

SPICES BOARD  
(Ministry of Commerce & Industry, Govt. of India)  
Palarivattom.P.O. N H By Pass  
Kochi –682025

Phone: 0484-2333603  
Email: [spicesboardedp@gmail.com](mailto:spicesboardedp@gmail.com)

Requirement of biometric time attendance system

No.EDP/PHW/02/08

Dated 20<sup>th</sup> April 2009

Sub: Inviting quotations for supply, installation and maintenance of a biometric (finger print) time attendance system –reg.

Sealed quotations are invited for the supply, installation, maintenance and management of a biometric (finger print) time attendance system for recording the attendance of Board's Staff in Head Office in Kochi as per the requirement and specification given in Annexure - I, subject to the terms and conditions given in Annexure-II.

The quotations, addressed to Dy. Director(EDP), Spices Board, Palarivattom. P.O, Kochi 682025, should reach EDP Dept. of the Board latest by 5.00 p.m on 5<sup>th</sup> May 2009. The quotations will be opened at 11.00 a.m on 6<sup>th</sup> May 2009 in the presence of available vendors. The sealed cover containing the quotation shall be super-scribed as "Quotation for biometric time attendance system due on 5<sup>th</sup> May 2009 ( EDP Dept)". As per normal payment terms of the Board, 90% of the payment will be released on delivery of items subject to inspection and, balance, on successful installation of system. Spices Board has no 'C'/D' forms. The Board reserves its right to reject any or all quotations without assigning any reason thereof.

Sd/-  
(P.M.Suresh Kumar)  
Dy.Director(EDP)

## REQUIREMENT

- ? Attendance shall be recorded primarily with bio-metric fingerprint reading. Built-in contact less Smart Card reader shall be available as back-up with the fingerprint reader unit. The smart card reader shall read ISO 14443A type smart cards.
- ? The system shall record attendance of staff working in at least two shifts.
- ? Protocol : TCP/IP to support DHCP / Static IP Configurations
- ? The reader should function and record attendance even in standalone mode when network fails.
- ? Biometric finger print reader should be able to store at least 10000 transactions locally in the reader.
- ? Wall mount type reader unit
- ? Capability to capture up to two fingerprint biometrics per employee
- ? Scanner Type : Optical based scanner with a resolution of 500 dpi.
- ? Fingerprint rotation acceptance rate 90° in both clockwise & anti clockwise direction.
- ? Adjustable Fingerprint template size
- ? Scanner sensing area of 0.98" X 0.52"
- ? 1:1 Verification and 1:N Identification speed
- ? Identification time < 2sec
- ? Verification time < 1sec
- ? False Application Rate <0.01%
- ? False Rejection Rate <0.01%
- ? Built in buzzer to identify successful and unsuccessful transaction
- ? Numeric keypad with function keys (0-9 numbers, enter, cancel, menu, backspace)
- ? Card User Capacity from 200 to 1000
- ? LCD display : 4 or 2 lines x 16 characters Alphanumeric Colour LCD display with a resolution of 500 dpi
- ? LCD display to indicate
  - a Idle message
  - b. Successful message –customizable
  - c. Unsuccessful message – customisable
- ? Power: 230VAC, 50hz frequency
- ? Rugged construction, Casing of the Biometric Reader shall be weather proof, dust resistant and corrosion free. Tamper Resistant Enclosure needed.
- ? Built in 24 hour mode quartz real time clock (Non-volatile).
- ? Linux based software and Terminal compatible to open standard cards such as Java Cards preferred

