



## Terms of Reference

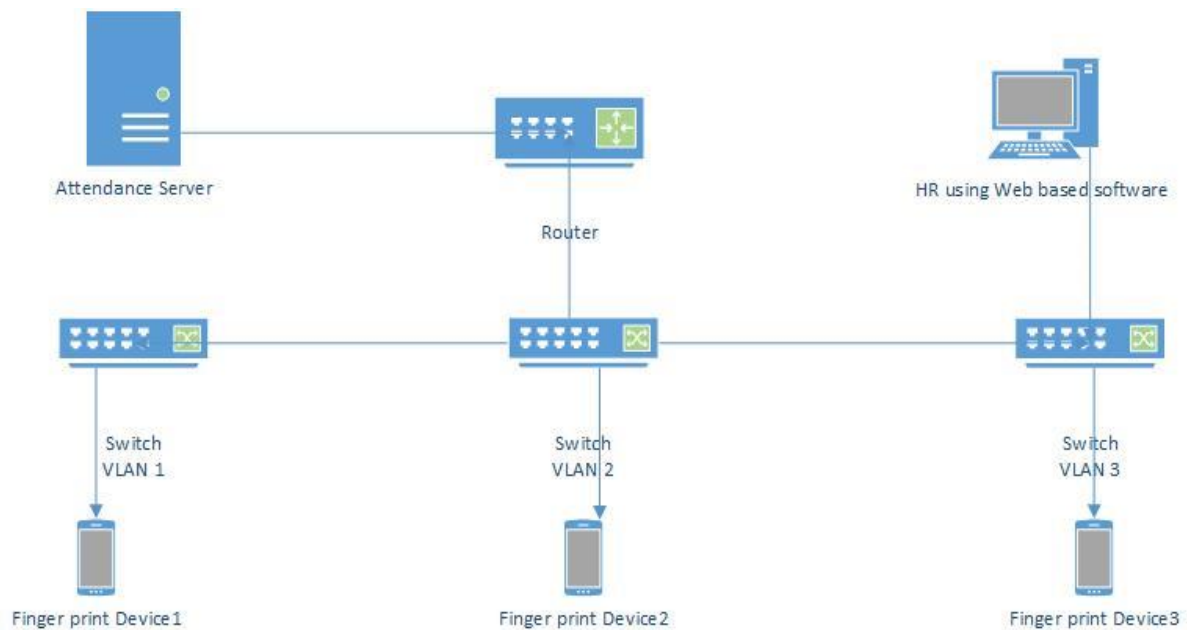
### Biometric Attendance System

#### Objective

The main objective is to take attendance electronically through device within LAN and reports to view through web interface.

#### Scope

Staff, faculty or student should be able to take attendance electronically through attendance machine/device from any location of LAN having different VLANs. The simple description of the requirement is depicted with the diagram below.



The user will take attendance from any part of campus through different subnets. The attendance record will be stored in Attendance server. The HRO will view report through web interface.



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## **Requirements**

As per the diagram shown above, it should consist of following Components/Features:

- i) Web-based application software with centralized Database.
  - a. Teachers and Student report can be viewed and downloaded separately.
  - b. Generate report on daily, weekly, monthly, half-yearly or yearly.
  - c. HR can view records from anywhere.
  - d. Can be customized as per the requirement
  - e. Should support minimum 1500 users / 1500 fingers and 1,00,000 transaction logs capacity
- ii) Should support Real Time PUSH Technology for Data Transfer.
- iii) Should support Live & Fake Finger Detection Technology

## **Time based Attendance System Feature Requirement**

Basically there are two types of users using the device.

### **1. Staff**

For staff the attendance will be taken once a day such that just check-in in the morning at 9:00 am and check-out in the evening at 5:00 pm. So any attendance system will fulfil this requirement.

### **2. Faculties**

Unlike taking attendance for staff, the faculties are quite different. The faculties will have to take attendance based on hourly bases. For example, the faculty will have class in the morning at 9-10 am and they may not have classes till 2 pm. But they will have class around 3-4 pm and 5-6 pm. At the same time the classroom keeps on changing for different timings.

So at the end of the day, the attendance system should keep record of hourly classes being taken by Lecturer or faculty from different location.

***Hence any bidder supplying and installing this attendance system should fulfil this requirement. And bidder shall demonstrate via CD/DVD or any other samples to meet this requirement. Failing to meet this requirement will be rejected.***

## **Trainings and Knowledge Transfer**

The contractor should provide all necessary trainings and engage in knowledge transfer activities.

Prepare a training material and provide hands on training to CLCS officials.



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### **Reporting and Documentation**

Bidders should submit documents and reports. The document should be submitted in both soft and hard copy.

**Successful bidder should strictly adhere to following work schedule:**

<b>Key Activities</b>	<b>Estimated Timeline</b>
Contract Signing and Awarding (Supply Order/Work Order)	Within X time (date of awarding work)
Site Preparation and Delivery of Equipment	Within X time + 30 days
Implementation	Within X time + 45 days
Testing	Within X time + 60 days
Training	Within X time + 75 days
Commissioning and Sign Off	Within X time + 90 days

### **Terms and Conditions**

- 1) Bidder should have a registered office with legal presence and have valid Sales Tax No. & VAT No. as applicable.
- 2) Bidder should be a licensed Bhutanese firm.
- 3) Bidder must be an OEM and/or produce Manufacture Authorization letter of key infrastructure directly from the OEM or any authorized partner of the OEM. Authorized partners should provide certificate or letter of authorization from OEM on original letterhead.
- 4) The bidder must submit BoQ/BoM with make and model and brochure, along with the bid document, for each and every item they are supplying without which the item will be rejected.



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- 5) The bidder is required to submit Curriculum Vitae (CV) of every team member along with the certificate of past work experiences in the similar field. Preference shall be given to OEM certified engineer/professional.
- 6) Company's experience in carrying out similar work before. Enclose list of clients for proof of work carried out. The claim must be supported by documentary evidence such as proof of work and completion certificate.
- 7) All the licensing requirements/warranty/support of supplied hardware and software should be of minimum 3 years from the date of purchase.
- 8) Successful bidder operate/maintain/support for a period of 2 years from the date of commissioning of services. An agreement shall be signed after the completion of the project, and before operationalizing the services.
- 9) The equipment/accessories specified are tentative list only. Eligible bidders are advised to carry out survey prior to submission of bid in order to ensure complete solution. In case there are need of any additional equipment or accessories, after the award of contract, it is the responsibility of bidder to ensure that all the required equipment/accessories are provided without incurring any additional cost to the Purchaser. The bidder is expected to provide complete end-to-end solution and support.

***(\*\*\* Note: Bidders failing to fulfil above terms and conditions shall be rejected)***