

EOI Number: 13271 , Date 17.12.2015.

## Expression of Interest

For

Design and Development of Web Based School Management  
System with Supply of Biometric Device for Government  
Schools

Collector

Mahasamund, Chhattisgarh

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**A. Schedule of Invitation of EOI:**

Date of Issuance of EOI	17th december, 2015
Last date and time of submission of EOI document	15th january, 2016; Up to 3.00 PM.
EOI document to be submitted to	Collector & District Mission Director, RMSA, B.T.I. Road, Mahasamund, Chhattisgarh Pin - 493445
Date and Time of Opening of EOI document	15 januray, 2016; At 4:00 PM at District Collectorate Campus, Mahasamund.

**NOTE:**

1. Please address all queries and correspondence to Collector & District Mission Director, RMSA., B.T.I. Road, Mahasamund, Chhattisgarh, Pin - 493445
2. If the Office of Authority happens to be closed on the day of receipt of the bids as specified, the bids will be received and opened on the next working day on opening of the Office at the same time and venue.
3. Please quote EOI Ref. Number in all your correspondence.

**B. General instruction:**

1. Interested Agencies who wish to submit the EOI will have to submit the EOI document as per the prescribed guidelines of the EOI.
2. Technical document and financial document: Applicants shall submit physically their technical as well as the financial documents in sealed envelopes super-scribed with due date, time, EOI number and nature of document.
3. Once quoted, the bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
4. The Price/ rates/ quotes by the bidder shall be valid for a period of 180 days and shall be applicable for the entire contract period. Any drastic reduction in cost of hardware, due to changes in policy level or tax cuts or budget provisions at GOI/State level, will be negotiated by both parties.

**C. Background of the Project:**

For providing better educational outreach facilities, the District Administration of Mahasamund has established and is maintaining 154 educational institutions in the district. In line with the other innovative and development initiatives, the concern district department is planning to develop and deploy a school management system with the biometric based attendance system in her schools.

The project aims to capture the reach of education services extended to targeted beneficiaries. It further aims to ensure transparency and accountability in processes, coupled with effective monitoring mechanism by developing a Management Information System (MIS) with inbuilt capability to generate alerts and various other related reports.



**D. Objectives of the Programme:**

The main objective of the project is to allow online monitoring for students, teachers and other administrative staff by its ability to generate and maintain various reports including monitoring daily attendance.

Following are the key objectives of the project –

1. Use of biometrics technology to capture attendance of teachers, administrative staff and students;
2. Use of web based computerized application as primary mode of attendance recording and replacement of manual records;
3. Collect records and generate a centralized database of all teachers, administrative staff and students enrolled in various schools which can be organized on the basis of name, category, class, gender, caste, etc., (format enclosed)
4. Creation of Biometrics based attendance capturing system; and
5. To generate Management Information System (MIS) at district level.

**E. Broad Outcomes of Project and Deliverables:**

1. Web based Application Software and hardware for Biometric Attendance system for Schools in Mahasamund district of Chhattisgarh;
2. Enrolment (including finger impression, collection and validation of data) of all teachers/administrative staff and students from individual schools and generation of a centralized Database;
3. Training of users, trial runs and Management Information System (MIS) customization as per the project requirements.

**F. Project Coverage:**

This project will be implemented in Mahasamund district of Chhattisgarh. The project will cover 154 schools in Mahasamund district on a pilot basis first; the project can be scaled up to cover all the schools in the district if results of the pilot are satisfactory and if the District Administration decides to do so. The list of schools to be covered under this project will be finalized by the respective Project Administrators of the Collector Office Mahasamund, based on the site specific requirement.

**G. Expected Service Deliverables by the Selected Agency.**

The project defines following scope of work for the Selected Agency-

1. Design & Development of Web based Application Software as per the requirement, which will be completed within three month after final requirement given by the designated authority. District Administration shall have all rights over the web-based application after its development.
2. To Supply and Installation of the Attendance Capturing Device and its related accessories with-in three month of work-order;
3. Registration and enrollment of individual users/ students at institution level.
4. Preparation of Student's Enrollment form, School Survey Format, etc.
5. Collection of data, Validation of data and creation of user's database.
6. Application Software Testing
7. Creation of User Manuals
8. Two number of trainings to users and also to the monitoring staff at Collector Office Mahasamund.
9. Trial Run.
10. Operation, Management and Maintenance of the Hardware & Software for the period of one year, further extendable based on project requirement.

