

158

INDIRA GANDHI INSTITUTE OF TECHNOLOGY (IGIT), SARANG, Dhenkanal-
759146



Request for Proposal (RFP) for appointment of professional service provider for the
Biometric Attendance System (BAS) with software

at

IGIT, SARANG

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19/8/26



158

DISCLAIMER

Indira Gandhi Institute of Technology (IGIT), Sarang is inviting eligible interested Vendors to submit a request for Proposal (RFP) for the Implementation of service provider for the Biometric Attendance System (BAS) with software.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between Indira Gandhi Institute of Technology (IGIT), Sarang and the Vendor concerned. Indira Gandhi Institute of Technology (IGIT), Sarang reserves the right not to proceed with the implementation of the project.

NOTICE INVITING RFP

Indira Gandhi Institute of Technology (IGIT)
SarangSarang, Dhenkanal-759146
Odisha

No. IGIT/BAS/

Dated: 20.08.2026

Request for Proposal (RFP)

Supply and Implementation of service provider for the Biometric Attendance System (BAS) with software. Indira Gandhi Institute of Technology, Sarang invites applications for Request for Proposal (RFP) from OEM for Supply and installation of service provider for the Biometric Attendance System (BAS) with software at Indira Gandhi Institute of Technology, Sarang.

The sealed cover superscribed 'Request for proposal for Supply and Implementation of service provider for the Biometric Attendance System (BAS) with software at Indira Gandhi Institute of Technology, Sarang shall be opened on **23.09.2026 (10.30 AM)** for the technical bid and **23.09.2026 (3.30 PM)** for the financial bid. The sealed cover shall contain two sealed covered envelopes part-I (Technical bid) and Part-II (Financial bid). The Part-I (Technical bid) shall be opened on the same day in presence of the attending vendor(s) and committee members. The Part- I (Technical bid) shall contain Bank draft for earnest money, Tender fee and other documents as noted in 'Schedule for submission of RFP'. The Part- I (Technical bid) without a bank draft for earnest money shall be rejected outright. The Part-I (Technical bid) shall be evaluated in accordance with qualification criteria for short-listing the Vendors as prescribed in the RFP document. The Part- II (Financial bid) shall be opened in due course as noted in 'Schedule for submission of RFP'.

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15

Part -I (superscribing Technical bid)

The Technical bid shall detail the technical specifications, compliance to the specifications detailed in the RFP. Checklist for Technical Bid, supporting documents such as certificate of incorporation, memorandum of Association, copy of PAN, GST certificate, work order copy/ experience certificates, IT returns of last 3 years audited account statements, Vendors profile and other requisite documents. Bank Draft for earnest money shall be kept in separate envelope marked as 'EMD' and be placed within this envelope. Any other relevant papers, which a Vendor feels necessary along with the Terms and Conditions duly signed and accepted by the Vendor shall form part of this Technical bid.

Part -II (superscribing Financial Bid)

1. The Financial bid shall give detailed price in INR of service provider for the Biometric Attendance System (BAS) with software, taxes and other work as per the pro-forma in **Section-II** enclosed.
2. IGIT, Sarang shall not be liable for any expenses incurred by the Vendor in preparing the bid documents for this RFP or for any correspondence or for any negotiations associated with the award of a contract.

Late Applications: Any application, received after the last date and time i.e., **22.09.2026 (4.30 PM)** for submission, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

The completed application (response document), (printed, signed and bound copy) shall be submitted in a sealed cover superscribed with the title "Service provider for the Biometric Attendance System (BAS) with Software" at the address given below (by registered/speed post only / Indian Postal Services only):

To

The Director.

Indira Gandhi Institute of Technology,
SarangDhenkanal-759146, Odisha, India.

The RFP document, instruction to Vendor, other detailed terms and conditions can be downloaded from the website: <http://www.igitsarang.ac.in>.

