

**THE HIGH COURT OF MEGHALAYA  
AT SHILLONG**

**Dated Shillong the 9<sup>th</sup> March 2017**

**NOTICE INVITING QUOTATION**

**No. HCM II/73/2015/Comp/753** : Sealed Quotations affixing non-refundable court fee stamp of Rs 500/- (Rupees Five Hundred only) are hereby invited from Government registered firms for supply and installation of finger print/Card based Biometrics Attendance System as per the specifications mentioned herein. The firms should have experience of installation of biometrics attendance system for marking the attendance of at least 500 employees.

The Quotation in sealed cover addressed to the REGISTRAR GENERAL, High Court of Meghalaya Shillong- 793001 super scribing thereon "Supply and installation of Biometric Attendance System" must reached the office of the undersigned by 27/03/2017 on or before 1:00 P.M and the Quotation will be opened on the same day ie. 27/03/2017 at 1: 30 P.M in the Office Chamber of the Registrar General in presence of the firm representatives.

Tenders received after the closing time shall not be opened and will be rejected summarily.

**GENERAL TERMS AND CONDITIONS**

1. The sealed quotation shall be submitted to the Registrar General of the High Court of Meghalaya, Shillong during office hours on working days.
2. The Sealed envelope containing quotation shall be marked as "*Supply and installation of Biometric Attendance System*". Copy of Pan Card and up to date VAT clearance certificate is to be enclosed.
3. The High Court of Meghalaya reserve the right to postpone and/or extend the date of receipt/opening of quotations or to withdraw the same, without assigning any reason, whatsoever.
4. Each page of the documents shall be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its bid is accepted. In the absence of any of the above documents/informations, the offer may be summarily rejected without making any further reference in this regard.

5. Successful bidder has to deposit Rs.5,000.00 (Rupees five thousand) only as Security deposit in the form of bank guarantee in favour of Registrar General, High Court of Meghalaya, Shillong, issued by any Nationalized/Scheduled Bank payable at Shillong.
6. If the Biometric Attendance System do not conform to the description and quality mentioned in the tender or not with the approved industry standard or have deteriorated, the Registrar General, High Court of Meghalaya, will have the absolute right and discretion to reject the said items. On such rejection the items will have to be replaced by the firm at its own cost or the security deposit may also be forfeited.
7. Rates should be quoted including all charges and taxes. Nothing extra shall be paid.
8. In case the successful bidder fails to supply and install the items in question up to the mark/standard, the Security Deposit of the bidder shall be forfeited and the tender approval shall be cancelled and next successive bidder may be considered.
9. Before settlement of the tenders, the participants shall have to give a demonstration of the Biometric system to the Registrar General, High Court of Meghalaya, Shillong.
10. The vendor is required to carry out necessary study and to suggest the appropriate number of machines/systems along with software, if any required, keeping in view the number of employees and locations of this Court.
11. Biometric system are to be put on Local Area Network. The required LAN work is to be carried out by the vendor itself. Per Meter cost for this LAN work is to be quoted by the vendor separately inclusive of all taxes.
12. The successful bidder shall be liable to maintain and repair the items supplied.
13. Vendor will make necessary arrangements for inputting and using the Thumb Impressions/ID Card of all the employees into the Biometric attendance system. The impression of all fingers will be taken into the system.

14. The successful vendor is required to provide training on usage of the system to the officials of this Court. The Vendor will depute one engineer for the first 20 days for ensuring smooth functioning of the whole system.
15. The Vendor will have to customize the Software application as per the requirements of High Court. Reports is also to be generated as per the format required by the High Court
16. Prices once approved will remain valid during the scheduled delivery period. Increase and decrease of Taxes and other statutory duties will not affect the price during this period. The vendor will be responsible for any increase in Taxes and Duties.
17. Delivery of the Biometric machine is to be made within one month by the supplier/vendor after releasing of the purchase order.
18. After successful execution of the project up to the satisfaction of the Registrar General, High Court of Meghalaya, Shillong, Payment will be made on production of Invoice in triplicate and Delivery Challan duly signed by the consignee.
19. The High Court reserve the right to accept or reject any or all the quotations without assigning any reason whatsoever.
20. The High Court is not bound to accept the lowest Tender.
21. In case of violation of terms and conditions of the tender document or unsatisfactory supply of machines and its items or any other related item of poor quality and below standard, the Registrar General, High Court of Meghalaya, Shillong, reserves the right to terminate the supply order by giving intimation to the supplier/contractor and forfeit the Security Deposit.
22. Bidder must acknowledge that he has understood all the terms and conditions mentioned in the Tender document by signing on each page of the Tender document.
23. On-site support for hardware and software, even after expiry of warranty.  
(Total 5 years support including warranty)
24. The decision of the Registrar General, High Court of Meghalaya, Shillong, in all respect shall be final.

## **TECHNICAL SPECIFICATIONS**

Biometric device with optical sensor should be resistant to scratches, electrostatic shock and should be tamperproof.

### **Features**

- Employee Attendance Management
- Database backup and Restore
- Separate Interface for Device Management
- Wall mounting/handheld device
- Report of Absence
- Option to create rule for Attendance
- Automatic Calculation of Leaves, Absentees
- Exceptions Entries etc.

<b>TECHNICAL SPECIFICATIONS</b>	
<b>HARDWARE</b>	
1	Finger print scanner, ID card scanner
2	User Capacity – 1000 max
3	Connectivity: USB and LAN
4	Verification speed: 3 sec or lesser
5	In built Battery backup: Min 12 hours (onboard, not a UPS )
6	Voice based confirmation/rejection feature
<b>SOFTWARE</b>	
1	Software Customization as per requirements of the High Court
2	Software: Central Server type Setup (windows/Linux), to be installed at a central location.
3	Remote Backup via network
4	Multiple user logins to server module(software)
5	Leave Management: To manage dynamic leave requirements of employees
6	Holiday Management: To manage annual leaves as per calendar
7	Categorization of employees.
8	Search feature to find employees easily
9	Reports
	a. Daily report of late, absent, on-leave, over time, in-time, out-time etc b. Weekly, monthly and yearly report generation in pdf, excel etc. c. Email support to mail all reports as and when required to desired emails and sms support. d. Branch/Section-wise Attendance Report e. Employee-wise leave Report f. Biometric Device uptime/downtime status report g. Any other report(s) as and when required
10	Web based interface (preferable)
	a. For employees to view their records b. For supervisors to generate reports at remote locations other than central server
<b>AMC</b>	
1	On-site support for hardware and software, even after expiry of warranty. (Total 5 years support including warranty)
2	Training of staff to operate machines and Software
3	Immediate backup/replacement of faulty machine.

**REGISTRAR GENERAL**

**Memo No. HCM II/73/2015/Comp/753A Dated Shillong the 9<sup>th</sup> March, 2017**  
**Copy to:**

1. *Joint Registrar-cum-Secretary to Hon'ble Chief Justice, High Court of Meghalaya*
2. *The System Analyst for uploading in the Official Website.*
3. *Office Notice board.*
4. *Account Section.*
5. *Office File.*

**REGISTRAR GENERAL**