

**Expression of Interest (Eoi) For  
Procurement of  
Biometric Attendance System for High Schools Transformed  
under 5T**



Notice Inviting Expression of Interest (Eol) For  
Procurement of  
Biometric Attendance System for High Schools Transformed under 5T

1.	Name of Work	Expression of Interest (Eol) for Procurement of Biometric Attendance System for High Schools Transformed under 5T
2.	Cost of Eol Document	The Eol form can be freely downloaded from District Website: <a href="https://sambalpur.nic.in">https://sambalpur.nic.in</a>
3.	Period of downloading of Eol Document from Website	From dt.18.11.2023 to dt.24.11.2023 (Till 3:00p.m.)
4.	Last Date of Receipt of the Eol	24.11.2023 up-to 03.00 PM
5.	Date of Opening Eol	24.11.2023 at 04:00 PM
6.	Presentation by shortlisted Bidders	The date of presentation will be intimated after the evaluation of Eols.
7.	Contact Person	Planning Coordinator, District Education Office, Sambalpur

Amendments to the Eol (if any) will be issued only through website.  
<https://sambalpur.nic.in>



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PART-I: G

GENERAL INFORMATION AND INSTRUCTIONS

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A. INTRODUCTION

In Sambalpur district 205 High Schools transformed under 5T. For better monitoring of attendance relating to students and teachers the district administration has planned to implement Bio-metric attendance systems in those schools.

Currently the attendance records of the students attending schools are recorded manually and compiled in the system. It is proposed that the attendance records be captured through biometric recorder machines and then compiled in the system.

Expression of Interest are invited from eligible and qualified persons/firms for "Procurement of Biometric Attendance System for High Schools Transformed under 5T".

B. GENERAL INFORMATION

1. The Bidders are required to submit their "Expression of Interest" as laid down in this document. The Eol documents will be available on District website of Sambalpur <https://sambalpur.nic.in>.
2. Last date and time for submission of the Eol: The bidder has to submit bids i.e. Eol through registered post on or before 15:00 Hrs. on 24.11.2023.
3. Manner of submission of the Eol: Tenders are to be submitted through Registered Post. The Eol document may be downloaded from website & submission of proposal as per time schedule. No By-hand Eol will be accepted.
4. Time and date for opening of Eol: The Eol will be opened on 24.11.2023 at 16:00 hrs. Bidders can witness opening of bid.
5. Forwarding of Eols: Bids should be submitted by Bidders furnishing details like valid GST registration number, Bank account details with address and complete postal & e-mail address of their office.
6. Clarification regarding contents of the Eols: During evaluation and comparison of bids, the office may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the Eol will be sought, offered or permitted. No post-Eol clarification on the initiative of the bidder will be entertained.

7. Rejection of Eols: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional bids will be rejected.
8. Validity of Bids: The Bids should remain valid till 120 Days from the last date of submission of bid.
9. The selection of the successful vendor among the short-listed ones shall be based on technical and financial criteria. The authority reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained. The vendors may please visit District website at <https://sambalpur.nic.in> or mail for technical details at [dpcsambalpur.opepa@nic.in](mailto:dpcsambalpur.opepa@nic.in).



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## PART II-SCOPE OF WORK

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- The District Administration plans to introduce Attendance Recoding through Biometric Attendance Recorder Machines with power backup system and Excel/ CSV format data downloading facility in 205 schools, each having a strength of students varying from 50 to 100 numbers in Class-9 and 10 & 5 to 10 teachers in each school.
- Students/ teachers have to mark their attendance at the start and end of each day.
- Keeping in view of the roll strength, party will install minimum two nos. of Biometric equipment per school.
- If a student/ teacher has marked her/his attendance for more than one time at the beginning of a session, the earliest one may be considered and for the end of the session, the latest may be considered.
- The attendance report (Soft copy and Hard copy) should reflect the following details:
  - Details of students and teachers who have attended the school and are absent.
  - Details of students who have marked attendance after 30 minutes of grace period during entry.
  - Data needs to be stored for six months from the start of the term.

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## PART III- TERMS & CONDITIONS

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### 1. Eligibility Conditions / Pre - Qualifications Criteria:

- a) The bidder must have done similar type of work with any Govt/ Ministry/ Department/ Autonomous Institutions/ PSUs/ Private Organizations etc.
- b) The Bidder must have average annual turnover of ₹10 Lakhs and above.
- c) The bidder should not have been blacklisted by any Central/ State Government/ Public Sector Undertakings and shall not have been involved in any major litigation that may have an impact affecting or compromising the delivery of services required.

Note: All relevant Certificates/Documents in support of qualification claim/ fulfilment of eligibility criteria must be submitted. If any bidder does not fulfil the mandatory minimum eligibility conditions its/their bid/s are liable to be summarily rejected.