Last date and time of submission of tender	22.09.2026 (4.30 PM)
Cost of the Tender Fee	Rs 500/- (Rupees Five Hundred only)
EMD	42,000/- (ANNEXURE- V)

Important Details

The document is prepared by IGIT, Sarang. It should not be reused or used in any form either fully or partially by any other organization or firm. The information provided by the Vendors in response to this tender document shall become property of IGIT, Sarang and shall not be returned.

Dr. *[Signature]*
19/8/26

SCHEDULE FOR SUBMISSION OF RFP

The following are the schedule of events for this project. The schedule is subject to change depending on the outcome of the events / responses of the events and a final schedule shall be established prior to contracting with the successful Vendor(s).

Event	Date and Time
Availability of RFP Document at IGIT Sarang Website	20.08.2026
Last Date and time for submission of completed RFP Document	22.09.2026 (4.30 PM)
Opening of RFP (Technical Bid)	23.09.2026 (10.30 AM)
Opening of RFP (Financial Bid)	23.09.2026 (3.30 PM)

1. SCOPE OF WORK

Supply and Implementation of service provider for the Biometric Attendance System (BAS) with software, Indira Gandhi Institute of Technology, Sarang for a period of Three years.

2. Item with Quantity

Service provider for the Biometric Attendance System (BAS) with software		
Sl. No.	Item Name	Qty. (Unit)
1	Maintenance / Service contract for a period of Three years . The payment will be done on monthly basis.	1
2	Renewal and update the existing software per yearly (as per sl no. 1) basis (One time payment)	1

Service provides shall be governed by the following terms and conditions.

1. We are using Multi user login system. User can login through their Email id and password. Application is cloud based anywhere user can login. Internet connection is required to access the application. Automatic update on number of days worked according to Attendance. We have already procured an Attendance system software with source code system. The details of the software is mentioned below for the reference purpose.

Platform: Multiplatform, Access Type: Online / Offline, PHP and MySQL Platform

Application Features: Multi user login system. User can login through their Email id and password.

Application is cloud based anywhere user can login. Internet connection is required to access the application. Automatic update on number of days worked according to Attendance.

Access User Type

: Administrator Account (All Privileges)

Employee Account (Own details and Apply Leave)

1. Student Account (Own details and Apply Leave)

Organization Details

1. Manage Multiple Unit

2. Manage Biometrics Device

19/8/26

Employee / Student Management : Division Setup,
 Department Setup
 Designation Setup
 Grade Setup
 Add Employee/Student Details (Personal, Educational and Document upload)
 Manage Employee / Student details
 Single Employee / Student complete details
 Manage Employee / Student Exit Details

Working Day Policy :

1. Manage Shift
2. Default Shift Assign
3. Mange Holiday

Attendance & Leave :

1. Employee / Student Attendance day wise
2. Employee / Student Attendance Monthly Input
3. Upload Bulk Attendance through excel sheet
4. Verify Upload Attendance
5. Manage Applied Leave
6. Manage Earning Leave
7. Initiate Department Transfer
8. Manage Department Transfer
9. Approve Department Transfer
10. Default Shift Assign
11. Mange Holiday
12. Employee / Student Performance (Complete monthly Attendance with Present, Absent, Half Day, Leave, Week off and General Holiday report)

User Management

1. Add User to application (Employee / Student / Admin User)
2. Manage User
3. Change Password
4. Login Details

Reports

1. Monthly attendance statement (Attendance Breakup – Opening Balance & Closing Balance)
 : Financial Year / Unit / Division / Employee / Monthly
2. Yearly Leave Register : Financial Year / Unit / Division / Employee / Monthly
3. Employee / Student Master Data Report : Unit / Division / Employee / Status
4. MIS Report for New Joined : Financial Year / Unit / Division / Employee / Student / Monthly
5. MIS Report Left Employee / Student : Financial Year / Unit / Division / Employee / Student / Monthly
6. Transfer Report From – To Location :
 Financial Year / Unit / Division / Employee / Student / Monthly

In our Attendance system software with source code system , the above mentioned facilities are there. It's the firm responsibility to provide the software facility to IGIT Sarang. All the official works like collecting sheets from the all department, entry , registration to all students & staff members will be done by the firm. The firm has to supply the technical persons / attendant / Data Entry Operator at IGIT Sarang for the day to day activities. If any difficulties occur related to the BAS System, PO may be cancelled. The firm has also responsible for the newly implemented AADHAR based BAS for the Regular staff members. The firm has collected the data from NICS1 and implemented in the software and distributed to the department every day. All other conditions are same. It is hereby advised to all the firms those who are interested to participate in the tender process may visit our Institute to know about how BAS software and their implementation at IGIT Sarang are operative now.

