information and necessary action to:-

1. The Special Officer, Hooghly District Central Co-operative Bank Ltd.
2. The Deputy General Manager I, Hooghly District Central Cooperative Bank Ltd.
3. The Grade I Officers (All), Hooghly District Central Co-operative Bank Ltd.
4. CBS & System Cell, Head Office, Hooghly District Central Co-operative Bank Ltd. instructed to publish this E-NIT in bank website.
5. The Secretary, Hooghly Zilla Parishad, Hooghly.
6. Office of the DRCS, Hooghly.
7. The Branch Manager (All), with a request to display this notice on the Notice Board of the Branch.

CC: Guard File .


Chief Executive Officer
06/04/22


Chief Executive Officer

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Annex. I – Bio Metric Solution Specification FOR. Memo No. 0043 / 2022-23 Dt. 06.04.2022

Parameters	Technical Details
Brand	Matrix
Credential Support	Finger and PIN
User Capacity	50000
Sensor	Optical Scratch Proof Sensor
Templates Capacity	9600
Templates per User	Up to 10
Verification Time	Less than 1 second
Verification Method	1:1 and 1:N
CPU	400Mhz ARM 9 Processor
Memory	256 MB Flash and 512 MB DDR3 RAM
Tamper Detection	Yes
Display	128 x 64 Dot Matrix Display
Keypad	16 Touch Sense Keys
LED	4 LED (Status, Alarm, Allowed and Denied)
Buzzer	Yes
USB	TWO USB required one for data one for GPRS
Event Buffer	5,00,000
Input Power	12 VDC @ 2 A
Communication Port	Ethernet and RS-485, GPRS
Operating Temperatures	- 10 °C to + 50 °C
Humidity	5% to 95% RH Non-Condensing
Certification	CE,FCC,ROHS

Automatic Features Required in Software
Auto Backup & Off-Line Feature :- The software will automatically run the backup at scheduled date and time, so bank will have the benefits of having data protection also saving of precious time of employees. The Device used for bio metric capture for attendance must be able to capture data and store the same offline and sync the same to the central server/cloud as and when available online.
Automatic Fingerprint distribution :- The Software should distribute user's fingerprint templates on all devices assigned to him.
Task Scheduler:- Task scheduler should perform task such as report generation and mail, leave credit in user account, attendance process etc automatically on predefined time.
SMS & Email Notifications:- The software should send sms and email notifications to users on predefined time and date. It should be able to email atleast one report to HR Automatically in the evening which was selected by admin.
Data Push to Server:- The controller should be push type and it should push the data to server without any manual intervention
Automatic Device identification:- The central server should automatically identify the door controllers and add new controller automatically when they are connected to network
Integration:- The software shall be capable of interfacing with third party Payroll, HRM and Tally, SAP and ERP.
The software shall have superlative range of flexible functions such as Multiple Organizations, Late-In, Early-Out Policy, Overtime Policy, Absentee Policy, Multiple Holidays, Manual Entry and corrections of Entry-Exit Events and Attendance Summary as a part of Time-Attendance Software.
It shall be Web based Application and Real-time monitoring of Door Controllers should be possible
It shall be able to export reports in Excel, Word, RPT, PDF, CSV and XML etc.
The Software shall be a highly scalable enterprise level software solution
The ACS software package shall be fully parameter driven and operate within the Windows environment.
It shall have provision to create multiple branches, department, sections, designations, grades and categories.
The software shall have the leave management module which should cover different leave type creation, organization-wise leaves, leave request and approvals, leave balance management, leave accumulation and carry forward option and leave encashment option for organized leave management.
It should support multiple companies of one organization at a single location.
The system should be able to send SMS / Email alerts for various pre-defined events such as User Events, Leave Application, Leave Approval/Rejection, Monthly Attendance, and Missing In/Out Punch. It should send SMS and Email notification to multiple users automatically on the occurrence of any such events.
Reports shall be initially displayable on the authorized system user screen, and then can be saved as a PDF file or in the CSV format.
The software should be able to manage the workforce with unlimited shifts and schedule
It shall have Crystal Reports plus Drill-down on Reports and Charts capability.
It shall have custom alerts utility that enables user to customize the message of their like and send it across a group of users.

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It shall have flexibility to define and create multiple branches, departments, sections, designations, grades and categories etc.
It shall have facility to define same reader for entry as well as exit.
Shift and schedule management shall have automatic shift correction option.
The software should allow at least 32 holiday schedule group with maximum 30 holidays in each group.
The software should generate past adjustment data automatically and includes it into current month salary data.
It shall have provision to choose month-wise and user defined date-wise attendance period.
There should be User-wise and Period-wise options with Late-In, Early-Out, Overtime, Comp- off and Absenteeism Policy.
There should be a provision of daily, monthly, yearly attendance, leave balance, shift/schedule and holiday reports. Supervisor can be able to view these data individually or a group of employee. There shall be provision of different filters like employee, date, month and year etc.
The software should generate different charts such as Time Loss, Overtime, Absent, Late IN, Irregularity, month-wise overtime and attendance summary chart etc.

N.B : Comprehensive Maintenance Charges for the entire system which include technical support, replacing parts/ device under warrantee, on-site support to Bank (both HO & Branches) as & when required. In case of non-reporting, non-cooperation & more than 3 days delay in servicing during CMC Period, a penalty of Rs.500 /- (Rupees Five Hundred) per day shall be imposed as per agreement to be executed between vendor & the Bank.

A. Sam
08/14/22