- ? Firmware shall be upgradeable without the need of dismantling the Terminal.
- ? The software shall be password protected with multiple levels of security.
- ? Administration module to remotely control and manage all the supplied biometric readers on LAN through web enabled interface.
- ? Scheduler program to upload and download data, to and from the Biometric reader via the TCP/IP protocol.
- ? The scheduler program should have user selectable time interval or setting specific time during the day.
- ? The reports generated shall be web based
- ? Employee Profile with biometrics should have administrator selectable unique employee PIN (Personal Identification Number)
- ? The software shall provide facility for the following
  - o Add, delete, edit location / department
  - o Provision to add, edit, activate, deactivate new shift
  - o Provision for changing permissible timings
  - o Provision to specify location and department wise rules for marking late and early departure and calculation of leave deduction based on the rule.
  - o Provision to specify rules for calculating Overtime
  - o Provision to add weekly holidays and yearly holidays (Closed and RH)
  - o Provision to enter leave granted (CL/EL/ML/RH/etc). RH can't more than 2 in a year.
  - o Provision to add/edit late arrivals and early departure
  - o Provision to regulate late arrival/ early departure occurred due to official reasons.
  - o Monitor transaction logs
  - o Provision to allow flexi timings- compensate late sitting with late arrival.
- ? Report generation module to provide
  - o Daily attendance report
  - o Late entry and early departure report
  - o Habitual late comes, early departures
  - o Continues absentee report
  - o Location wise/ department wise attendance
- ? Employees shall be categorized into – Regular Employees, Contract employees, Trainees etc and category wise report shall be generated
- ? Backup and restore facility
- ? The Board prefers to integrate reports from the proposed attendance system with the existing web enabled information system implemented using LAMP(Linux, apache, My Sql and PHP). The web server is accessible through LAN. Hence preference will be given to a biometric attendance system that can be easily integrated with the existing web enabled system.

- ? Install adequate number of scanners/readers at convenient places to avoid queuing up of employees.
- ? Necessary training shall be given to Board's staff.
- ? Requirements for implementing attendance system namely hardware, UPS power supply and networking will be arranged by the Board.
- ? The proposal shall include the structure of data (data item, data types and width etc) captured by the time attendance system.
- ? Initial scanning of finger prints of all employees shall be the responsibility of the service provider.
- ? The proposal shall specify
  - (a) Cost (to be quoted against each item)
    - o Unit cost of biometric system and finger print scanner
    - o Cost of software
    - o Cost of installation (attendance system, LAMP configuration etc)
    - o Optional:Cost of supplying 200 to 500 Smart Cards ( in the shape of Photo Identity Card) with photo and details namely name, designation, office, date of Birth, blood group, residential address, contact no. in case of emergency, whether diabetic, contact telephone nos., validity period of card, signature of issuing authority.
    - o Any other cost
  - (a) requirements to be met by the Board to implement the system namely
    - o Server/PC specifications
    - o Networking and power supply requirements
    - o Hardware and Software platform

## Annexure-II

1. The Tenderer shall submit along with the tender an EMD of Rs.5,000/- (Rupees Five Thousand Only) in the form of Demand Draft in favour of Secretary, Spices Board. The EMD should be submitted in a sealed cover marked on the outside with the word 'EMD'. The EMD of unsuccessful Tenderer(s) will be refunded, after short listing of proposals, without any interest. In case the tenderer withdraws from the process, the EMD deposited by him will be forfeited. EMD of the successful tenderer will be retained by the Board as security deposit till the successful completion of System installation. No interest shall be payable on this.
2. The tender received after the prescribed date and/or time and without EMD will be summarily, rejected.
3. There is no separate tender document. This enquiry notice can be downloaded from Board's web site at <http://www.indianspices.com/html/quot.php> for tender submission.
4. The hardware shall be supplied from a factory with ISO 9001:2000 certification in manufacture of the respective equipment.
5. The proposal shall cover specification of bio-metric finger print reader namely supply voltage, power consumption, operating environment, dimension, weight, finger print storage capacity, finger sensing area, event log, communication interface, memory capacity, details of processor, LCD/LED, keypad, inbuilt features, optional features, mounting, power and data back-up. Brand name and model of equipments shall be specified.
6. Cost shall include all taxes, duties, entry tax, packing, insurance, forwarding and installation charges.
7. Proposal shall include documents to prove quality of products, service support and technical competence.
8. Proposal shall include contact address and phone nos of existing clients.
9. Proposal shall include details of service support: Year of establishment, nearest support centers and number of Engineers and number of systems maintained by the respective centers. Response time to attend Breakdown calls shall be specified.

10. The offer shall include minimum support period in terms of number of years, delivery time, validity of quotation, warranty period and AMC rate for post-warranty period.
11. The proposed time attendance system shall be under one year warranty. Cost of additional two-years warranty shall be quoted separately.
12. A live demo of the proposed system shall be arranged in Board's Head Office, if the Board desire so.
13. Offers which are incomplete in terms of scope, items or specifications or required details will not be considered and such tenders are liable to be rejected forthwith.