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3. VALIDITY OF RFP

The RFP response submitted by the applicants shall remain valid for a period of 90 (Ninety) days after the date of RFP response opening prescribed in this document. A RFP response which is valid for shorter period may be rejected as nonresponsive.

4. EARNEST MONEY DEPOSIT (EMD)

- (a) EMD in form of a Demand Draft drawn in favour of **Principal, IGIT, Sarang** and payable at IGIT, Sarang from any Nationalized Bank must be submitted along with the Part –I Technical Bid in a separate envelope. The Bids not accompanied by EMD shall be rejected as non-responsive.
- (b) No interest shall be payable by the Institute for the sum deposited as EMD.
- (c) The EMD of the unsuccessful Vendors would be returned within one month after signing of the contract.
- (d) No bank guarantee shall be accepted in lieu of the EMD.

5. FORFEITURE OF EARNEST MONEY DEPOSIT (EMD)

The EMD shall be forfeited by the **IGIT, Sarang** in the following events:

- (a) If the bid is withdrawn during the validity period or any extension agreed by respondent Vendor thereof.
- (b) If the bid is varied or modified in a manner not acceptable to the **IGIT, Sarang** after opening of bids during the validity period or any extension thereof.
- (c) If the respondent Vendor tries to influence the evaluation process.
- (d) If the First ranked Vendor withdraws its bid during negotiations (failure to arrive at a consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

6. OTHER TERMS & CONDITIONS

1. General Terms

- (a) The conditional/ incomplete bids or those received after the due date shall be summarily rejected.
- (b) The award/ cancellation of work shall be decided at the sole discretion of **IGIT, Sarang**. Invitation of Tenders/ quotations is not a commitment.
- (c) **IGIT, Sarang** reserves the right to accept or reject in part or full or all the offers without assigning any reason thereof. Any decision of **IGIT, Sarang** in this regard shall be final and binding on the Vendor.
- (d) The Vendor shall abide by all labour laws such as payment of wages Act 1936 with up-to-date amendments, minimum wages Act 1948 with amendments etc and other laws as applicable during the execution of work.
- (e) The institute shall make all payments through NEFT in Indian rupees. Necessary bank mandate detailing bank account number etc. shall be submitted by the vendor after execution of agreement.
- (f) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the

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- 150
- non- performance results from the Force Majeure circumstances such as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after signing of the present contract.
- (g) In case of any dispute arising out of or in connection with the contract either during the tenure of the contract or thereafter, the Director of the institute is the sole arbitrator to decide the same and his decision is final and binding on both the parties. If differences persist after arbitration and there are compelling reasons to go to court, it shall be decided in the court of Kamakhyanagar/Dhenkanal.
- (h) Backup provision/BAS device should be provided by the vendor in case of device failure.

2. Price Stability

Contract prices and discounts as offered in the bid and accepted by IGIT, Sarang shall remain fixed during the contract period. In the event of price changes, replacement equipment shall be purchased at the lower quoted value or then the current market price. In no case shall a price higher than the contract price be paid for the equipment proposed. If IGIT, Sarang desires to purchase equipment or services not contained in the contract, future purchases shall be determined using the Vendor-specified discount rate in the proposal from the manufacturer's suggested retail price as of the date of the order. In no case shall the price exceed the favored Vendor prices.

3. Right to Reject

IGIT, Sarang reserves the right to reject all bids. Responses should be submitted initially with the most favorable terms that the Vendor can propose.