2. If the bidder is not the OEM for the product, the bidder should have a letter of authority from the OEM to sell Biometric Attendance Machines shall be attached otherwise the EoI will be rejected.
3. District Administration reserves the right to change, modify, add or alter the process including inclusion of additional criteria, right to ask for additional information and to ask explanations and clarifications and the right to reject any or all of the proposals submitted in response to the EoI. Nothing in the EoI should be relied on, as a promise or representation as to the future.
4. The courts at Sambalpur shall have jurisdiction over any dispute regarding this EoI. Proposals must be made directly and must not be through subsidiaries or joint ventures/ consortiums / partnership.
5. Dispute, if any, arising out of the lease agreement for lab accreditation activities will be settled by mutual discussion within a period of seven days. In case the same is not settled amicably, then the decision of the Collector & DM, Sambalpur will be final.
6. No extra / advance payment in any case will be made by our office. No supplementary bills shall be entertained.
7. Non-receipt of Security Deposit within stipulated time limit will result in automatic cancellation of the order for supply without any intimation.
8. The Bidder shall have to enter into the agreement in the prescribed Performa.
9. The EOI submitted by the bidders will remain valid for a period of 90 days from the date specified for the opening of EOI.

8. Bidders should furnish the required details in their own letter-heads along with the Appendices:

- I. Organizational Profile (Appendix-A)
- II. Commercial Profile(Appendix-B)
- III. Non-Blacklisting Declaration(Appendix-C)
- IV. Tenderer Bank information for E-Payment(Appendix-D)

9. Submission of the bid:

All bids should be submitted through Registered post: "The District Education Officer, Near Collectorate, Sambalpur-768001"

For Queries: Planning Coordinator, District Education Office (Mobile: 88895915464; e-Mail: dpcsambalpur.oepa@nic.in) between 10:30 AM to 5:00 PM on working days.

Dt. 17.11.2023

Sd/-  
District Education Officer  
Sambalpur

Name of Client	Name of Officer	Period of Service	Details of Service



## PART A: PROFILE OF BIDDER

1. Name of Firm:
2. Type:
3. Name of Owner/Proprietor:
4. Year of establishment:
5. Brief Description (May add as a separate enclosure):
6. Contact Number and Mobile Number:
7. Email Id:
8. Address:
9. Top Client list with contact reference  
(Add as a separate enclosure as the table given below)

Sl. No.	Name of Client	Period of Service	Details of Service

10. Range of service provided/able to provide (May add as a separate enclosure)
11. GST Registration:
12. Organizational structure (To include details of Proprietor/Directors, managers and Members break up) (add as a separate enclosure)

(Stamp & Signature of the Bidder)

COMMERCIAL PROFILE

Name of the Bidder: .....

## PROFORMA OF ANNUAL TURNOVER STATEMENT

Financial Year	Annual Turnover (Rs.)
2020-2021	
2021-2022	
2022-2023	

Details of the following (enclose copies for proof);

- (a) IT Return for the past three years
- (b) Balance Sheet and P&L Account for last three years
- (c) GST Registration
- (d) PAN

(Stamp &amp; Signature of Bidder)



Non-Blacklisting Declaration

(To be submitted on Letter Head of bidder along with Technical Bid)

Dated:

To,

The District Education Officer  
Near Collectorate,  
Sambalpur, PIN - 768001

Subject: Declaration for Nonblack listing Tender Reference No:

Name of Tender/Work:

Dear Sir,

I/We hereby declare that I/we have not been blacklisted by any Central/ State Government/agency of Central/ State Government of India or any other country in the world/Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world during last 5 years for any kind of fraudulent activities.

Yours Faithfully,

(Signature & Name of the Bidder, with Official Seal)



TENDERER BANK INFORMATION FOR E-PAYMENT

1	Name and Full address of the Tenderer	
2	E-Mail address	
3	Credit Account No.	
4	Account Type (SB or CA or OD)	
5	Name of the Bank	
6	Branch full address with Telephone No	
7	Telephone/Mobile/Fax No. of the Tenderer	
8	PAN (Permanent Account Number)	
9	GST Registration Number	

## PRICE BID FORMAT

Sl. No.	Components	Quote (Excl. of Tax) in INR (1)	Applicable Tax (GST)% (2)	Quote (Incl. of Tax) in INR (= 1+[(1)*(2)%])
I	Installation of Bio-Metric device with Power Backup (Min. 1 KVA UPS)			A1
II	Monthly Report generation School wise/ Block wise (Hard Copy and Soft Copy)			A2
	SUB TOTAL(=A1 + A2)			X
III	Maintenance of 24 Months			Y
GRAND TOTAL (=X+ Y)				Z

Financial bid summary	Quote in INR Rs
In word	

Check List

Sr No	Particular	To check (Type "Submitted /Not Submitted")
1	General Information and Instructions	
2	Scope of Work	
3	Terms & Conditions	
4	Selection Method	
5	Preparation of EoI	
6	Annexure-A: Organizational Profile	
7	Annexure-B: Commercial Profile	
8	Annexure-C: Non-Blacklisting Declaration	
9	Annexure-D: Tenderer Bank information for E- Payment	
10	Annexure-E: Price Bid Format	
11	Annexure-F: OEM Authorization Letter	