11. Training and Hand-holding support for Periodical Generation of Project Status Reports attendance tracking.
12. Providing hand-holding support to the Collector office for monitoring and evaluation of the programme.
13. Providing hand-holding support to the teacher of schools for enrolment of new person etc.
14. In case of technical errors in the device or non-functioning of the machines, the agency is to repair or replace or make it in to workable stage within 30 working days from the date of complaint registration.
15. An online complaint registration facility should be provided by the agency and further progress regarding each and every complaint has been shown on it.
16. Software should be modified as per true requirement district administration
17. Software Copy Rights should be given to District administration Mahasamund.

#### **H. Project Administrator's Role:**

The Project Administrator appointed by Collector, Mahasamund will be responsible for the following aspects in the project:

1. Identify the project sites i.e. schools wherein the project will be executed;
2. Issue necessary communication about the project and the process of implementation of the project to the project office at Mahasamund.
3. Monitoring of the project on periodic basis and also review the progress of the project.
4. Coordinate with district level functionaries for approval of various documents and processes;
5. Identify and report any issues or risk associated with the project;
6. Conduct Partial Acceptance Test and Final Acceptance Test of the systems;
7. Field Inspection and Verification of Acceptance Tests;
8. Will decide the final requirement of desire number of finger print devices and required software modules and reports within one month; &
9. Witness the Trial Run.

#### **I. Technical specification of the device to be supplied**

The biometric device to be used in the project will be having the following technical specification:

1	User Capacity:	Not Less than 1000
2	Record/ Transaction Capacity:	Not Less than 1,00,000 with effective data backup mechanism through online and offline mode.
3	OS Name :	Android
4	Screen Size :	NA
5	Processor :	1 GHz Dual core
6	Battery:	3 Hours
7	Connectivity:	2G (Edge) , Wifi , USB , BT
8	Screen Resolution :	800*480
9	Screen Type :	TFT-LCD
10	Location GPS :	Yes
11	Frequency Band :	GSM: 850/900/1800/1900 Mhz
12	Internal Memory :	1GB (mass storage) ,850MB (Apps)
13	RAM :	1 GB
14	Expandable Memory :	32 GB



15	Fingerprint Sensor	Optical
16	Fingerprint Resolution	500 dpi
17	Fingerprint Image Size	248 x 292 pixels

- The above specification is the base specification on which the price comparison will be done. No consideration will be given if agency will supply higher specification of the device. But additional marks may be provided as per decision of the Technical Evaluation Committee, if there is no cost escalation because of the increased specs provided voluntarily.
- The Device specified above may have the option to upgrade to its higher version.

**J. The following will be the salient features of the School Management System:**

1. A Finger Print Scanner device is termed as a "Unit".
2. One unit will be provided for each 250 students, so that the complete school attendance can be completed within 30-60 minutes.
3. The Students Attendance shall be taken once in a day. The first attendance will be taken at the time of morning class hours. This will help in tracking the attendance of students and also the number of students being covered under mid-day meal schemes facilities.
4. The Teacher and other staff's attendance shall be taken twice - at the opening as well as closing time of the institution.
5. The Units shall be powered through regular power supply.
6. Initially, data of students, teachers and other staff shall be captured through a process of enrolment or registration in which -
  - a. Master database creation shall be done using System Requirement Study.
  - b. Data shall be captured through survey forms
  - c. Collected data will be entered into a master database.
7. Based on the entered data biometrics (fingerprints) of all the students, teachers, staff, etc. in schools will be captured.
8. The Attendance shall be carried through Unit. Every individual shall mark their attendance by placing the finger on Finger print scanner (FPS). The data stored earlier in the Unit, will be available for verification through any Unit while carrying out the attendance authentication.
9. The attendance information shall be transmitted to Head Quarter at periodic intervals for report generation.
10. Also the district office can at any point of time generate report by linking it to the device through a web enabled solution. So that the manual system of data transfers from school level to district level can be replaced.
11. Maximum of 15 days Training will be provided to all stakeholders and on usage of the device.

**K. Architecture of the School Management System:**

The solution comprises of the following integral parts -

1. Equipment - The equipment required to implement the solution consists of following at Schools
  - a. Biometric Attendance device
  - b. Switch Cables and Accessories / Battery etc.
2. Software and Applications - The School Management Software shall consist of:
  1. The Attendance Monitoring System shall allow enrolment of users including teachers, admin staff and students on site and also mark their attendance at individual locations.