4. Standards

IGIT, Sarang expects that the Vendor would use standards,

5. IGIT, Sarang Involvement

Director, IGIT, Sarang shall be the single-point contact for the project. All major decisions must be made with the involvement and agreement of the Mechanical Engg. Department. At no time must the Vendor hold back any information related to the IGIT,

Section -II (Price Bid)

• Instruction for Price Bid

Price Bid submission-

1. The price bid submitted by the Vendor shall be inclusive of all elements of costs and shall ensure that the following are also included therein: -
 - The cost of delivery and installation at project sites.
 - All the expenses like cost of loading, Unloading etc. at IGIT site.

[Signature]
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Eligibility Criteria:

Those who fulfill the following criteria are eligible to participate in the tender.

1. The tenderer must be an OEM of a reputed manufacturer related to BAS and software dealing with BAS sectors. Manufacturers should provide all documents relating to their Manufacturing Capabilities and the brand should be a registered trade mark.
2. Submission of Three work order / Invoice of similar nature projects in last three years is mandatory. Similar Nature is defined as, Supply of BAS and implementation of BAS software and services provided to any government/ public Sector enterprises.
3. The tenderer must have GST clearance and Income Tax payment up- to- date. Attested copies of GST Clearance Certificate or non-assessment certificate from a certified Chartered Accountant valid up- to-date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, GST certificates from the competent authority, PAN Number must be enclosed along with the Tender documents.
4. The Bidder must have ISO certification. The OEM should have IIMS for valid Quality and environment compliance such as ISO 9001, 14001, 45001, 18001, IGBC, ISO/IEC 27001 : 2013 The copy of the above certificates shall be enclosed with technical bid.
5. The net worth of the vendor should be certified from a registered CA shall be submitted.
6. The Vendor should not be blacklisted. Declaration in this regard shall be submitted by the vendor.
7. If the vendor is found guilty and any discrepancies in submitted the documents the RFP of the vendor shall be rejected and the vendor shall be blacklisted.
8. The bidder should submit the model details with manuals in the technical bid as mentioned in the Annexure-III, otherwise, the bid shall be rejected.

General Term & Conditions

- i) In case, after Pre-bid meeting (wherever applicable) any modification(s) / addition(s) / deletion(s) or any alteration in the requirement(s) / specification(s) etc. is required, the same will be placed on the IGIT website-www.igitsarang.ac.in therefore, all the bidders are advised to visit our website before filling / submitted their tenders. No separate advertisement / information will be published in this regard in the Newspapers.
- ii) The offered rates will be valid initially for a period of three years. The Institute can place repeat order on the same terms & conditions within this period.
- iii) Acceptance of tender will be intimated to the successful tenderer through a Letter of Intent (LOI) duly signed by the authorized signatory of the institution.
- iv) EMD / Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.
- v) This tender is valid upto 180 days from the issue of tender notification.
- vi) IGIT's official(s) can visit the workplace of successful bidder and can review the progress of work and can instruct regarding quality aspect.
- viii) The rates quoted by the bidder shall be complete for supply and installing of the finished items as per the specification(s) and shall be inclusive of all applicable tax, duty(ies), loading, unloading, packing, transportation to IGIT, sarang installation (in class room/office room/faculty room in new academic block i.e. ground floor – third floor) etc. and nothing extra /

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additional shall be payable on these rates.

- ix) In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee and EMD shall be returned to all bidders,
- x) Conditional Tender will not be accepted,
- xi) Successful bidder will be required to submit schedule of activities to complete the work order (daywise / Datewise) with technical bid document.
- xii) The supplier has to ensure the rectification of defects within seven days of the complaint during the period of guarantee.
- xiii) AMC charges if any will be mentioned in the Tender.
- xiv) The tenderer is required to submit one year onsite Guarantee i.e. to replace, the damaged equipments during the guarantee period or repair.
- xv) The authority reserves the right to accept or cancel any or all tenders without assigning any reason there-of.
- xvi) Proof of bills for the purchase of the materials as per our standard specification are submitted at the time of final payment.
- xvii) All items should be I.S.I standard.

144


19/8/20

DIRECTOR,
IGIT
Sarang



Tender Form (Technical Bid) format

(To be submitted by the tenderer on their letter head.

To ----- Ref:-

----- Dt-

Tender Notice No and Date Name of Work: "

The date and time of opening of tender:- at

Format for Qualifying Details of Technical Bid

A. General Details of the Bidder:			
Sl. No.	Particulars	Remarks/Documents to be attached	
01.	Name of the Organization:		
02.	Address of Head Office: Telephone No: E-mail: Fax number(if any) Name(s) of the contact person(s):		
03.	Company Status:- Proprietor / Partner / Pvt. Ltd. Company Enclose Details. -		
04.	Turnover of the Agency for the last three years: Annualized average financial turnover equivalent to Indian Rupees during last three financial years	Year INR (in Lakh) 2023-24 2024-25 2025-26	
05.	Indian Income Tax Return Acknowledgement	Financial Year-2023-24 Financial Year- 2024-25 Financial Year-2025-26	
06.	Income Tax-PAN No.		
07.	GST registration Number/GST certificate		
08.	Constitution of Firm (Proprietor / Partnership / Company/ Society)	Company Incorporation Certificate	
09	GST Clearance Copy :		

Re. BQ-2
19/8/26

DECLARATION

I _____ hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, action as deemed fit by the _____ can be taken against me. Also we hereby accept all the Terms & Conditions of the Tender will abide by it. A Processing Fee / EMD demand draft bearing No _____ dated _____ drawn on _____ is enclosed with Technical bid.

Signature.

Name

Address ..

Mobile:....

Date: -

Signature and Seal of firm.

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145

Annexure-III

ACCEPTANCE OF THE TENDERERS

All the clauses of tender document and Terms and Conditions as detailed in the Tender Document have been read/understood by me / us are acceptable to me / us. Me / We confirm that we will abide by these terms & conditions.

Dated: -

Signature

(Name in Block letters) _____ Name of Tenderer _____

Address _____ Address with stamp

Signature and seal of the firm

for B2L
19/8/26



UNDERTAKING

To

The Director,
IGIT Sarang,
ODISHA

Sir,

1. I / we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.

Dated:

SIGNATURE OF THE
TENDERER WITH SEAL

NAME OF THE TENDERER
WITH ADDRESS

Dr. B. B. S. S.
19/8/26

ANNEXURE-**V**
143**TECHNICAL BID**
(Should be submitted in a sealed envelope separately)

Sl. No.	Item with specification	For a period of one year	Manuals provided for your existing softwares (YES/ NO)	Warranty 01 years (Yes / No)
1	Maintenance / Service contract for a period of Three years . The payment will be done on monthly basis.	01		
2	Renewal and update the existing software per yearly (as per sl no. 1) basis (One time payment)	01		

Signature and Seal of the firm.

Per. **B. L. L.**
19/10/26

142

FINANCIAL BID
(Should be submitted in a sealed envelope separately)

LIST OF ITEMS

I. Server				
Sl. No.	Item	Qty. Required	Amount charges per monthly basis (inclusive of all taxes F.O.R. to IGIT Sarang and installation etc.) (Rs.)	TAX (%) with amount
1	Maintenance / Service contract for a period of Three years . The payment will be done on monthly basis.	01		
2	Renewal and update the existing software per yearly (as per sl no. 1) basis (One time payment)	01		

Signature and Seal of the firm.

Dr. 
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141

TENDER NO :

CHECK LIST

1. Tender Fee Demand Draft : _____
2. EMD Demand Draft : _____
3. Registration certificate of the firm : _____
4. OEM / AUTHORIZED DEALER / DISTRIBUTOR / DEALER / RETAILER
CERIFICATE _____
5. PAN NO. _____
6. GST Clearance. _____
7. GST NO/ GST Certificate: _____
8. Experience certificate (Last 03 years) _____
9. Turnover Certificate issued by CA (Last 3 years) _____
10. Income Tax Returns (Last 3 years) _____
11. Annexure _____
12. Undertaking _____

Dr. P222
19/10/26