- a. Application software shall lock the system clock,
  - b. Database of the application at each location shall also be locked,
  - c. System shall also record the rejections during attendance marking process for reporting purposes,
  - d. Application shall provide a clear audio visual signal to denote the success and failure of attendance marking process.
  - e. All application functions at the primary local site, other than attendance registration functionality, are to be disabled to prevent misuse of device, except those applications specifically decided by the Technical Evaluation Committee.
3. Support Services: The Agency will be providing the following services at the project locations –
- a. Install and maintain the hardware at district level.
  - b. Carry out monthly enrolments as and when required.
  - c. Provide support and troubleshoot of any hardware/software errors.
  - d. Maintain backup inventory of the required hardware deployed.
  - e. Assist in generation of reports as per the requirement.

In order to carry out the above activities, a web based application software shall be designed, developed and deployed by the implementing agency which can record and report the above the activities. This software will have the following:

1. Personnel Information Module
2. Preventive Maintenance Module
3. Inventory Management Module
4. Repair & Troubleshooting Module
5. Report Generation Module

#### ***L. Hardware Brands:***

The Office is seeking for quality hardware with extended warranty period. It is, therefore, expected of the bidders to procure hardware for IT equipments from reputed brands.

#### ***M. Operations & Maintenance:***

Services related to maintenance of unit and application software is to be provided by the agency and any problem arising during the operation is to be addressed by the agency within a week's time. For problems arising at school level, the services are to be provided on call basis at district headquarter.

#### ***N. Duration of Assignment:***

The duration of assignment will be for a period of one year and shall be extendable depending upon the requirement of the project.

#### ***O. Transfer of Technology:***

Transfer of Technology or Knowledge Transfer shall be of immediate effect the day the project is executed.



**P. Bidding Process:**

Eligibility Criteria for Agencies – The Bidder shall be fulfilling the following pre-conditions and must also submit documentary evidence in support of fulfilment of these conditions while submitting the technical bid. Claims without documentary evidence will not be considered.

1. The Bidding firm/company must have been in existence at least for last one year as on 31.03.2015. A copy of certificate of incorporation issued by competent authority/Memorandum of Association may be provided.
2. The Bidder must have sound knowledge and experience in Software/web Development. In support of experience of software/web development, Bidder must enclose the attested experience certificate or Work Order Copy from minimum 3 Government Offices/Board/Commission/Private Firms.
3. Only EOI received on behalf of a single company/Firm will be considered. Bidding as a consortium/Joint Venture will not be allowed.
4. The Bidder should furnish certificate of incorporation in case of company, registration certificate with copy of partnership firm in case of partnership firm and *gumasta* license in case of Proprietorship firm. Bidder must enclose Copy of Certificate.
5. The successful Bidder must have an operational office in the Chhattisgarh State with proper infrastructure and qualified man power.
6. The Bidder must have PAN from Income Tax Office.
7. The Bidder should have deposited bid EMD in favour of "Collector Mahasamund, Chhattisgarh" by Crossed Demand Draft / Banker's Cheque payable at Mahasamund from any Nationalized / Scheduled Bank.

**Q. Procedure of Application:**

Eligible organization/ agency have to submit their technical proposals under sealed covers to the office of Collector, Mahasamund in prescribed format.

Technical proposal should be accompanied with proof of annual turnover, detailed experience in conducting similar assignments and other documents as described in the eligibility criteria above.

The proposal must be accompanied by a letter on the organization's letter head showing the full registered office address of the organization. It should be signed by a person of suitable authority to commit the organization with relevant experience to a binding contract. The organization must quote the work Title and include the following declarations:

1. We have examined the information provided in your terms of reference and offer to undertake the work described in accordance with requirements as set out in the TOR.
2. This proposal is valid for acceptance within 6 months and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.
3. The proposal (Technical & Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other organization/ firm invited to submit proposal for this contract.
4. We confirm that all personnel named in the proposal will be available to undertake the services.
5. We confirm that there are no personal, financial and business activities that will, or might, give rise to a conflict of interest, if we were awarded this assignment. Collector Mahasamund reserves the right to reject any Proposal which, in its opinion, gives rise, or could potentially give rise to, a conflict of interest.
6. We confirm that the organization



- Are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing.
- Have not been convicted of any offence concerning professional misconduct
- Have not been convicted of corruption including the offence of bribery
- We agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs.
- I confirm that, I have the authority of [name of organization] to submit proposal and to clarify any details on its behalf.

**R. Packaging and Submission of Proposals:**

The proposal is to be submitted with all necessary details in three separate sealed envelopes, which will include the followings:

1. Envelop - (I) .... Original and one copy of Technical Bid complete with all technical and commercial details as prescribed in the Annexure - I.
2. Envelop - (II) ..... EOI Document fee of Rs. 1000/- (Non-refundable) and EMD of Rs. 1,00,000/- is to be submitted with the proposal in a separate envelope superscripted with the EOI name and number. The EOI document fee and EMD is to be drawn in favour of Collector Mahasamund.
3. Envelop - (III) .... Original and one copy of Financial Bid complete with all details as prescribed in the Annexure - II.

Original printed document shall be considered as authentic. Such copy has to be submitted in physical form at the office of the Authority on or before the due date of submission of technical proposal. All pages of the offer must be signed.

The proposal must be submitted in the format attached at Annexure-I and Annexure-II to the EOI stating all necessary details as mentioned above.

**S. Evaluation of the Proposal:**

Technical Bids will be evaluated for only those bidders who have fulfilled the eligibility criteria first and if shortlisted, the competence of the financial bid will be evaluated subsequently.

Bids shall be evaluated on a Quality and Cost Based Selection (QCBS) basis. Bids shall be ranked according to their combined technical (St), Presentation (Sp) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 50%; P = the weight given to the Presentation = 25%; F = the weight given to the Financial Proposal = 25%; T + P + F = 100%) using the formula:

$$S = St \times T\% + Sp \times P\% + Sf \times F\%$$

Authority is not bound in any manner to select any of the bidders submitting bids or to select the bidder offering the lower price.

The bidder achieving highest combined technical, presentation and financial score (S) will get the highest rank, followed by others. Bidder obtaining highest number of points shall be invited for contract negotiations, with a view to clarify any outstanding points, to finalize technical and financial arrangements and, in case of successful negotiations, to sign a Contract Agreement. Bidders submitting the bids should clearly understand that any or all parts of their bids are liable to be part of the negotiation procedure.



**T. Selection and award of Work:**

Bidder obtaining highest number of points shall be invited for contract negotiations, with a view to clarify any outstanding points, to finalize technical and financial arrangements and, in case of successful negotiations, to sign a Contract Agreement.

**U. Technical Evaluation Committee:**

Bid evaluation shall be done by Evaluation Committee appointed by Authority. The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation exercise and have not been addressed in this Tender Document. The decision of the Committee shall be final and binding on all the Bidders.

**V. Competent Authority:**

The Nodal Officers at the district level will be the competent authority for this project. The powers of the Competent Authority will be as under:

1. Amend EOI documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the preferred organization/ Agency.
3. At discretion during evaluation of bids, request an organization/ Agency for clarification on its proposal. This request will be in writing and the organization/ Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
4. The Nodal Office exercises the right to accept or reject any proposal without assigning any reason thereof.

**W. Payment Terms:**

The total project cost is to be finalized on the basis of the final quoted amount in the financial bid (as per Annexure II format) and subsequent price negotiation. The payment terms shall be as per the following mechanism:

Payment Terms ##		
Phase	Milestone	Deliverables
I	On Submission of Project Report stating the Project Implementation Plan, Project Schedule indicating the plan for installation of the Biometric device and software, and on subsequent Issue of Work Order	10% of the accepted cost of <b>Components A (P**) &amp; B</b> (As per the Annexure II). This will be paid as Mobilization Advance.
II	Launch of Pilot Project	70% of the cost of <b>Component A (P**)</b> and 40% of <b>Component B</b> .
III	Three Months (3) after the launch of the Pilot Project (Test Acceptance Period).	20% of the cost of <b>Component A (P**)</b> and 50% of <b>Component B</b> .
IV	Launch of Scaled-Up Project in the entire District, which shall begin effectively at the end of One Month (1) period after the Test Acceptance Period ends.	90% of the cost of <b>Component A (S**)</b> and 10% of <b>Component C</b> .
V	Successful completion and execution of the Scaled-Up Project	10% of the cost of <b>Component A (S**)</b> and 40% of <b>Component C</b> .



VI	Two Years (2) from the date of successful completion and execution of the Scaled-Up Project.	The remaining 50% of the Component C shall be payable in instalment basis as per mutually agreed terms.
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**## The component costs shall be inclusive of all applicable taxes and charges.**

**X. Address for Communication:**

Any queries or communications may please be sent to the address given below –

Office of the District Collector,  
B.T.I. Road, Mahasamund,  
Chhattisgarh, 493445  
Phone: 07723-223834 Fax: 07723-224036  
E mail: zp-msamund.cg@nic.in

**Y. Other Terms and Conditions:**

1. **AUTHORITY'S RIGHT TO VARY SCOPE AT TIME OF AWARD**  
If any change in Scope of the Contract causes an increase or decrease in the cost of, or the time required for, the Bidder performance of any part of the work under the Contract, an equitable adjustment shall be made in the Contract Price or schedule of implementation, or both, and the Contract, shall, accordingly be amended. Any claims by the Bidder for adjustment under this Para must be asserted within thirty (30) days from the date of the Bidder receipt of the Authority changed order.
2. **AUTHORITY'S RIGHT TO ACCEPT AND TO REJECT ANY/ ALL BIDS**  
Authority reserves the right to reject any Bid and to annul the bidding process and reject all bids at any time prior to award of Contract without, thereby, incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.
3. **NOTIFICATION OF AWARD & SIGNING OF CONTRACT**  
Prior to expiry of the period of Bid validity, the Authority will notify the successful Bidder in writing that its Bid has been accepted and send the successful Bidder the Contract Form.  
Within 10 days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Authority. If the successful Bidder thus selected fails to sign the contract as stipulated, the Authority reserves the right to offer the contract to the next lowest Bidder.

**Annexure-I**

**Format for submission of Technical Proposal**

A. General Details of the Organization/ Institution:		
Sr. No	Particulars	Remarks/ Documents to be attached
01	Name of the Agency	As mentioned in the Registration Certificate.
02	Address of Head office: Telephone: E-mail: Fax number (if any); Name(s) of the contact person(s):	

03	Corresponding Office address: Telephone number: Name(s) of the contact person(s) along with mobile number and e-mail id.	If different from the above address
04	Annual Turnover and P&L a/c of the Organization for the year 2011-12: 2012-13: 2013-14:	Please mention the amount and attach the CA certified P&L and balance sheet for the last three years.
04	Year of establishment of the Organization	Mention the date of Registration and the Certificate of Registration enclose
05	Single order of IT- Services of minimum 4 lakhs in any Government office/Board/Commission	Copy of Certificate or work order in proof of this.
05	Knowledge and experience in Software/web Development	Experience certificate or Work Order Copy from minimum 3 Government Offices/Board/Commission/private firms.
06	Experience in executing minimum 5 Web-development/website task of Government office	Copy of Certificate or work order in proof of this.
07	The firm is a proprietary/ partnership / Public or Private Limited Co.	certificate of incorporation / MOA/ Partnership deed/ Proprietary deed etc.
08	Income Tax - PAN No. /Sales Tax / VAT Registration Certificate Reg. No. & Date	No. to be mentioned and photo copy of each to be attached.
09	Operational office in the Chhattisgarh State	Registration of Address
10	List of Office Infrastructure	
11	ISO-9001:2008 or CMM Level 3 certified	Copy of Certificate in proof of this.
12	Make of tendered item	Technical bid not mentioning the offered Make of the tendered item is liable for rejection.
13	Model No. of tendered item	Technical bid not mentioning the offered Model no. of the tendered item is liable for rejection.
14	Details of EOI Document fee: DD No. Date Amount:1000/-Drawn on Details of EMD: DD No. Date Amount :100000/-Drawn on (Attach the original copy of DD).	Please enclose the original DD along with the technical documents.

#### **Annexure-II:**

#### **Financial Bid**

The Financial Bid amount quoted includes all applicable costs for carrying out the activities outlined as scope of work for the agency.

..... (Full name of Agency/Bidder) will not claim any cost over and above the bid amount quoted. The bid amount quoted for is calculated on school basis and.....  
..... (Full name of Agency/Bidder) agreed to the terms of payment as mentioned in the EOI document.



I/We hereby submit the financial quote as mentioned in the following table:

Component	Particular	No. of Unit		Unit Cost*		Financial Quote (INR)	
		P**	S**	P**	S**	P**	S**
<b>A</b>	Finger Print Scanner						
	Tablet						
	Installation Charge						
	<b>Sub - Total 1</b>						

Component	Particulars	Financial Quote (INR)	
<b>B</b>	Software Development		
<b>Sub-Total 2: A + B</b>			
Component	Particular	Financial Quote (INR)	
<b>C</b>	Periodic Maintenance and Up-gradation Cost		
<b>Sub-Total 3: A + B + C</b>			
<b>D</b>	All Applicable Taxes		
<b>Grand Total: Sub-Total 3 + D</b>		<b>In Figures<sup>#</sup></b>	
		<b>In Words<sup>#</sup></b>	

\* Unit Cost will be including the basic price, ST, VAT, Packaging & Forwarding and Transportation charges.

P\*\* is for Pilot Project

S\*\* is for Scaled Up Project

# Bidder shall provide separate cost as per the Pilot Project and the Scaled Up Project

  
Authorized Signatory

**Collector**  
**Dipti Mahasamund**  
Office Seal